



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda
Lansing Housing Commission
February 25, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of January 28, 2015
3. Action Items.
4. Informational Items

a. Finance Reports		Emerge Accounting
b. Housing Choice Voucher Report –		Jennifer Burnette
c. Asset Management Report -		Janell McLeod
i. Mt. Vernon & Scattered Sites	AMP 102	Kendra Schmidtman
ii. Hildebrandt	AMP 103	Rhonda Pagel
iii. LaRoyFroh	AMP 111	Lisa Parsons
iv. South Washington	AMP 112	Janell McLeod
d. Modernization Report		Dona Davenport

5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment





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**Minutes of the January 28, 2015
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake Commission Secretary called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, Beverly and Joyce. Commissioner Koppelman-Helvey was excused.

GUESTS: None

STAFF: Please update (no sign sheet)

Patricia Baines-Lake	Lisa Parsons
Melissa Witte	Kendra Schmidtman
Janell McLeod	

Public: Camelia Johnson, Emerge Accounting, CPA; Shantale Jones by telephone, Sedrick Blake by telephone

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve the minutes of the November 19, 2014 Board Meeting. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

Housing Choice Voucher Report	Jennifer Burnette
Asset Management	Janell McLeod
Mt. Vernon	Kendra Schmidtman
Hildebrandt	Rhonda Pagel
LaRoy Froh	Lisa Parsons
South Washington	Janell McLeod
Modernization Report	Dona Davenport

The Executive Director discussed the status of the Closing for Oliver Towers. HUD approval and several signatures were outstanding.

There being no other business, Chairperson Baltimore adjourned the meeting at 7:15 p. m.





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February 25, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report January 2015 Reporting Month

CONTACT PERSON:

Jennifer Burnette
Housing Choice Voucher Coordinator

OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The high lights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. 0 files were drawn down in January. 100% of all waitlist files are being audited.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed three (3) QC reviews of unit rents in January. The QC review indicated 100% of the rents approved by LHC in January met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed zero (0) QC file reviews on non-waitlist participant files in January
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in January.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited Twenty-six 24-hour HQS deficiencies in the month of December. 98% of all 24-hour HQS deficiencies were corrected within 24-hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Nov-14	Dec-14	Jan-15
TOTAL NEW LEASES	7	1	3
Total Move-outs	11	3	3
Net	-4	-2	0
Number of Applicants on Voucher Wait List	376	376	376
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	40	78	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	20	16	0
Total Resident Change of Units (transfers)	6	8	9
TOTAL RECERTIFICATIONS DUE BY MONTH	125	132	151
Annual Recertifications Completed	108	132	151
Annual Delinquent Reexaminations	0	0	0
Interims Completed	68	73	81
TOTAL INSPECTIONS DUE BY MONTH	142	105	110
Annual HQS Inspections Completed	122	105	110
Annual HQS Delinquent Inspections (PIC)	1	0	0
New RFTA Inspections	41	45	52
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	34	34	34
Total # of HCV Accts. Rec.	3	7	7
Monthly Total Amount Owed	\$ 2,244.00	\$ 6,393.00	\$ 6,042.00
Monthly Total Amount Collected	\$ 147.50	\$ 351.00	\$ 351.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1427	1444	1433
% UTILIZED UNITS	83.9%	84.9%	84.3%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	55	55	57
VASH Voucher Utilization	79	79	79
Permanent Supportive Housing (PSH)	88	88	94
Monthly Total Voucher Unit Utilization	1651	1651	1663



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February 25, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2015 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95.5% at the end of January. At the end of December we were at 95.4%. We continue to strive to increase our occupancy level to 98%.

Mt. Vernon occupancy: We will be taking at least nine (9) units offline for kitchen/bath remodels so we are not pursuing residents for those units. Most or all other units have recently been rehabbed and residents should be signing leases between now and the end of this month. The availability of our contractors has opened up in our favor this month so we've seen a lot more progress in getting our units rehabbed.

