



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

Agenda
Lansing Housing Commission
January 28, 2015

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of November 19, 2014
4. Action Items.
5. Informational Items

a. Finance Reports		Emerge Accounting
b. Housing Choice Voucher Report –		Jennifer Burnette
c. Asset Management Report -		Janel 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

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





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Minutes of the November 19, 2014 Lansing Housing Commission Meeting

Commissioner Baltimore called the meeting to order promptly at 5:32 p.m. Ms. Baines-Lake Commission Secretary called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, Koppelman-Helvey, and Joyce. Commissioner Beverly arrived at 5:35 p.m.

GUESTS: None

STAFF:	Patricia Baines-Lake	Lisa Parsons
	Melissa Witte	Kendra Schmidtman
	Janell McLeod	Clayton Ivey

Commissioner Frens moved and Commissioner Koppelman-Helvey 2nd a motion to approve the minutes of the October 22, 2014 Board Meeting. **The Motion was approved by all members present.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1221-Approval of Finance Report. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1222-Approval MERS Benefit Plan Changes. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1223-Sale of Oliver Towers. **The Motion was approved unanimously.**

Commissioner Bryan Beverly moved and Commissioner Greg Frens 2nd a motion to go into closed session at 5:50 p.m. to discuss the Collective Bargaining Agreement. **The Motion was approved unanimously.** The Board came out of closed session at 6:00 p.m.

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1224 Collective Bargaining Agreement. **The Motion was approved unanimously.**



Written Informational Reports were provided as follows:

Housing Choice Voucher Report		Debra Baker
Asset Management		Janell McLeod
Mt. Vernon	AMP 104	Kendra Schmidtman
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod
Modernization Report		Dona Davenport

Executive Director

There being no other business, Chairperson Baltimore adjourned the meeting at 6:45 p. m.





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January 28, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report December 2014 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 December. 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 December. The QC review indicated 100% of the rents approved by LHC in November 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 one (1) QC file review on non-waitlist participant files in December.
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 December. Although no HQS inspections were completed in December since the beginning of this fiscal year 12 have been conducted as a result LHC will meet the requirement.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited fifteen (56) 24-hour HQS deficiencies in the month of December. 75% of all 24-hour HQS deficiencies were corrected within 24-hours. The rents of those not corrected within 24 hours were abated.

In Vol. 79, No. 122, June 25, 2014 Federal Register FR-5778-N-01, HUD published a notice of statutory changes implementing provisions included in the FY 2014 omnibus appropriations bill enacted in January 2014. The notice, effective July 1, 2014, establishes the terms and conditions for implementing changes to the frequency of required HQS inspections.

PIH NOTICE 2014-12

According to PIH 2014-12, Lansing Housing Commission Housing Choice Voucher (HCV) program may now elect to conduct required Housing Quality Standards (HQS) inspections biennially rather than annually for assisted units. Starting March 1, 2015, LHC is proposing we inspect assisted units every two years, instead of every year, to make sure units which receive Housing Assistance Payments meet HCV HQS. We have scheduled a public hearing to occur at the February Board meeting.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Oct-14	Nov-14	Dec-14
TOTAL NEW LEASES	3	7	1
Total Move-outs	6	11	3
Net	-3	-4	-2
Number of Applicants on Voucher Wait List	376	376	376
Number of Applicants Pulled from Wait List	100	0	0
Number of Applications Withdrawn/Denied	0	40	78
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	20	16
Total Resident Change of Units (transfers)	9	6	8
TOTAL RECERTIFICATIONS DUE BY MONTH	148	125	132
Annual Recertifications Completed	121	108	132
Annual Delinquent Reexaminations	0	0	0
Interims Completed	102	68	73
TOTAL INSPECTIONS DUE BY MONTH	122	142	105
Annual HQS Inspections Completed	122	122	105
Annual HQS Delinquent Inspections (PIC)	0	1	0
New RFTA Inspections	42	41	45
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	34	34	34
Total # of HCV Accts. Rec.	3	3	7
Monthly Total Amount Owed	\$ 1,964.00	\$ 2,244.00	\$ 6,393.00
Monthly Total Amount Collected	\$ 214.65	\$ 147.50	\$ 351.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1446	1427	1444
% UTILIZED UNITS	85.1%	83.9%	84.9%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	55	55	55
VASH Voucher Utilization	80	79	79
Permanent Supportive Housing (PSH)	89	88	88
Monthly Total Voucher Unit Utilization	1670	1651	1651



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HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 84.35% at the end of December. We continue to strive to increase our occupancy level to 98%.

Mt. Vernon Park occupancy: As of 12-31-14 we had 13 vacant units. We were focused primarily on cleaning up and purging older wait lists which didn't result in many applicants still interested in housing. We had an Orientation scheduled for 1-12-14 but nobody showed up. The good news is we have since housed three (3) families so far this month and have another Orientation scheduled for January 23rd. With the older waitlists just about purged, we will be able to focus on recent applications and hopefully get a better response, striving to reach at least 98% occupancy.

