



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Wednesday, May 31, 2017 at 4:00 P.M.

LOCATION:
THIRD FLOOR COMMUNITY ROOM – RIVERVEIW TERRACE
150 Pine Street, Traverse City, Michigan, 49684



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

May 31, 2017



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON WEDNESDAY, MAY 31, 2017 AT 4:00 P.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE
150 Pine Street, Traverse City, Michigan, 49684
(231) 922-4915

POSTED: MAY 26, 2017

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

AGENDA

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III PUBLIC COMMENT**
- IV CONSENT AGENDA**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of April 28, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of April 26, 2017 Special Meeting Minutes – Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for April 2017 for Public Housing & HCV Section 8 Programs – Approval Recommended.*

- D. *Review & Approval of Payment of Invoices for May 2017* – Approval Recommended.
- E. *Review & Acceptance of Financial Statements for April 2017* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meetings: May 15, 2017
- B. Governance Committee Meeting: May 18, 2017
- C. Ad Hoc Committee on Hostile Environment Harassment/Bullying: May 12 & May 26, 2017

VI STAFF & PROGRAM REPORTS

- A. Executive Director’s Report: May
- B. Family Self-Sufficiency (FSS) Program Report: May
- C. Resident Council Report: May

VII OLD BUSINESS

- A. 2017 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Annual Review: Update
- D. “Shared Drive” Request from City: Update
- E. TCHC Human Resources Policy & Procedures Manual: Update & Discussion
- F. TCHC Smoke Free Policy: Update
- G. Engineering Services: Update
- H. RTRC Memorandum of Understanding: Update

VIII NEW BUSINESS

- A. Municipal Underwriters of Michigan Insurance Quote: Guest Paul Olson
- B. HUD Annual Plan Review
- C. TCHC By-Law Review – First Reading
- D. Announcement of Elections & Annual Meeting

IX CORRESPONDENCE

- A. CEDAM Invitation to a Northern Michigan Reception for MSHDA Executive Director
- B. May 19, 2017 Record Eagle Editorial on Homeless or “In Transition” Teens

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, June 23, 2017 at 8:00 A.M.
This will serve as our ANNUAL MEETING.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

April 28, 2017 Regular Meeting Minutes

April 26, 2017 Special Meeting Minutes

Schedule of Disbursements for April 2017 for Public Housing

Schedule of Disbursements for April 2017 for HCV Section 8 Programs

Invoices for May 2017

Financial Statements for April 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission

April 28, 2017

A Regular Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at the Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:03 AM.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits and Michelle St. Amant. Richard Michael was excused.

Staff: Tony Lentych, Executive Director, Michelle Reardon, Deputy Director.

Residents: Norma Loper, Jo Simerson, Deb Scheer, Hunter Reed, Jeff Turner and Ellen Corcoran.

Others: Richard Lewis.

II APPROVAL OF AGENDA

Commissioner Smits moved (Serratelli support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

General comments: Norma Loper, Priscilla Townsend, Ellen Corcoran, Deb Habian, Hunter Reed, Jo Simerson.

IV CONSENT AGENDA

Commissioner Smits moved (St. Amant support) to approve the Consent Agenda as presented. The motion was unanimously approved.

- A. Approval of the Meeting Minutes of the March 24, 2017 Regular Commission Meeting.
- B. Approval of the Meeting Minutes of the April 7, 2017 Special Commission Meeting.
- C. Acceptance of the Schedule of Disbursements for March 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- D. Review of the Payment of Invoices for April 2017.
- E. Acceptance of the Financial Statements for March 2017.

