



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

Agenda  
Lansing Housing Commission  
February 28, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of January 17, 2018.
3. Closed Session – Discuss Executive Directors' Contract

Action Items:

- Resolution 1288 - Approval of Amendment to By-Laws Changing  
Week of Monthly Board Meeting
- Resolution 1289 - Approval of Travel Policy

Informational Items.

- |   |                           |
|---|---------------------------|
| a. Audit Discussion<br>Lansing Housing Commission (LHC) | Plante Moran              |
| b. Finance Report January 2018                          | Dickey May                |
| c. Housing Choice Voucher Report January 2018           |                           |
| d. Asset Management Report January 2018                 |                           |
| • Mt. Vernon & Scattered Sites                          | AMP 102                   |
| • Hildebrandt, Forrest, Hoyt                            | AMP 103 & Scattered Sites |
| • LaRoy Froh & Scattered Sites                          | AMP 111                   |
| • South Washington & Scattered Sites                    | AMP 112                   |





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e. Sustainability Agreement Update

Martell Armstrong

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





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### Minutes of the January 17, 2018

Commissioner Baltimore called the meeting to order promptly at 5:38 p.m. Mr. Armstrong, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Deschaine, Warren and Joyce were present at roll call. Commissioner Robinson attended the meeting via telephone.

**STAFF:**

Kim Shirey                                      Edward Forrest  
Lisa Parsons  
Marvin Ellis

**Guests:**

Daniel Black  
Dickey May, Financial Consultant via telephone

Commissioner Deschaine moved and Commissioner Joyce<sup>2nd</sup> a motion to approve the minutes of the November 21, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine <sup>2nd</sup> a motion to approve Resolution 1287- Approval of 2018 HCV Utility Allowance. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report Dicky May, Mr. May provided a brief overview of the Finance Reports for November 2017 and December 2017.
- B. Housing Choice Voucher Report—Kim Shirey Housing Choice Voucher Report—Kim Shirey announced that HCV along with several employees from the agency were able to fulfill the Christmas wishes of a family that may not otherwise have Christmas. HCV was also able to process, approve and issue 51 vouchers to new participants before the end of the year.
- C. Asset Management Report—Lisa Parsons announced that LIPH had an occupancy rate of 97%, which exceeds the 96% recovery plan occupancy goal. All the sites will give a summary of what has been going on with their sites.





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D. Sustainability Agreement Update: Mr. Armstrong reported that the Commission continues to abide by the monthly, quarterly, and bi-annual provisions enumerated in the sustainability agreement.

Executive Director's Comments: Mr. Armstrong announced the following:

- The Executive Director attended the City of Lansing's Housing and Neighborhood Resource Summit.
- LHC received a monetary donation of \$2,500 from the Community Bank that will be earmarked for the FSS program.
- Construction on the SWP stairs have ended
- The Executive Director has worked with the Detroit Field Office (DFO) to overcome issues with the EPIC system in order to submit the annual CFP budget.
- The Executive Director and LIPH staff has received Nan McKay Procurement training.
- The Executive Director facilitated a board orientation for Commissioner Warren
- The DFO has given a formal report on the status of the DEC audit recommendations.
- A draft report of the 6/30/17 FYE audit has been received.

President's Comments: Chairman Baltimore wished everyone a happy New Year and informed the Executive Director of an opportunity for LHC to participate in a Lansing School District (LSD) event.

Public Comment – There were no public comments.





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Other Business - Commissioner Warren thanked the Executive Director as well as the City Clerk for coordinating efforts to have her sworn in. Commissioner Joyce announced that his mother-in-law had passed and requested thoughts and prayers for his family. Congratulations to Ms. Shirey for ten years of service to LHC.

Adjournment: The meeting was adjourned at 6:18 p.m.







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**February 28, 2018**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to Amend and Restate: Article IV, Section 2 -- Regular Meetings  
Regular Board meetings shall be held on the fourth Wednesday of each month at  
such time as may be fixed by the Board. - Resolution No. 1288

**RECOMMENDATION:**

Staff recommends adaption of Resolution No. 1288 which updates Article IV, Section 2  
and revises the existing by-laws.

**CONTACT PERSON:**

Martell Armstrong  
Executive Director  
517-372-7996

**SUMMARY**

This Resolution modifies the existing by-laws to reflect that regularly scheduled Board of  
Commissioners meetings will occur on the fourth Wednesday of each calendar month  
and no longer requires the Board of Commissioners meetings to be held on the third  
Wednesday of each calendar month.

**BACKGROUND**

The Lansing Housing Commission's by-laws were established to regulate the actions of  
the Commissioners. Article IV, Section 2 enumerates the frequency and timeliness of the  
board meetings. The commissioners have elected to meet on the fourth Wednesday of  
each month rather than the third Wednesday.

**FINANCIAL CONSIDERATIONS**

While the Board of Commissioners are responsible for fiduciary matters concerning LHC, no direct financial impact will incur as a result of this proposed change.

