



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

Agenda
Lansing Housing Commission
October 28, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of September 30, 2015
3. Action Items – None

4. Informational Items

- | | |
|---|----------------------|
| a. Accounting/Audit Update | Patricia Baines-Lake |
| b. Housing Choice Voucher Report – | Jennifer Burnette |
| i. Asset Management Report - | Kris Whipple |
| ii. Mt. Vernon & Scattered Sites AMP 102 | Kris Whipple |
| iii. Hildebrandt & Scattered Sites AMP 103 | Rhonda Pagel |
| iv. LaRoy Froh & Scattered Sites AMP 111 | Lisa Parsons |
| v. South Washington & Scattered Sites AMP 112 | Janell McLeod |
| vi. Modernization Report | Patricia Baines-Lake |

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 September 30, 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, Koppelman-Helvey Deschaine and Robinson

GUESTS: None

STAFF: Patricia Baines-Lake Lisa Parsons
Kim Shirey Kris Whipple
Janell McLeod

Commissioner Koppelman-Helvey moved and Commissioner Deschaine 2nd a motion to approve the minutes of the August 26, 2015 Board Meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1237- Approval to write off former tenant account receivables over 90 days. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Accounting RFP Update		Patricia Baines-Lake
Housing Choice Voucher Report		Jennifer Burnette
Asset Management		Janell McLeod
Mt. Vernon	AMP 104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod
Modernization Report		Patricia Baines-Lake

Kevin Laviano – HUD Recovery TEAM lead emailed a dashboard reflecting LHC's occupancy status as recorded in PIC which was reviewed and discussed.

The HR Specialist and Executive Director provided a verbal update on the effort to fill the CFO vacancy.



Chairperson Baltimore thanked the staff for their work to increase occupancy.

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



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October 28, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:
September/October 2015 Finance Update

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

OVERVIEW:
This report provides an overview of the September/October finance activities for LHC. The Finance Consultant is working closely with Plante Moran to ensure both the 2014 and 2015 Audits are completed as soon and efficiently as possible. In addition, we are striving to provide on-going finance support and recordkeeping. A balance sheet finance report on all business units will be provided at the November Board meeting.

2014 Audit
The 2014 Audit by Plante Moran commenced October 16, 2015. LIPH resident and HCV participant files were previously reviewed by Plante Moran. The initial request for Finance data and follow-up data has been provided to the auditor. We are responding to a resent request for payment records this week. Overall, requests are responded to within a couple of days of the auditor's request. An expected completion date will be identified this week.

Un-Audited 2015
LHC requested an extension to submit the 2015 unaudited report in REAC's Financial Data System ("FDS") by October 15, 2015. The Recovery Team agreed to this extension request and it was granted by REAC. The actual report was submitted in FDS and accepted on October 12, 2015.

2015 Audit
The 2015 Annual Certified Audit must be submitted into FDS by March 31, 2016. LHC's 2015 Audit will commence immediately following the completion of the 2014 Audit. As such the 2015 Audit will be submitted to FDS well in advance of the March 31, 2016 final submission date.



Finance Positions

The CFO position is reposted on LHC's website. Multiple e-mails have been sent to contacts and agencies to solicit applicants. The 2nd accountant position will be posted and distributed soon.





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October 28, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 2015 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Jennifer Burnette
HCV Coordinator

Family Self Sufficiency:

There are 22 participants. A mass mailing informing all HCV participants of an Orientation to learn more about the program will be mailed on October 27, 2015 and the Orientation will be conducted on November 19, 2015. The goal is to add an additional 25 participants to the FSS program which will exceed our HUD requirement.

An intern is starting this month. She will assist with accomplishing the goals of outreach and adding the 25 additional FSS participants, obtaining resources in the community to assist current participants, as well as some case management...

LHC applied for HUD's FSS Coordinator Grant for a part time position at \$34,500 last year and received funding. This year LHC applied for an increase to a full time position of \$69,000. We do not know when the awards will be announced.

HCV Orientations:

LHC had an Orientation on October 1, 2015 with 34 families in attendance. The next Orientation will take place on October 20, 2015. We anticipate that this Orientation will have approximately 30-35 families in attendance.

Waiting List:

The waiting list is closed. There are 100 people left on the waiting list which was open in June of 2015.

Department Initiatives:

During this reporting period, the Housing Choice Voucher department activities continue as follows:

The HCV department continues to work through documents as they are returned and processed for eligibility and program orientation. The wait list is continuously updated including processing returned mail, updating addresses, and withdrawing applicants from the list.