V COMMITTEE REPORTS

- A. There was a Resident Advisory Board Meeting on April 18, 2017. A summary was presented and another meeting will be held in the fall of 2017 to prepare for the next 5-year Plan.
- B. The April 20, 2017 Executive Committee Meeting was briefly discussed. There were no comments or questions.
- C. The April 20, 2017 Governance Committee Meeting was briefly discussed. There were no comments or questions.
- D. An update on the Ad Hoc Committee on Hostile Environment Harassment/Bullying was given. Commissioner Serratelli reported that this committee is understaffed and requested that the Board appoint a replacement for former Commissioner Simerson's seat. Commissioner St. Amant volunteered for the position. Commissioner Haas moved (Smits

support) that Commissioners St. Amant and Serratelli will serve on the ad hoc committee, Commissioner Serratelli will serve as chair and the committee will report back to the Commission at the June 2017 meeting. The motion was unanimously approved.

E. The Commission reviewed committee structure.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director’s Report: Staff presented the report. There were no comments.
- B. Family Self-Sufficiency Report: Staff informed the Commission that the new FSS staff person would attend a FSS training in May. There were no questions.
- C. Resident Council Report: The April report was presented and there was discussion.

VII OLD BUSINESS

- A. The FY 2017 Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented.
- C. Executive Director Annual Review: The Board met on April 26, 2017 in closed session. There will be a second meeting with the date to be determined by electronic poll.
- D. There has been no activity or discussion related to the “Shared Drive” request since our last meeting.
- E. The TCHC Human Resources Policy & Procedure Manual is under review. Staff would like to gauge the Commission’s interest in a “Cash in Lieu of Benefits” policy. A memo regarding the specifics of this potential policy will be developed and presented at the May meeting and the entire policy will be reviewed at an upcoming study session to be announced.
- F. After a review of the staff memorandum, Commissioner Smits moved (Serratelli support) to adopt the Resolution to Adopt the HUD Smoke—Free Public Housing Rule.

Roll call

Hass	Yes
Michael	Absent
Serratelli	Yes
St. Amant	Yes
Smits	Yes

The resolution was approved.

VIII NEW BUSINESS

- A. Commissioner Smits moved (St. Amant support) to adopt the Schedule of Excess Utility Charges as presented. The motion was unanimously approved.
- B. The Municipal Underwriters of Michigan Insurance Quote was presented and a company representative will be present at the May Commission meeting to discuss.
- C. The Commission discussed upcoming engineering needs for the TCHC and determined that the Architect of Record, Alliance Architects, shall act as the contract manager for these needs but is directed to use local vendors for the services whenever possible.
- D. The Commission discussed the current RTRC Memorandum of Understanding. Commissioner Serratelli moved (St. Amant support) to have the TCHC attorney review the MOU as it pertains to the CFR and best business practices and draft a memo with a clear opinion on the document for discussion at an upcoming Study Session, tentatively in June.

The motion was unanimously approved. Commissioner Haas restated that the current MOU remains in place and there is no change in funding.

IX **CORRESPONDENCE**

Staff reviewed the correspondence in the packet. There was no discussion.

X **PUBLIC COMMENT**

General comments were given by Jo Simerson, Priscilla Townsend, Ellen Corcoran, Norma Loper, and Deb Scheer.

Norma Loper submitted written comments on the Smits memorandum.

XI **COMMISSIONER COMMENT**

- Commissioner St. Amant commented that she appreciates the public comments, believes we need better communication and is sure the attorney will provide clarity on the RTRC MOU.
- Commissioner Serratelli commented that she has been working on the City committee addressing building height and the recommendation from that committee is that a request should go to the Planning Commission and then to the City Commission.
- Commissioner Smits commented that he would be available after the meeting for direct comments and questions from the residents.

XII **ADJOURNMENT**

Commissioner Smits moved (Serratelli support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 10:18 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Brian Haas, President

DRAFT Meeting Minutes of the Traverse City Housing Commission April 26, 2017

A Special Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Cambria Suites – Board Room, 255 Munson Avenue, Traverse City, Michigan at 6:00 P.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits and Michelle St. Amant. Richard Michael was excused.

Staff: Tony Lentych, Executive Director.

Residents/Guests/Public: None.