**POLICY CONSIDERATIONS:**

None

Respectfully Submitted,



Martell Armstrong, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1288**

Adopted By the Lansing Housing Commission

February 28, 2018

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

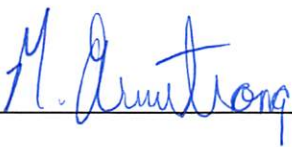
Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to Amend the By-laws to Change the Week of the Monthly Board Meeting to the fourth Wednesday of each Month.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:   
Secretary

For Clerk Use Only

Resolution No. 1288  
Date Adopted 2-28-2018

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting February 28, 2018

Resolution 1288

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## **Amended and Restated Bylaws Lansing Housing Commission**

### **ARTICLE I - THE COMMISSION**

**Section 1. Name of Commission** The name of the Commission is, "The Lansing Housing Commission."

**Section 2. Office of Commission** The principal office of the Commission is 419 Cherry St. in the City of Lansing, Michigan, and may be located at some other place in the City of Lansing as may be periodically determined by the Board of Commissioners ("Board").

### **ARTICLE II - BOARD OF COMMISSIONERS**

**Section 1. Number; Method of Appointment; Term** The Board shall consist of five commissioners, who shall be appointed by the Mayor of the City of Lansing ("Mayor"). One commissioner shall be a resident of the Commission's public housing or subsidized housing ("resident Commissioner").

The first Board shall have one commissioner appointed to each of the following terms: one year, two years, three years, four years, and five years. Subsequently, successors shall be appointed to five-year terms to fill each vacancy created by an expiring term. Each commissioner shall hold office until his term expires and his successor is appointed and qualified, until he resigns, or until he is removed from office.

**Section 2. Vacancies; Removal** If a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization. The notice shall be provided to each resident. Any vacancy on the Board shall be filled by the Mayor for the remainder of the unexpired term. A commissioner may be removed before the expiration of her/his term by the Lansing City Council upon recommendation by the Mayor prior to the expiration of his term.

## **ARTICLE III – BOARD OFFICERS AND COMMITTEES; COMMISSION EMPLOYEES**

**Section 1. Officers** The officers of the Board shall consist of a President, a Vice President, and any other officers designated by the Board. The officers shall perform the duties and functions prescribed by these Bylaws and any other duties or functions as may be established by resolution of the Board.

**Section 2. President** the President shall preside at all Board meetings and perform all other duties incident to the office of President.

**Section 3. Vice President** The Vice President shall perform the duties of the President in the absence or incapacity of the President. If the office of President becomes vacant, the Vice President shall serve as President until the Board elects a new President.

**Section 4. Election** The President, Vice President, and any other officers shall be elected by the Board from among the commissioners. The officers shall be elected to one year terms at the Board's annual meeting. Officers shall hold office until their terms expire and their successors are elected and qualified.

**Section 5. Vacancies** If any office becomes vacant, the Board shall elect a successor from among the commissioners at the next regular meeting. The successor shall serve for the remainder of the unexpired term.

**Section 6. Committees** The Board may establish, by resolution, any special or permanent committees for the purpose of assisting the Board in the discharge of its duties. The resolution establishing the committee shall state the purpose of the committee and the duties and responsibilities of its members.

**Section 7. Fiduciary Obligations** Commissioners shall have a fiduciary obligation to act in the best interest of the Commission. Commissioners shall abstain from voting on or influencing any business in which they have a conflict of interest. Each commissioner shall execute a Conflict of Interest Disclosure, as required by law. Commissioners shall notify the Board in writing when there is an item of Commission business in which the commissioner has a conflict of interest.

**Section 8. Employees** The employees of the Commission shall consist of an Executive Director and such other employees as may be necessary. The Commission may, from time to time, employ engineers, architects, and consultants.

**Section 9. Executive Director** The Board shall appoint an Executive Director by resolution, who shall serve at the pleasure of the Board. Commissioners are ineligible to serve as Executive Director. To the extent required by law or by the Board, the Executive Director shall give a bond for the faithful performance of his duties.

The Executive Director shall have general supervision over the administration of the

Commission's affairs, in accordance with the operational, fiscal, personnel, and other policies adopted by the Board and all other laws. The Executive Director shall also serve as secretary of the Commission, carry out all policies adopted by the Board, and perform such other duties as the Board may direct.

At each Board meeting, the Executive Director or the Executive Director's designee shall submit recommendations and information concerning the affairs of the Commission, takes minutes, record all votes, and keep a record of the Board proceedings in a journal maintained for such purpose.

The Executive Director shall also keep all records of the Commission, keep or cause to be kept regular books of accounts showing receipts and expenditures, and, upon request of the Board, render an accounting of the transactions of the Commission and its financial condition.

#### **ARTICLE IV – MEETINGS**

**Section 1. Annual Meeting** the Annual Board meeting shall be the first regular meeting in February, at the regular meeting place or such other place as the Board may establish by resolution.

**Section 2. Regular Meetings** Regular Board meetings shall be held on the fourth Wednesday of each month at such time as may be fixed by the Board.

**Section 3. Special Meetings** Special meetings may be called by the Board President or at the written request of two commissioners. At special meetings, no business shall be considered other than that specified in the notice.