There are 139 active participants in the HUD VASH Program. 37 Veterans are currently searching for housing and 103 Veterans are housed. 5 referrals were received during this reporting period, which required 1 VASH orientation for the month of September.

Voucher Utilization

August Voucher Program Total Units	1700
August Traditional HCV Utilization	1403
August % Utilized Units	82.5%

September Voucher Program Total Units	1700
September Traditional HCV Utilization	1421
September% Utilized Units	84%

Voucher Disbursement

HUD August HAP Disbursement	\$792,162.00
LHC August HAP/UAP Disbursement	\$723,859.27
% Voucher Funding Utilization	91.4%

HUD September HAP Disbursement	\$792,162.00
LHC September HAP/UAP Disbursement	\$747,479.90
% Voucher Funding Utilization	94%

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether the LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC, but is based on an internal review. The LHC is on track to receive all points for this indicator of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15



Indicator 2- Rent Reasonableness

The LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of August a quality control was conducted on 12 units and approved. This indicator is not scored by PIC, but based on an internal review. The LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if at the time of admission and reexamination the LHC verifies and correctly determines adjusted annual income for each assisted family, and if the LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review. Based on the internal review, the LHC has zero points out of 20 as no file reviews were conducted for the month of September. 5 file reviews have been conducted for October, as of this report. LHC is required to complete 26 file reports over the course of the fiscal year. Therefore, the LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2016.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	0

Indicator 4- Utility Allowance

The revised HCV Utility Allowance Schedule will be presented for Board approval in November. A third party company has finished its study. This study was conducted in partnership with the Ingham County Housing Commission. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, the LHC would receive 5 of the possible 5 points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period 0 quality control inspections were conducted. However, there are 8 scheduled for October with a total of 16 conducted so far this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive 5 of the 5 possible points.



Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely the LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is based on internal review. Based on the internal review there were (10) ten 24 hour deficiencies and (31) thirty-one 30 day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

The LHC has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC, but is based on an internal review. As of this reporting period, the LHC records this indicator as receiving 5 of a possible 5

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether the LHC has adopted a current payment standards schedule for the voucher program by unit size. During this reporting period, the Section 8 Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, the LHC records indicate a 5 out of a possible 5 points will be received.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if the LHC has completed a reexamination for each participating family at least every 12 months. As of September we are at a reporting



rate of 94%. Based on PIC, the LHC records this indicator as receiving 5 of a possible 10 points. The decrease is based on some PIC data entry clean up that is taking place. Cases were submitted to PIC that should have never been entered; therefore they are showing up as late. Online End Of Participation indicators have been completed to clean up these errors.

Annual Reexaminations

PIC Scoring	Internal Scoring
5	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if the LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, the LHC records this indicator as receiving 5 of a possible 5 points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC the LHC would receive 5 of a possible 5 points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC the LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 94%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP



certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	0

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 40 mandatory slots, 22 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, the LHC would receive 5 of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 68% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are 5. LHC is currently doing an internal rating of 5 points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 09/30/15





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October 28, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 2015 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rate of **94%** (not including the modernization units) at the end of September. The occupancy rate is 96% with the units that are in Modernization status for the Kitchen and baths. We continue to strive to increase our occupancy level of 98% or higher

Mt. Vernon Park Occupancy was 95% at the end of September after putting the kitchen and bath units in mod status. 3 evictions are scheduled in October for Health and safety violations. We continue to pull applicants from the waiting list to fill the Kitchen and Bath and vacant units as they are completed. 35 applications are in process for various bedroom sizes. The entire 4 and 5 bedroom lists and another 75 3 bedroom application will be pulled the first week of November. The 4 and 5 bedroom will be open again, as we did not have a high applicant list for the opening that ended September 30th.

Hildebrandt Park occupancy was 98% at the end of September without the 5 mod units. A few more move outs are anticipated in October. All vacated units will be turned over to Metro Development, and included in the modernization count. Scattered site and Forest/Hoyt units filled from the waiting list, so the waiting list process continues as we create a pool of applicants prepared for move in. 2 applicants have paid their deposits already for the mod units that schedule for release by November 1st and other applicants are ready to go as soon as units are done.

LaRoy Froh occupancy was 94% at the end of September. There were no move outs in the month of September but 1 unit transfer. 100 applicants were pulled in the month of September and 49 of them responded. 6 of those are approved "pending landlord references" and they are coming in for orientation and to receive housing offers. Our



current 12 units are being rehabbed in 10 days when we can get a contractor assigned to them.