II APPROVAL OF AGENDA

Commissioner Smits moved (Serratelli support) to accept the agenda as presented. The motion was unanimously approved.

III OLD BUSINESS

A. Commissioner Smits moved (St. Amant support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a personnel evaluation of the Executive Director per MCL 15.268(a). Staff confirmed that request to enter into a closed session for such a purpose. The motion was unanimously approved.

IV PUBLIC COMMENT

None.

*** CLOSED SESSION**

TCHC entered into a Closed Session at 6:05 P.M.

Commissioner Serratelli moved (Smits support) to end the Closed Session. The motion was unanimously approved and the Commission returned to an Open Meeting at 6:56 P.M.

It was noted that the full review of the Executive Director should be completed by the June 2017 Regular Meeting.

V COMMISSIONER COMMENT

Commissioner St. Amant made general comments about the agenda for the upcoming regular meeting.

Commissioner Serratelli requested that a "doodle poll" be conducted to establish a date and time for the next meeting.

VI **ADJOURNMENT**

Commissioner Smits moved (St. Amant support) to adjourn the meeting. The motion was unanimously approved. President Haas adjourned the meeting at 9:05 P.M.

Respectfully submitted,

Tony Lentych, for Recording Secretary, Michelle Reardon

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 04/01/2017 To: 04/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	EFT	HUD		5,580.00	44,840.08
04/03/2017	EFT	HUD		13,452.00	58,292.08
04/03/2017	DEP			16,241.00	74,533.08
04/04/2017	EFT	T Mobile		2,257.20	76,790.28
04/04/2017	DEP			11,941.05	88,731.33
04/05/2017	DEP			5,399.67	94,131.00
04/06/2017	DEP			2,851.00	96,982.00
04/10/2017	037095	PIC Consulting Company	875.00		96,107.00
04/11/2017	ADJST	Kari Massa	1,205.18		94,901.82
04/11/2017	ADJST	Alisa Kroupa	935.88		93,965.94
04/11/2017	ADJST	Anthony Lentych	2,351.39		91,614.55
04/11/2017	ADJST	Michelle Reardon	1,395.57		90,218.98
04/11/2017	ADJST	Angela N. Szabo	781.87		89,437.11
04/11/2017	ADJST	Joseph Battaglia	238.84		89,198.27
04/11/2017	ADJST	Charles Edwards	866.07		88,332.20
04/11/2017	ADJST	David Gourlay	1,026.12		87,306.08
04/11/2017	ADJST	Benjamin Weston	519.89		86,786.19
04/12/2017	EFT	Principal Life Insurance Co.	637.54		86,148.65
04/12/2017	DEP			2,097.41	88,246.06
04/14/2017	EFT	IRS	2,974.22		85,271.84
04/20/2017	EFT	State of Michigan	856.64		84,415.20
04/20/2017	037098	Housing Authority Accounting	1,099.41		83,315.79
04/20/2017	037099	MailFinance	149.85		83,165.94
04/20/2017	037100	Twin Bay Glass Inc.	167.70		82,998.24
04/20/2017	037101	Northwest Lock, Inc.	6.00		82,992.24
04/20/2017	037102	Speedwrench, Inc.	1,064.18		81,928.06
04/20/2017	037103	Safety Net	650.79		81,277.27
04/20/2017	037104	David Gourlay	68.58		81,208.69
04/20/2017	037105	Spectrum Business	3,343.57		77,865.12
04/20/2017	037106	Charles Edwards	116.10		77,749.02
04/20/2017	037107	Spence Brothers	14,278.72		63,470.30
04/20/2017	037108	City Of Traverse City	157.83		63,312.47
04/20/2017	037109	McCardel Water Conditioning	18.50		63,293.97
04/20/2017	037110	A T & T	210.10		63,083.87
04/20/2017	037111	Grand Traverse County DPW	483.00		62,600.87
04/20/2017	037112	Traverse City Record Eagle	93.40		62,507.47
04/20/2017	037113	Elmer's	225.00		62,282.47
04/20/2017	037114	R.W. Popp Excavating, Inc.	120.00		62,162.47
04/20/2017	037115	Great Lakes Business Systems, Inc.	128.00		62,034.47
04/20/2017	037116	Kendall Electric Inc	727.11		61,307.36