**Section 4. Notice of Meetings** The Executive Director shall give public notice of all Board meetings, in compliance with the Open Meetings Act, being MCL 15.261 *et seq.* Within ten days of the first Board meeting each calendar year, a schedule of the regular Board meetings, stating the dates, times, and places of such meetings, shall be posted at the principal office of the Commission and at Lansing City Hall. Any changes in the schedule of regular meetings shall be posted within three days of the meeting at which the change was made. Public notice of a rescheduled regular meeting or a special meeting, stating the date, time, and place of the meeting, shall be posted at least eighteen hours before the meeting. The notice for a special meeting or a rescheduled regular meeting shall also be personally delivered to each commissioner or sent by facsimile, electronic mail or overnight mail to the business or home address designated by each commissioner, not less than 24 hours prior to the time of such meeting.

**Section 5. Quorum** Three commissioners shall constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or required by law, all actions of the Board shall be taken by majority vote. All resolutions shall be in writing and shall be made a part of the Commission's records.

**Section 6. Attendance by Conference Telephone** A Commissioner may participate in a meeting using a landline-based telephone or use video based conferencing or other audio-based conferencing where all persons participating in the meeting may communicate with the other participants. This type of participation constitutes presence in person at the meeting. All participants will be advised of the kind of communication equipment being used. The names of the participants in the conference will be disclosed to all participants at the time of the meeting.

**Section 7. Public Meeting; Order of Business** The business performed by the Board shall be conducted at a public meeting held in compliance with the Open Meetings Act. At regular Board meetings, the Board may conduct business on any matters properly before it, and the order of business shall be as follows:

1. Call to Order - Roll Call
2. Approval of Agenda
3. Approval of Minutes of Previous Meeting
4. Action Items
5. Information Reports
6. Commissioner Comments
7. Staff Comments
8. General Public Comments
9. Adjournment

**Section 8. Voting; Manner of Voting** Each commissioner shall have the right to vote on all matters before the Board, absent a conflict of interest. Voting shall be by live voice. Any commissioner may demand a vote by roll call.

**Section 9. Signing of Minutes**, The minutes of all Board meetings shall be signed by the Board President and the Executive Director-Secretary or designee.

## **ARTICLE V - PUBLIC PARTICIPATION**

**Section 1. Policy** Members of the public shall be afforded the opportunity to speak on any agenda item of substantive nature after they are first recognized by the Board President. Prior to speaking, each member of the public shall state his or her name in a clear and audible tone of voice. All remarks shall be addressed to the Board as a whole.

**Section 2. Time Limit** Individuals will have three minutes to address the Board. Designated spokespersons for groups or organizations will have five minutes to address the Board. Additional time may be requested by any speaker and will be granted only with the permission of the President, subject to the consent of the Board.

## **ARTICLE VI - EXECUTION OF CHECKS AND DOCUMENTS; ANNUAL REPORTS**

**Section 1. Signing of Checks** All checks, drafts, and orders for the payment of

money shall be signed on behalf of the Commission by the Executive Director and the Finance Department.

**Section 2. Execution of Contracts** The Executive Director or the Executive Director's designee shall have the authority to execute contracts, leases, and other documents which have been approved by the Board. Residential Unit leases may be executed by Asset Managers. All agreements regarding real property other than agreements with residents or facility managers, contracts for the purchase of necessary materials, or contracts related to the Commission's powers and duties under Section 12 of the Housing Facilities Act, being MCL 125.662, must be executed after requisite approvals are granted. Contracts with residents or facility managers shall be executed in the name of the Commission.

**Section 3. Annual Reports** The Commission shall make an annual written report of its activities to the Lansing City Council and such other reports as the City may require, in compliance with Section 260.03 of the Lansing Codified Ordinances. The Commission shall also have an annual audit made of its financial transactions, in compliance with Section 260.07(d) of the Lansing Codified Ordinances. The Executive Director shall also prepare such reports as the Board may require, including informational reports on the Commission's performance against benchmarks established by the United States Department of Housing and Urban Development ("HUD").

## **ARTICLE VII - AMENDMENTS**

These Bylaws may be amended by majority vote of the Board.

## **ARTICLE VIII - INDEMNIFICATION**

Whenever any claim is made or any civil action is commenced against a commissioner or a Commission employee for damages caused by an act or acts of the commissioner or employee within the scope of his or her authority and while in the course of his or her duties as a commissioner or his or her employment with the Commission, the Commission may pay for, engage, or furnish the services of an attorney to advise the commissioner or employee as to the claim and to appear for and represent the commissioner or employee in the action. The selection of the attorney will be made by the Commission in the manner the Commission determines. The Commission may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the commissioner or employee covered under this Article is awarded against the commissioner or employee as the result of the civil action, the Commission may indemnify the commissioner or employee or may pay, settle, or compromise the judgment. Any agreement by the Commission under this Article is contingent upon the commissioner or employee giving prompt notice of the commencement of an action and cooperating in the preparation, defense, and settlement of the action. This Article does not cover acts of commissioners or employees that amount to fraud; dishonesty; willful, intentional, or deliberate violation of the law or breach of fiduciary duty; or a criminal act.

This Article does not abrogate or diminish governmental immunity.