Hildebrandt Park: As of today (2-7-15) we have six (6) vacant units, five (5) of these are in the "make ready status" but I have applicants and resident transfers ready to move in as soon as they get completed (by the end of February if not before). I have an applicant for the one (1) unit that is ready for move in. She has delayed this process by changing the move in date. Our goal continues to be at least 98% occupancy if not higher as soon as possible. It did not work out for the month of January. Three (3) households that were supposed to move in put me off their move a few days (2 of those moved in now but I am still waiting on the 3rd one). I am expecting three (3) more move outs in the month of February. Two (2) have "moved out" but did not turn in their keys so I need to secure non-payment evictions on these and one (1) that will be transferring into a smaller unit when the unit is ready for occupancy,

LaRoy Froh is at 99% occupancy. We have a small pool of applicants ready to move in when we get the current three (3) vacant units rehabbed or a unit vacant that is for their



bedroom size. We anticipate pulling just under 25 applicants total for the five (5) bedroom sizes to fill the anticipated pool that will be moving in.

South Washington Park's occupancy has not changed although we have consistently moved people in it seems as though the same amount of people move out. We are trying to get ahead of this by pulling more applications in an effort to fill units. The one (1) bedroom waitlist will be opened in the near future to secure fresh applicants.

In January LIPH as a whole had a total of 73 emergency work orders. 100% were closed or abated within 24 hours. We had 228 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

Mt. Vernon Park continues to work towards improving the work order process. However, staff shortages due to sickness, funeral leaves and personal/family matters have had an impact on overall productivity with our maintenance staff, including our rotating/on-call help.

Hildebrandt Park had a high number of open work orders as of 1-31-15; we had city inspections at Forest and Hoyt in January which added to the high number of work orders. We plan on having a lot more progress in the current and future months with closing work orders in a timelier manner.

LaRoy Froh has been working hard on getting the older work orders closed as well as keeping up with the high priorities and emergencies. We have put all work orders together based on address, this way the maintenance staff is going in and clearing out all work needing to be done, not just the quick fix. We have struggled a little when we have our maintenance staff rotate to Mt. Vernon, as it slows down the production with just one (1) person on site that week. However, we work hard on getting caught up on the weeks when both maintenance staff are at LaRoy Froh full time.

SWP has been working on catching up on work orders and turning units. There are about 60 work orders that are not dated within the last 60 days that we are striving to have caught up over the next 60 days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	197	832
Total Units Occupied	185	212	210	189	796
Percent Occupied	92%	96%	99%	95%	95.5%



Move –Ins	3	5	6	4	18
Move-Outs	3	3	1	2	9
Transfers	1	0	0	0	1
Emergency Work Orders	23	22	18	10	73
Routine Work Orders	47	41	38	102	228

Note: SWP has one (1) unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$32,145.00	9081.45	23063.55	72%
Hildebrandt	220	32477.00	8032.00	24445.00	75%
LaRoy Froh	213	31587.00	5513.25	26073.75	83%
South Washington	197	33054.00	3444.32	29609.68	90%
Totals	832	129263.00	26071.02	103191.98	80%





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February 25, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
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SUBJECT:
January 2015 Modernization Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:
This report provides an overview of the January modernization activities for LHC properties.

South Washington Park

All of the doors are installed in place and are secure. There are miscellaneous work items to be completed still, some of which is dependent on the ability of the exterior door frames to be painted. Contractor has requested that the painting be held off until warmer weather.

Mt. Vernon-Hildebrandt-LaRoy Froh

All three Architectural firms under contract are preparing the project manuals and bid documents so we can start renovating kitchens and baths in our three (3) multi-family developments.

FUTURE MODERNIZATION ACTIVITIES

Along with the units that were not updated with ARRA monies – the needs expressed by the Asset Managers are as follows: S. Washington Park needs more door replacements on the first floor – concrete steps replaced or repaired in the stairwells – the building needs tuck pointing and the windows need caulk. We are in the planning stages of a small gutter-downspout – landscape grade and window well project at Hildebrandt. At Hoyt Avenue and Forest Road – bathtubs are cracking – these should be replaced with showers.



Sign In Sheet
2/25/2005
LHC Board Meeting

Print Name

Telephone #

Patricia Barnes-Lace

372-7996

Lisa Persing

353-4290

Rhonda Pagel

372-7145

Camelia Johnson

(404) 380-0047

Bobby Joyce

(517) 703-3483

QUEEN

Darlene Rhodes

517 203-9556

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