Traverse City Housing Commission
Check Register Summary Report

Chemical Bank
 From: 04/01/2017 To: 04/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
04/20/2017	037117	AmRent	97.35		61,210.01
04/20/2017	037118	D & W Mechanical	147.15		61,062.86
04/20/2017	037119	Integrated Payroll Services, Inc.	108.90		60,953.96
04/20/2017	037120	Guardian Medical Monitoring	14.95		60,939.01
04/20/2017	037121	City of Traverse City, Treasurer's	426.84		60,512.17
04/20/2017	037122	John DeWeese	58.75		60,453.42
04/20/2017	037123	City of Traverse City	13,423.24		47,030.18
04/20/2017	037124	Nan McKay & Associates Inc	224.00		46,806.18
04/20/2017	037125	Roto-Rooter	557.50		46,248.68
04/20/2017	037126	Kuhn Rogers PLC	1,942.00		44,306.68
04/20/2017	037127	CynergyComm.net,Inc	9.16		44,297.52
04/20/2017	037128	Sondee, Racine & Doren, P.L.C.	64.00		44,233.52
04/20/2017	037129	USPS- Hasler	1,500.00		42,733.52
04/20/2017	037130	A T & T	229.53		42,503.99
04/20/2017	037131	Dolly's Best Inc.	1,800.00		40,703.99
04/20/2017	037132	Alliance Architects, Inc.	4,253.30		36,450.69
04/20/2017	037132	**VOID** Alliance Architects, Inc.	(4,253.30)		40,703.99
04/20/2017	037133	Aflac	119.28		40,584.71
04/20/2017	037134	Ace Welding & Machine Inc	25.00		40,559.71
04/20/2017	037135	South Cedar Chimney Sweep	1,020.00		39,539.71
04/20/2017	037136	Verizon Wireless	84.82		39,454.89
04/20/2017	037137	Traverse Outdoor	93.25		39,361.64
04/20/2017	037138	City Of Traverse City	70.79		39,290.85
04/20/2017	037139	DTE ENERGY	20.30		39,270.55
04/25/2017	ADJST	Alisa Kroupa	935.87		38,334.68
04/25/2017	ADJST	Anthony Lentych	2,351.41		35,983.27
04/25/2017	ADJST	Kari Massa	1,205.19		34,778.08
04/25/2017	ADJST	Michelle Reardon	1,395.56		33,382.52
04/25/2017	ADJST	Angela N. Szabo	601.68		32,780.84
04/25/2017	ADJST	Joseph Battaglia	277.17		32,503.67
04/25/2017	ADJST	Charles Edwards	883.62		31,620.05
04/25/2017	ADJST	David Gourlay	1,026.13		30,593.92
04/25/2017	ADJST	Benjamin Weston	276.73		30,317.19
04/25/2017	EFT	Principal Life Insurance Co.	637.54		29,679.65
04/27/2017	EFT	HUD		4,253.30	33,932.95
04/27/2017	037140	Michelle Reardon	200.00		33,732.95
04/27/2017	037141	Alliance Architects, Inc.	4,253.30		29,479.65
04/28/2017	EFT	IRS	2,825.78		26,653.87
04/28/2017	DEP			3,502.00	30,155.87
04/28/2017	DEP			394.05	30,549.92

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2017 To: 04/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
04/28/2017	EFT	Principal Life Insurance Co.	550.00		29,999.92
04/30/2017	ADJST	Chemical Bank		20.98	30,020.90
Total:			77,228.84	67,989.66	