## **ARTICLE IX - COMMISSION CONFLICT OF INTEREST POLICY**

The Commission has adopted a conflict of interest policy applicable to all commissioners, employees, and any persons and firms who do business with the Commission and incorporated herein. The conflict of interest policy mandates compliance with the City's Ethics Ordinance, being Chapter 290 of the Lansing Codified Ordinances; the state Incompatible Public Offices Act, being MCL 15.181 *et seq.*; all other local, state, and federal law; the Annual Contributions Contract between the Commission and HUD; and any other contractual provisions applicable to the Commission.

## **ARTICLE X - RULES OF ORDER**

Except as otherwise provided in these Bylaws, matters of parliamentary procedure at all Board meetings shall be determined in accordance with Robert's Rules of Order.



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**February 28, 2018**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval of Lansing Housing Commission's Revised Travel Policy 2009-12, Resolution No. 1289

**RECOMMENDATION:**

Staff recommends the Approval of Resolution No. 1289, which adopts the Revision of the Travel Policy 2009-12.

**CONTACT PERSON:**

Martell V. Armstrong  
Executive Director  
(517) 372.7996

**SUMMARY:**

The Travel Policy establishes the rules to be followed for procuring and reimbursing travel expenses. The policy took effect on December 31, 2009 after the completion staff training. This resolution proposal revises the previous iteration.

**BACKGROUND**

This Travel Policy addresses the critical questions regarding planning, procurement and reimbursement for official LHC travel.

**FINANCIAL CONSIDERATION**

The Commission anticipates continued positive financial impact because of reduced turnover costs. Travel expenses will continue to be planned and expended in accordance to the annual fiscal budgets of each respective departments. The aggregate projected value cannot be predicted.



**POLICY CONSIDERATIONS:**

It is the Boards fiduciary responsibility to establish policies which provide guidance and represent responsible governance. The proposed policy supports this charge.

Respectfully Submitted, \_\_\_\_\_



Martell V. Armstrong, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1289**

Adopted By the Lansing Housing Commission

February 28, 2018

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Travel Policy.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1289  
Date Adopted 2-28-2018

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting February 28, 2018

Resolution 1289

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**Lansing Housing Commission  
Policy No. 2009-12  
Travel Policy**

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**Policy Statement**

This policy applies to the travel of all officers, employees, LHC Board of Commissioners ("Board"), persons traveling for job interviews, consultants and all other persons who travel on approved, official LHC business ("Traveler").

This policy is intended to:

- Provide a clear and consistent statement of the LHC's Travel Policy;
- Ensure compliance with applicable federal regulations; and
- Explain requirements that promote the reasonableness of costs incurred by the LHC travel expense.

All official travel should be prudently planned so that the best interests of the LHC are served at the most reasonable cost. Anyone traveling on LHC business is expected to exercise the same economy that a practical person would exercise when traveling on personal business. Excessive costs or unjustifiable cost are not acceptable and will not be reimbursed.

The provisions of this policy must be applied consistently to all travel expenses incurred by travelers.

Authorization for travel will not be granted and expenses will not be reimbursed unless travel is made, and reimbursement claimed in accordance with this policy and any approved exceptions hereto. Additional restrictions may apply to travel expenses funded by non-LHC resources such as grant funds and third-party resources.

The LHC's travel expense reimbursement program meets the Internal Revenue Service ("IRS") definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the traveler.

Reimbursement rates shall be issued by the Finance Office as an addendum to this policy.

**Authorization for Travel**

The Executive Director or a designee with appropriate decision-making authority must approve all forms related to travel. The Board Chair or Vice-Chair shall have authority to approve travel by Board members. The authorized approver s responsible for verifying the following:





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Policy No. 2009-12  
Travel Policy**

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- Business purpose of the travel is valid and directly related to official LHC business;
- Total cost of the trip is within the approved budget; and
- Expenses are charged to the proper accounts.

**Non-Reimbursable Expenses**

The following are not reimbursable under this policy:

- Personal grooming services, such as barbers, hairdressers and shoe shines;
- Car rental insurance purchased for domestic travel;
- Childcare
- Corporate or personal card delinquency fees or finance charges;
- Dues in private clubs;
- Frequent flier and other similar awards for hotel and car rentals;
- Gym and recreational fees, including massages and saunas;
- In-room movies
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance;
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property;
- "No show" charges for hotel and car service unless there are extenuating circumstances, i.e. extreme weather, etc.
- Parking tickets or traffic violations;
- Personal automobile repairs;
- Personal credit card annual fees;
- Personal telephone charges in excess of reasonable calls home, generally one per day; (if employee has a LHC assigned cell phone);
- Pet care; and
- Travel upgrades (air, hotel, car, etc.)

**Exceptions**

The LHC Executive Director has sole authority to approve exceptions to provisions of this policy. Approved exceptions must be to address a reasonable accommodation or

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explicitly justified as beneficial to both the LHC and the Traveler and generally require the recommendation of the Traveler's Supervisor.

**Responsibilities**

Travelers should spend LHC funds prudently. Business travel expenses will be paid by the LHC only if they are reasonable, necessary, and in accordance with this policy. Travelers who incur business travel expenses should neither gain nor lose personal funds as a result of the travel.