Hildebrandt Park occupancy: As of 12-31-14 we had 10 vacant units (in the month of December we filled seven (7) units but had four (4) more become vacant for various reasons so it seems like we take two (2) steps forward but another step back sometimes). We will continue to make filling units one of our top priorities until we reach at least 98% occupancy. We have another resident orientation scheduled for January 9 in hopes of finding more applicants ready to move in ASAP. We are also continuing to process applications to get more applicants ready for future vacant units. Our goal continues to be at least 98% occupancy if not higher.

LaRoy Froh occupancy: as of 12-31-14 we had five (5) vacant units leaving us at 98% Occupancy. Of the five (5) units we have vacant three (3) of them are already assigned and ready to move in when they are rehabbed by the end of this month. If we do not get any more vacancies in January; we will be at 99% occupied.



We are still working hard on getting our "pool" of approved applicants and getting the last two 5 bedroom units rented. We are now doing orientations once a month instead of every week, and only pulling every 3-4 weeks instead of 2-3. It is our goal to maintain our 98% and keep a pool to step into place the minute someone gives us notice and keys.

South Washington Park occupancy: No Comments

Mt. Vernon Park work orders: We have 118 open work orders, 34 of which are for December. We are gaining some ground but the holidays, time off, and only having one senior maintenance technician for three (3) of the four (4) weeks has adversely affected our productivity. Given that, we have implemented a system that seems to be working to get our number of open work orders down, and I'm looking forward to seeing our numbers decline even further for January month-end.

Hildebrandt Park work orders: Hildebrandt Park has 124 open work orders as of 12-31-14 (out of the open work orders 10 are for December and 114 are for earlier months). We are planning to have a lot more progress in the current and future months with closing work orders in a timelier manner.

LaRoy Froh work orders: We have 168 open work orders. We are working hard on getting through them and closing them out as quickly as we can. December was not a good month as we had the holiday vacations leaving us with one (1) senior maintenance technician at a time and January does not look promising as we are ending the month with 1 senior for two (2) weeks. However, my staff is committed to getting in there and knocking out as much as they can as quickly as they can before they start the rotation to assist MTV.

South Washington Park work orders: No Comments

	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	189	210	208	186	793
Percent Occupied	94%	95%	98%	94%	95%
Move -Ins	1	7	10	0	18
Move-Outs	5	4	2	5	16



Transfers	0	0	0	0	0
Emergency Work Orders	17	27	17	17	78
Routine Work Orders	34	38	49	37	158

Note: SWP has one unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$ 34,976.00	\$ 3,013.00	\$ 31,963.00	91.00%
Hildebrandt	220	\$ 31,984.00	\$ 5,536.00	\$ 26,448.00	83.00%
LaRoy Froh	213	\$ 29,419.00	\$ 6968.86	\$ 22,450.14	76.00%
South Washington	197	\$ 31,200.00	\$ 3,021.91	\$ 28,178.09	87.00%
Totals	832	\$ 127,579.00	\$ 18,539.77	\$ 109,039.23	84.00%





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HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
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SUBJECT:

November and December 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the November and December modernization activities for LHC properties.

South Washington Park

An update from the Architect on S. Washington Door Replacement Project was received on December 3, 2014. Please note all of the doors have been installed and are secure. There are miscellaneous work items to be completed, some of which are dependent on the ability of the exterior door frames to be painted. Hopefully towards the end of this week temperatures will be closer to 40 degrees. Once the painting and the alarm tie-ins are complete, we will schedule a punch list with all parties.

Mt. Vernon

Mt. Vernon held their open house October 30, 2014 so residents could visit the new Community Room.

LHC Wide

LHC staff has hired two (2) individuals to complete Energy Performance Follow-up Training for our residents. This training will encompass all the different aspects of the Honeywell product installations. They will discuss how to properly utilize the water conservation measures, the regulated thermostats, along with the weather stripping and insulation. The Commission is offering incentives to individual households at each development who conserve the most energy.



FUTURE MODERNIZATION ACTIVITIES

The Modernization Coordinator is starting to gather data on what is needed in the near future to identify the houses that were not updated with the ARRA monies. The bathtubs at Forest Road and Hoyt Avenue are in bad shape and will be addressed with Capital Funds. We met again December 4 to nail down the approach LHC will utilize to complete Kitchen and Bath renovations at LaRoy Froh.

NON-MODERNIZATION ACTIVITIES

The Lansing Housing Commission took possession of 1513 Comfort on November 19, 2014 and turned the keys over to a tenant the same day. The work on this fire unit is complete.





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**2015
Board of Commissioner's
Meeting Schedule**

Location: Lansing Housing Commission
Administrative Office
419 Cherry St.
Lansing, MI 48933
517-487-6550

All meetings are at 5:30 PM on the following dates:

January 28, 2015
February 25, 2015 (Annual Certified Audit Review & Approval)
March 25, 2015 (Annual Plan/Public Hearing Meeting & Election of Board Officers)
April 22, 2015
May 27, 2015 (Wednesday after holiday), (Budget Approval)
June 24, 2015
July, 2015 (No Meeting)
August 26, 2015
September 23, 2015
October 28, 2015
November 18, 2015
December, 2015 (No Scheduled Meeting)