Traverse City Housing Commission
 Check Register Summary Report

PNC - Section 8
 From: 04/01/2017 To: 04/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	EFT	HUD		84,227.00	217,949.03
04/03/2017	EFT	HUD		7,504.00	225,453.03
04/03/2017	ADJST	PNC	76.95		225,376.08
04/03/2017	ADJST	PNC	76.95		225,299.13
04/03/2017	000193	Jeana Aiken	473.00		224,826.13
04/03/2017	000193	Dustin Ansoerge	1,164.00		223,662.13
04/03/2017	000193	Ayers Investment Properties LLC	558.00		223,104.13
04/03/2017	000193	Brad Barnes	488.00		222,616.13
04/03/2017	000193	Bay Front Apartments	320.00		222,296.13
04/03/2017	000193	Bay Hill Housing LDHALP	3,904.00		218,392.13
04/03/2017	000193	Bay Hill II Apartments	6,332.00		212,060.13
04/03/2017	000193	Christopher Becker	750.00		211,310.13
04/03/2017	000193	Bellaire Senior Apartments	631.00		210,679.13
04/03/2017	000193	Brookside Commons LDHA, LP	1,905.00		208,774.13
04/03/2017	000193	Irma Jean Brownley	355.00		208,419.13
04/03/2017	000193	Rebecca Carmien	339.00		208,080.13
04/03/2017	000193	Carson Square	4,909.00		203,171.13
04/03/2017	000193	Central Lake Townhouses	401.00		202,770.13
04/03/2017	000193	Cherrywood Village Farms, Inc.	2,260.00		200,510.13
04/03/2017	000193	Douglas A. Chichester	600.00		199,910.13
04/03/2017	000193	Cycle-Paths LLC.	968.00		198,942.13
04/03/2017	000193	Jack V. Dean	422.00		198,520.13
04/03/2017	000193	Dmytro Cherkasov	1,053.00		197,467.13
04/03/2017	000193	Eden Brook LLC	447.00		197,020.13
04/03/2017	000193	Shirley Farrell	834.00		196,186.13
04/03/2017	000193	Rent Leelanau, LLC	693.00		195,493.13
04/03/2017	000193	Lisa Forbes	489.00		195,004.13
04/03/2017	000193	Dale E. French	102.00		194,902.13
04/03/2017	000193	French Quarter Apts.	93.00		194,809.13
04/03/2017	000193	Michael Glowacki	640.00		194,169.13
04/03/2017	000193	David Grzesiek	370.00		193,799.13
04/03/2017	000193	Habitat for Humanity	33.00		193,766.13
04/03/2017	000193	Harbour Ridge Apts	1,343.00		192,423.13
04/03/2017	000193	Heartwood Enterprises	775.00		191,648.13
04/03/2017	000193	Louis Herman	24.00		191,624.13
04/03/2017	000193	Hillview Terrace	547.00		191,077.13
04/03/2017	000193	Josh Hollister	411.00		190,666.13
04/03/2017	000193	HomeStretch	3,067.00		187,599.13
04/03/2017	000193	Caroline Hupp	199.00		187,400.13
04/03/2017	000193	Joseph and Marion Fasel	358.00		187,042.13