Travelers who receive travel advances are responsible for submitting an Expense Reimbursement Form that details all travel expenses incurred during the trip within ten (10) days of returning from the approved travel. Travel expenses, which are unrelated to a travel advance, must be submitted utilizing an Expense Reimbursement Form no later than thirty (30) days after incurring the expense. The Traveler may delegate responsibility for preparation of the forms but will always be personally accountable for travel expense. Travelers preparing expense reports have the responsibility for applying the correct account to each receipt to ensure compliance with LHC and/or sponsor requirements.

For business travel, the use of per-diem rates (no receipts required) for daily meal costs is preferred. Per diem rates include tips and are based on the applicable Federal GSA ([www.gsa.gov](http://www.gsa.gov)) schedule. Prior approval of LHC's Executive Director is required if actual daily meal costs will be used in lieu of per-diem rates. If this approval is granted, receipts will be required for daily meal costs in excess of the current average meal per-diem rates for business travel. Meals will only be reimbursed for business travel that lasts at least 12-hours during the day **and** if travel is 50 miles or more, each way from the office.

Receipts for lodging expenses, unless using LHC per-diem rates, are always required. All other business travel expenses require dated receipts.

**Expense Advances**

The LHC will issue cash advances for approved pre-planned travel. The advance will be issued no earlier than one (1) week before the Traveler's departure date. Advances should be requested at least thirty (30) days prior to the scheduled trip. Before submitting a travel advance request, the Traveler must complete the Travel Advance Request Form and receive verbal approval from the Executive Director to attend the



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Travel Policy**

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event. (See instruction for the Travel Advances and Expense Reimbursement Form). Advances must be reconciled within ten (10) days of completion of trip.

**Conferences**

**Registration Fees:** Registration fees for approved conferences, conventions, seminars, meetings, etc., will be approved and paid in advance, including cost of official banquets and/or luncheons, if authorized in advance by the Department Director. These fees can also be reimbursed after the fact if receipts are submitted with the Expense Reimbursement Form.

**Corporate Credit Card**

A Corporate Credit Card is available (in Finance) to pay for LHC's travel needs including events requiring immediate payment and for travel reservations and hotel confirmations. Corporate Credit Cards users must always obtain approval from the Executive Director before use of the credit card. The general guidelines for use of a Corporate Credit card for travel are:

- The Supervisor will contact the Finance Corporate Credit Card holder when needed; Finance will initiate the charge, and the Traveler will simultaneously complete a Charge Card Expense Report form.
- A separate Charge Card Expense Report must be completed *for every charged item*, and it must be signed by the Executive Director and submitted to accounting within one week of usage. All original receipts (make copies to attach with Travel Reports) should be attached to the Charge Card Expense Report. These forms will authorize LHC to pay the credit card bill when received, and it will provide appropriate documentation and account coding for the files.

Refer to the Standard Operating Procedure for the Corporate Credit Card to obtain more information.

**Grant & Third-Party Sponsored Travel**

All travel costs charged to grants and third-party providers must be reasonable and in accordance with policies established by the LHC, the sponsor and the terms of the specific award. Travel policies of federal and non-federal sponsors may vary.

Before making any arrangements for travel that will be funded by a grant sponsor or other non-LHC source, Travelers should consult the terms and conditions of the specific





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award or program. If questions remain, they should be addressed to the grant provider or third-party program sponsor.

**Lodging, Meals and Other Expenses**

Some grant-funded projects or third-party sponsored programs set forth per-diem rates for lodging, meals and other business travel expenses. LHC Travelers should follow grant and third-party program travel policies, where appropriate. Supervisors should review the terms of the award or consult with the grant and third-party provider's office before charging travel expenses to the award.

Expenses for alcoholic beverages and entertainment such as theater productions, sporting or attending other social events with grant personnel cannot be charged to a federal grant or contract and must be coded as an unallowable expense. Such expenses are only allowable on non-federal programs when the event has been specifically approved in advance by the program sponsor.

**Modes of Transportation**

This section contains information on reimbursable transportation expenses.

**Domestic Travel**

Domestic travel is any travel within and between any of the 50 states of the United States and its possessions and territories.

**Foreign Travel**

Foreign travel is expressly prohibited unless funded by non-LHC resources.

**Transportation Tickets**

Passenger copies of transportation tickets are required when each expense is \$25.00 or greater. For electronic tickets, obtain proof of payment from the travel agent or obtain a passenger coupon at the ticket counter.

Transportation receipts must include dates, destinations and amounts.

**Air Travel**

All air travel must be purchased by the LHC utilizing the corporate credit card, unless otherwise approved by the LHC Executive Director. With the Executive Director's approval, Travelers must purchase the lowest-priced tickets available using a



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Travel Policy**

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commercial discount airfare or a coach or equivalent airfare. (Refer to Credit Card Policy) for additional information.

Exceptions may be allowed if the lowest-priced fare would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessive prolonged travel;
- Greatly increase the duration of the flight;
- Result in increased costs that would offset transportation savings; or
- Be inadequate for the medical needs of the Traveler.

