



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**Agenda  
Lansing Housing Commission  
February 22, 2012**

1. Call to Order
2. Roll Call
3. Approval of Minutes of January 25, 2012
4. Informational Items:
  - a. Financial Reports Ramiro Salazar
  - b. Asset Management Report Forrest Babock
    - I. Capital Fund Report Forrest Babock
    - II. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
    - III. Hildebrandt AMP 103 Rhonda Pagel
    - IV. LaRoy Froh AMP 111 Janell McLeod
    - V. South Washington AMP 112 Lisa Parsons
  - c. Housing Choice Voucher Report
5. Executive Director's Comments
6. President's Comments
7. Public Comments-limit to 3 minutes per person
8. Other Business





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## MINUTES OF THE JANUARY 25, 2012 LANSING HOUSING COMMISSION MEETING

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, and Bakken.  
Commissioner Bryan Beverly was absent due to illness.

GUESTS: None

STAFF: Patricia Baines-Lake                      Forrest Babcock  
          Ramiro Salazar                              Debra Baker  
          Lisa Parsons                                 Janell McLeod  
          Rhonda Pagel

The meeting was called to order by Chairman Tony Baltimore promptly at 5:33 p.m.  
Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve the minutes of October 26, 2011 Board Meeting. **The Motion was approved unanimously.**

Patricia Baines-Lake presented Resolution 1138 – Electronic Communication Policy on behalf of Edward Forrest. This Policy defines parameters governing Electronic Communications by anyone representing LHC. Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve this resolution. **The Motion was approved unanimously.**

Patricia Baines-Lake presented Resolution 1137 – Enrollment in the MERS 457 Plan. This resolution will allow LHC to add the MERS 457 Plan as a retirement investment vehicle option for all employees. Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve this resolution. **The Motion was approved unanimously.**

Ramiro Salazar presented Resolution 1138 - Tenant account Write offs in the amount of \$923.95 covering July 1, 2011– September 30, 2011. Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve this resolution. **The Motion was approved unanimously.**

Patricia Baines-lake presented Resolution 1139 - Conflict of Interest Policy Update. This Policy provides staff, commissioners and the general public with the guidelines covering what LHC considers a conflict of interest and directs all parties to adhere to the policy. Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve this resolution. **The Motion was approved unanimously.**

The Commission went into closed session at 6:02 p.m. to discuss potential litigation. The Commission reconvened in open session at 6:10 p.m. The Commission authorized Ms. Baines-Lake to offer a settlement to American Asphalt. The terms, if successfully negotiated will be discussed/approved at a future Board Meeting.

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management Report		Forrest Babcock
Mt. Vernon & Scattered Sites	AMP 102-104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Janell McLeod
South Washington	AMP 112	Dave Abood
Housing Choice Voucher Report		Debra Baker
Capital Fund Report		Forrest Babcock
Executive Director's Fourth Quarter		Patricia Baines-Lake

The President thanked the staff for the excellent work being done.

There were no Public Comments

Under Other Business the Board Chairman, Tony Baltimore asked for nominations for a Vice-president to replace Gina Nelson whose Commission term expired. Ben Bakken moved and Tony Baltimore 2<sup>nd</sup> a motion to elect Greg Frens as Vice President. **The motion passed unanimously.**

The meeting was adjourned at 6:58 p.m.