Traverse City Housing Commission
Check Register Summary Report

PNC - Section 8

From: 04/01/2017 To: 04/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	000193	Donna Kalchik	323.00		186,719.13
04/03/2017	000193	Lake Pointe Acquisitions LLC.	323.00		186,396.13
04/03/2017	000193	Sidney Lammers	372.00		186,024.13
04/03/2017	000193	Legendary Rentals, LLC	325.00		185,699.13
04/03/2017	000193	John J. Lewis	762.00		184,937.13
04/03/2017	000193	Don E. Lint	459.00		184,478.13
04/03/2017	000193	Juan Maldonado	314.00		184,164.13
04/03/2017	000193	Mathews Trust	255.00		183,909.13
04/03/2017	000193	McLain Management	29.00		183,880.13
04/03/2017	000193	Oak Park Apts	1,798.00		182,082.13
04/03/2017	000193	Oak Terrace Apts	763.00		181,319.13
04/03/2017	000193	Gerald Oliver Revocable Trust	919.00		180,400.13
04/03/2017	000193	P Avium Associates, Inc.	506.00		179,894.13
04/03/2017	000193	Daniel G. Pohlman	1,463.00		178,431.13
04/03/2017	000193	Douglas L. Porter	438.00		177,993.13
04/03/2017	000193	Phillip Putney	733.00		177,260.13
04/03/2017	000193	Adele M. Reiter	934.00		176,326.13
04/03/2017	000193	Timothy Rice	493.00		175,833.13
04/03/2017	000193	Singkhan Sina Riddell	389.00		175,444.13
04/03/2017	000193	Robert F. Follett	837.00		174,607.13
04/03/2017	000193	Sabin Pond Apartments LLC	800.00		173,807.13
04/03/2017	000193	John Sarya	600.00		173,207.13
04/03/2017	000193	Eldon Schaub	388.00		172,819.13
04/03/2017	000193	Gerald Sieggreen	693.00		172,126.13
04/03/2017	000193	SILVER SHORES MHC	321.00		171,805.13
04/03/2017	000193	Douglas & Julia Slack	327.00		171,478.13
04/03/2017	000193	22955 Investments LLC	3,334.00		168,144.13
04/03/2017	000193	Carl Sumner	508.00		167,636.13
04/03/2017	000193	Traverse City Property Management	353.00		167,283.13
04/03/2017	000193	TCR Investments, LLC	1,020.00		166,263.13
04/03/2017	000193	Wendy Teagan	449.00		165,814.13
04/03/2017	000193	TEAMCO PROPERTIES	653.00		165,161.13
04/03/2017	000193	TOS Holdings, LLC	744.00		164,417.13
04/03/2017	000193	Tradewinds Terrace Apts	253.00		164,164.13
04/03/2017	000193	Village Glen Apartments	7,674.00		156,490.13
04/03/2017	000193	Village View Housing LHDA LP	369.00		156,121.13
04/03/2017	000193	Woda Boardman Lake LDHA.LP	2,940.00		153,181.13
04/03/2017	000193	Woodmere Ridge Apartments LDHA	5,036.00		148,145.13
04/03/2017	000193	Theodore V. Zachman	774.00		147,371.13
04/03/2017	000193	Ann Zenner	497.00		146,874.13

Date: 05/30/2017
Time: 08:05:52

Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	000193	Barb Zupin	1,176.00		145,698.13
04/28/2017	DEP			100.00	145,798.13
Total:			79,754.90	91,831.00	