The LHC Executive Director must approve justification for any of these exceptions in advance and be provided documentation on the expense report. In the unusual event that the Executive Director approves business-class or first-class travel based on factors other than, those listed above, the difference between the actual airfare and the lowest-priced fare must be coded as an unallowable expense unless authorized by the LHC Executive Director.

Travelers should make reservations as soon as travel plans are finalized to obtain advance purchase discounts. When convenient, Travelers should consider staying over a Saturday night, which could result in airfare savings of more than 40%. The LHC will reimburse Travelers for additional meals and lodging associated with a longer stay if such costs are less than the airfare costs associated with an earlier arrival or later departure.

When Travelers have multiple airports within a reasonable proximity to their home or office, i.e. up to an hour of incremental additional driving time, the purchase of air travel is expected to be from the carrier and airport that provides the most cost-effective choice for travel.

**Upgrades**

An upgrade at the expense of the LHC will not be reimbursed. A free upgrade must be noted on the expense report filed for the trip to demonstrate that the LHC did not pay for the upgrade.





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**Lansing Housing Commission  
Policy No. 2009-12  
Travel Policy**

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**Frequent Flier Programs**

LHC Travelers may receive personal credit for frequent flier miles.

**Reimbursement of Early Airfare Purchase**

Travelers should have their transportation paid directly by the LHC (whenever possible) utilizing the Corporate Credit Card. The Traveler must receive authorization from the Executive Director for the direct purchase of transportation. If transportation is purchased with personal funds, Travelers may be reimbursed by the LHC utilizing the Travel Advance Request and the Expense Reimbursement Form.

**Rental Cars**

Long distance travel by rental car is discouraged, since it increases travel time and places the LHC at higher risk for liability for business travel accidents.

The LHC will reimburse the Traveler for the cost of renting a compact or standard-size car and for the automobile-related expenses if use of a rental vehicle is the most economical mode of transportation. The Executive Director can approve upgrades to full-size cars if a detailed explanation, for example number of persons, luggage accommodations, length of commute between airport and destination, accompanies the receipt.

Before renting a car, Traveler should consider shuttle services and taxis, particularly for transportation between the airport and lodging. Mileage is not reimbursable for rental cars. In these cases, the direct cost of gasoline may be reimbursed.

**Accident Notification**

If a rented vehicle is involved in an accident, the supervisor should be notified immediately if possible, however, the accident should be reported no later than the following business day.

**Insurance**

For the Traveler to be covered by the rental agency's basic insurance, the rental vehicle may not be driven by persons other than the renter or leave the state in which it is rented without the agency's permission.

Travelers should accept "full insurance coverage" and include these associated insurance fees as part of their auto rental cost estimate on the Travel Advance Request.



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**Other Ground Transportation**

Reasonable parking costs, tolls and actual mileage driven (mileage will be reimbursed at the Federal GSA business mileage rate) are reimbursable when it is necessary for a Traveler to travel by personal vehicle, whether leased or owned, for business purposes. Where practical, two (2) or more persons should travel in the same vehicle when several Travelers are traveling to the same location.

Out-of-town travel may include the use of a personal car, taxi, car services, buses or other public transportation to go to and from the airport or for transfer around the area. Cities differ in the types of cost-effective transportation they may offer for transfers to and from airports or around the city. Travelers should choose the type of transportation that other similarly situated local businesspersons would use. Reasonable transfer costs will be reimbursed.

Parking at or near air or rail terminals will be reimbursed. Valet parking services or optional services such as a car wash or oil change are personal expenses and are not reimbursable, unless self-parking is not available at a particular location.

**Private Automobiles**

The LHC encourages the use of its vehicles when Travelers travel on official business. However, LHC will pay a standard rate per mile for official LHC travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS and maintained on the GSA Web site ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)), is in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damages to the vehicle, repairs, replacements, tires, depreciation, insurance, etc.

In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed. Reimbursement for private car expenses will not exceed the commercial airfare and ground transportation costs that would be reimbursable for the same trip.

**Other Forms of Transportation**

For Travelers using railroads, non-local buses or other commercial vessels, the LHC will pay the cost of the lowest first-class accommodations available for the trip. Reimbursement will not exceed the commercial airfare that would be reimbursable for the same trip.





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**Lodging**

The LHC will reimburse a Traveler for allowable lodging expenses incurred during LHC-related travel. If a Traveler is traveling to a conference/training event held at a specific hotel, the Traveler should plan to stay at the host hotel if the cost is reasonable. Hotel reservations should be made as far in advance as travel plans will allow. Unnecessary fees should be avoided by confirming cancellation and early check-out policies when booking reservations and by complying with those policies. When checking in, you should always ask if a lower, "last minute" promotional rate is available.

**Actual Cost**

Travelers will be reimbursed for standard hotel rooms at the lowest available rate. When possible, Travelers should receive the government rate that is available in the destination city, based on the GSA schedule that is available in the destination city. Room rates should not exceed \$200.00 per night (except in major metropolitan areas or the Conference/Training room rate) unless prior written approval is received from the LHC Executive Director.