Address	Vacant Date	Make Ready or Ready	Lease date
2408 Reo	4/30/2015	Awaiting contractor to sign contract	11-28-15
2615 Dunlap	5/7/2015	RFP going out for plumbing issues 10-28-15	11-25-15 pending plumbing repairs
2306 Reo	5/7/2015	Make ready contractor	11-3-15
1001 Belaire	7/1/2015	Make ready contractor	10-29-15
2426 Reo	7/30/2015	Lease ready 10-23-15	10-23-15
2424 Reo	8/13/2015	Awaiting contractor to sign contract	10 days after signing
5022 starr	9/1/2015	make ready IN house	N
6050 Haag	9/30/2015	make ready IN house	11-2-15
2322 Reo	9/30/2015	Awaiting contractor to sign contract	11-25-15
2538 Reo	9/30/2015	Awaiting contractor to sign contract	11-25-25
5325 S. Waverly	10/1/2015	make ready IN house	11-25-15
5018 Starr	10/7/2015	starting MOD request	N

South Washington Park has 7 vacant units all of which are ready for occupancy. We will schedule move ins upon approval. S. Washington Park opened and closed the waitlist during the month of September and received about 174 applications.

Unit vacancy date	Unit status
10/1	Make ready
10/2	Leased 10/30
10/8	Make ready
10/13	Leased 10/30
10/15	Leased 10/30
10/15	Make ready
10/15	Make ready

In September, LHC's combined sites had a total of 81 emergency work orders. 100% were closed or abated within 24 hours. We had 250 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 had a total of 333 open work orders as of September 30 which includes annual, routine and city inspection work orders. There were 69 new work orders created in September not including REAC preparation work which did not generate actual work orders. Our maintenance team focused on preparing for the REAC inspection on October 27 and 28th. We will target the work orders next month.

Hildebrandt Park had a total of 289 open work orders as of September 30 which includes annual, routine, REAC, etc. work orders. There were 91 new work orders created in September and the maintenance team closed 98 work orders. Our maintenance team is focusing on closing out work orders and rehabbing units to help get our occupancy to 100% (not including kitchen and bath renovations).

LRF has 289 open work orders which include annuals, routine and city and ace inspections. Maintenance staff vacations prevented a reduction in work orders as we focused on closing out emergencies and high priorities. Next month long standing work orders will be reduced.

South Washington Park has a total of 99 annual and routine work orders a reduction of 30 from last month.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202 187 *MOD	220 215*MOD	213	198	833 813*MOD
Total Units Occupied	177	211	201	194	783
Percent Occupied	88% 95*MOD	96% 98*MOD	94%	98%	94% 96%
Move –Ins	1	2	0	6	9
Move-Outs	6	5	0	1	12
Transfers	3	2	1	0	2
Emergency Work Orders	12	17	22	30	81
Routine Work Orders	333	289	213	99	934



Note: SWP has one unit offline MTV has 15 off line units and Hildebrandt has 5 offline units.

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$30,588.00	\$2745.00	\$27843	91%
Hildebrandt	220	\$30,062.00	\$4217	\$25845	86%
LaRoy Froh	213	\$31,989.00	\$5624	\$26365	82%
South Washington	198	\$34,579.00	\$4605	\$ 29974	87%
Totals	833	\$127,218.00	\$17191.00	\$110207	87%





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October 28, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:
September 2015 Modernization Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

OVERVIEW:
This report provides an overview of the September modernization activities for LHC properties.

South Washington Park

South Washington is finalizing an RFP for tuck pointing and brick replacement. We would like to complete this work before the end of the 2015 construction season of the beginning of the 2016 construction season.

Mt. Vernon

The Mt. Vernon Kitchen and Bath contractor is working on the 15 units which were included in the 1st task order. LHC has requested HUD place the 15 units included in the 1st task order in Modernization status.

Hildebrandt

The two (2) kitchen and bath remodels at Hildebrandt are progressing well. HUD continues to process LHC's request to place these units in Modernization status. The Grading improvement contract is signed and the work should commence during this construction season. Gutter and Downspout replacement contract details are being finalized.

LaRoy Froh

DLZ has completed the drawings for kitchen and bath remodels at LaRoy Froh. The RFP for this work was delayed longer than expected because of design review. This RFP will be issued in early November.