Reimbursable lodging includes the cost of a room and related taxes. Reimbursable lodging does not include payments for the use of personally owned property or lodging provided by colleagues, friend, relatives, etc. in lieu of using a hotel.

Lodging may be claimed for each night away from your home on LHC business when your expected arrival time is 7:59 a.m. or earlier and when the meeting/conference you are attending ends after 7:59 p.m. and you are more than 50 miles from your home/office location.

The LHC will reimburse Travelers for the single occupancy cost of a standard room.

**Lodging Receipts**

Lodging receipts are required. Meals and incidentals on lodging receipts must be itemized separately. A lodging receipt must include all of the following information:

1. The name and location of the lodging establishment;
2. The dates of stay; and
3. Separate amounts for charges such as lodging, meals and telephone calls.



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**Deposits and Cancellations**

Hotels normally hold a room without prior financial commitment until approximately 6:00 p.m., local destination time, on the check-in date. In order to hold a confirmed reservation beyond that hour, the hotel will generally require an advance deposit, which is normally prepayment for one night or a guarantee by a credit card. After a deposit is submitted or a guarantee is made, the Traveler is responsible for notifying the hotel of cancellation.

The Traveler will not be reimbursed for the deposit or guarantee penalty if he/she fails to make a cancellation notification unless there are extreme extenuating circumstances beyond the control of the Traveler, i.e. a canceled flight. Such circumstances must be documented on the expense report.

Some hotels hosting large conferences may require a pre-payment irrespective of the guest's arrival time. If prepayment is required in excess of ten (10) days before the conference, the prepayment can be made directly by the LHC to the hotel through submission of a Travel Advance Request.

**Hotel Frequent Guest Programs**

Travelers may receive personal credit for hotel frequent guest programs.

**Telephone**

Travelers will be reimbursed for telephone, fax, and computer connection costs that are reasonable and necessary for conducting LHC business. A reasonable number of personal telephone calls, generally one (1) per day allowing Travelers to stay in contact with their families are included in the daily per diem allowance. The LHC expects Travelers with LHC-provided cell phones to use those phones for such calls. Travelers who do not possess LHC provided cell phones will be reimbursed one hotel telephone call per day.

**Meals and Incidentals**

The LHC will reimburse a Travelers for allowable meal and incidental expenses incurred during LHC-related travel. Travelers are eligible for reimbursement when travel exceeds 12-hours in a day and is 50 miles or more away from DHC's office.

Incidental expenses include fees and tips for persons providing services, such, as food servers, hotel housekeeping, luggage handlers, telephone calls and laundry.





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Meals and incidentals on lodging receipts must be itemized separately.

**Per-diem Meal Reimbursement**

Receipts and detailed documentation are not required when requesting reimbursement of meals and incidentals using the per-diem option. The following requirements apply when using the meal and incidentals per-diem method of reimbursement.

**Per-diem Meal Rates**

The LHC will reimburse meal and incidental expenses based on the per-diem rate for the geographic region where the expenses are incurred. The LHC's reimbursement for domestic travel is based on the per-diem rates established by the General Administration found on its website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

**Per-diem Meal Reductions**

On days of travel to or from the destination, per-diems should be adjusted for the Traveler's departure and return times, to exclude any meals not incurred during the time of travel using the reduction schedule below.

The LHC's meal and incidental per-diem will be reduced to account for meals furnished at no cost or nominal cost to the Traveler. If meal costs are provided in the cost of a conference, those meals (except continental breakfast) should be deducted from the per-diem rate based on the GSA value for that meal. In addition, if a Traveler returns after 5:00 p.m. on the return date, he/she is eligible to receive the full day per diem amount. If travel occurs outside of these timeframes on the first days of travel, the Traveler is only eligible to receive 75% of the per-diem amount for the geographic region. Please see the GSA Per-diem Rates for detailed amounts per city [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

**Actual Cost Reimbursement**

The LHC generally reimburse Travelers for three (3) meals a day. On the days of travel to or from the destination, the Traveler's departure and return times as reflected above determines whether a meal reimbursement will be paid during the travel period.

The LHC will reimburse Travelers for the actual cost of meals that exceed the per-diem rate if prior written approval is obtained from the LHC Executive Director.





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**Expenses for Meals for Others**

With prior authorization from the Executive Director, Travelers may sometimes pay for meals for others. These expenses are reimbursable when the names (s) of the meal attendees are listed and the business purpose of the meal is justified. If a Traveler is using the per-diem method for his/her expenses, meals for others will be reimbursed at actual cost provided the attendee (s) name, their affiliation, the purpose of the meeting and the original receipt or detailed documentation are provided by the Traveler.

**Meal Receipts**

Restaurant receipts, when required, must include all of the following information:

1. The name and location of the restaurant;
2. The number of people served; and
3. The date and amount of the expense.

Gratuities must be shown on the credit card receipt or restaurant receipt.

**Receipts**

**Required Receipts**

Receipts for lodging are always required unless using the lodging per-diem method. All other expenses require dated, original receipts only when each expense is \$25.00 or greater. These receipts must be submitted with expense reports.

**Other Expenses**

Expenses under \$25.00 such as taxi fares or tips do not require receipts. Receipts under \$25.00 should not be submitted with the report. However, the amounts claimed must be accurate.

**Lost Receipts**

If a lodging or other receipt equal to or greater than \$25.00 is not issued or is lost, a detailed Travel Log for Missing Receipts approved by the Executive Director will serve as sufficient documentation of the actual cost (see Appendix A). The LHC expects that a food faith effort will be made by the Traveler to collect and retain all required receipts. A Traveler should avoid using a Travel Log for Missing Receipts unless absolutely necessary. Receipts are always the preferred form of documentation.



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**Non-Business Days**

Weekends, holidays and other necessary layover days may be counted as business days only if they fall between business travel days. If they are at the end of a Traveler's business activity and the Traveler remains at the business destination for non-business reasons, reimbursement is not allowed for the additional days. The only exception is when travel is at a lower total cost if the Traveler stays over a weekend or holiday. This case must be explicitly justified on the Conference/Training Approval.

**Miscellaneous Expenses**

Certain miscellaneous expenses essential to the purpose of authorized travel will be reimbursed. Miscellaneous expenses include:

- Meeting Expenses: Registration (if not prepaid), costs of presentations, published proceedings, rental of meeting rooms, and other actual expenses in connection with professional meetings, conferences and seminars will be reimbursed.
- Baggage: Charges for the first piece of luggage will be reimbursed by the LHC for its Travelers. Additional baggage charges will be at the expense of the Traveler except when the Traveler is transporting LHC materials or when the extended period of travel, more than two (2) weeks, necessitates excess personal baggage.

**Group Travel**

A group of ten (10) or more participants traveling to the same destination over the same dates from one (1) or more origin cities may qualify for group travel rates. In order to obtain group travel discounts, meeting planners should contact the LHC's preferred travel agents for assistance. Price breaks related to group travel must be credited to the same LHC business or travel expense.

**Sharing Expenses with External Organization**

Travelers are encouraged to combine LHC travel with other businesses if travel expenses can be shared. Travelers are responsible for seeking reimbursement for expenses payable by others. If a Traveler is taking a trip payable jointly by the LHC and another entity, the LHC will reimburse its share of the actual expenses necessary for LHC business. Coach fares must be used as the basis for prorating air travel costs.





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When an outside organization pays for lodging or meals, the Traveler may not claim a per-diem. In no case may the reimbursement to the Traveler from all sources exceed the total expenses incurred by the Traveler.

Where travel expenses are being shared with external organizations, a duplicate copy of the receipts will suffice if the expense report justification field contains a detailed explanation of which organization is paying the balance of the expenses.

**Combining LHC and Personal Travel**

The LHC does not pay travel expenses that are not required for official LHC business.

**Indirect Routes**

If the traveler takes an indirect route or interrupts a direct route for other than LHC business, reimbursement for air fare will be at either the actual charge or the charge that would have been incurred by traveling the direct route or by the most economical means, whichever, is less.

**Rental Cars**

Any personal portion of the cost of a rental car must be subtracted from the total rental bill before requesting reimbursement. The personal portion is calculated by pro-rating the cost of the rental over the number of days for personal use and the number of days for business use.

**Insurance**

If the Traveler accepts extra insurance cost of a domestic car rental in order to be covered during the personal portion of the trip, the entire cost of the insurance coverage for the entire rental period will be a personal expense and not reimbursable.

**Travel Expenses of Spouse and Others**

In general, the expenses of a spouse, family member or others accompanying the business Traveler are not reimbursable.

**Hotel Rates**

When the business Traveler and others occupy a double hotel room, whose attendance does not constitute a business purpose, the LHC will reimburse at the single room rate. In all cases, only reasonable and necessary accommodations will be reimbursed.



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**Visitors Traveling to the LHC**

If a guest is visiting the LHC for business purposes and the LHC has agreed to reimburse the guest for travel expenses, the guest may request reimbursement under this policy and avoid taxable income reporting under LHC's accountable plan. Any guest, visitor or consultant requesting reimbursement but not substantiating expenses as required under this policy will be subject to taxable income reporting on IRS Form 1099 and may be subject to withholding of federal income taxes from the reimbursement.

**Payments to Local Hotels and Transportation Services**

If a guest is visiting the LHC for business purposes, and the LHC has agreed to provide lodging and local transportation, payment for such expenses can be made directly by the LHC to a local hotel or licensed transportation service. The guest may also pay for expenses directly and submit an expense reimbursement.

# **Lansing Housing Commission**

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**Financial Report  
with Supplemental Information  
June 30, 2017**

# **Lansing Housing Commission**

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## Independent Auditor's Report

To the Board of Commissioners  
Lansing Housing Commission

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of Lansing Housing Commission (the "Commission") as of and for the year ended June 30, 2017 and the related notes to the financial statements, which collectively comprise Lansing Housing Commission's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Commissioners  
Lansing Housing Commission

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Lansing Housing Commission as of June 30, 2017 and the respective changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### **Required Supplemental Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplemental information, as identified on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Lansing Housing Commission's basic financial statements. The financial data schedules and closed grants are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The financial data schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The closed grants have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.