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 Chemical Bank
 From: 05/01/2017 To: 05/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	DEP			10,060.00	40,080.90
05/02/2017	EFT	T Mobile		2,266.00	42,346.90
05/04/2017	DEP			16,924.50	59,271.40
05/05/2017	DEP			6,762.92	66,034.32
05/08/2017	037142	City Of Traverse City	90.70		65,943.62
05/08/2017	037143	DTE ENERGY	20.30		65,923.32
05/08/2017	037144	David Gourlay	46.71		65,876.61
05/08/2017	037145	Twin Bay Glass Inc.	167.70		65,708.91
05/08/2017	037146	Priority Health	5,166.28		60,542.63
05/08/2017	037147	Grand Traverse County	46.17		60,496.46
05/08/2017	037148	Total Attention	2,675.00		57,821.46
05/08/2017	037149	Barton Carroll's Inc	108.78		57,712.68
05/08/2017	037150	Spectrum Business	3,363.57		54,349.11
05/08/2017	037151	McCardel Water Conditioning	47.00		54,302.11
05/08/2017	037152	City Of Traverse City	426.84		53,875.27
05/08/2017	037153	Anthony Lentych	213.44		53,661.83
05/08/2017	037154	Verizon Wireless	87.76		53,574.07
05/08/2017	037155	Engineered Protection Systems Inc	123.54		53,450.53
05/08/2017	037156	A T & T	210.44		53,240.09
05/08/2017	037157	Charles Edwards	172.80		53,067.29
05/08/2017	037158	Housing Authority Accounting	1,099.41		51,967.88
05/08/2017	037159	Safety Net	619.00		51,348.88
05/08/2017	037160	FERGUSON'S LAWN EQUIPMENT	30.00		51,318.88
05/08/2017	037161	Traverse City Record Eagle	95.42		51,223.46
05/08/2017	037162	Grand Traverse County	483.00		50,740.46
05/08/2017	037163	Great Lakes Business Systems, Inc.	205.64		50,534.82
05/08/2017	037164	Save Carpet USA	7,326.00		43,208.82
05/08/2017	037165	DTE ENERGY	1,077.03		42,131.79
05/08/2017	037166	NAHRO	850.00		41,281.79
05/08/2017	037167	Sherwin Williams Co.	60.88		41,220.91
05/08/2017	037168	Ace Hardware	76.33		41,144.58
05/08/2017	037169	Home Depot Credit Services	149.35		40,995.23
05/08/2017	037170	SAM'S CLUB	387.67		40,607.56
05/08/2017	037171	Kendall Electric Inc	143.96		40,463.60
05/08/2017	037172	Environmental Pest Control	270.00		40,193.60
05/08/2017	037173	Cardmember Service	1,817.86		38,375.74
05/08/2017	037174	Angela N. Szabo	375.49		38,000.25
05/09/2017	ADJST	Alisa Kroupa	935.88		37,064.37
05/09/2017	ADJST	Anthony Lentych	2,351.39		34,712.9819
05/09/2017	ADJST	Michelle Reardon	1,395.56		33,317.42

Traverse City Housing Commission
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 From: 05/01/2017 To: 05/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/09/2017	ADJST	Angela N. Szabo	567.78		32,749.64
05/09/2017	ADJST	Joseph Battaglia	277.17		32,472.47
05/09/2017	ADJST	Charles Edwards	909.93		31,562.54
05/09/2017	ADJST	David Gourlay	1,048.04		30,514.50
05/09/2017	ADJST	Benjamin Weston	440.56		30,073.94
05/09/2017	EFT	Principal Life Insurance Co.	637.54		29,436.40
05/10/2017	EFT	HUD		2,846.95	32,283.35
05/10/2017	EFT	HUD		17,976.00	50,259.35
05/10/2017	EFT	HUD		5,580.00	55,839.35
05/12/2017	EFT	IRS	2,609.53		53,229.82
05/18/2017	037175	CynergyComm.net,Inc	14.33		53,215.49
05/18/2017	037176	City of Traverse City	10,001.10		43,214.39
05/18/2017	037177	City of Traverse City	152.97		43,061.42
05/18/2017	037178	Housing Data Systems	145.00		42,916.42
05/18/2017	037179	Alliance Architects, Inc.	2,846.95		40,069.47
05/18/2017	037180	Guardian Medical Monitoring	14.95		40,054.52
05/18/2017	037181	AmRent	88.50		39,966.02
05/18/2017	037204	Traverse City Business News	35.00		39,931.02
05/18/2017	037205	The Trophy Trolley Inc.	71.00		39,860.02
05/18/2017	037206	Thomas P. Licavoli	2,740.00		37,120.02
05/18/2017	037207	SimplexGrinnell LP	2,064.25		35,055.77
05/18/2017	037208	Environmental Pest Control	270.00		34,785.77
05/18/2017	037209	Kuhn Rogers PLC	513.00		34,272.77
05/18/2017	037210	BLOXSOM ROOFING AND SIDING	95.00		34,177.77
05/18/2017	037211	A T & T	227.73		33,950.04
05/18/2017	037212	Custer	382.10		33,567.94
05/18/2017	037213	NAHRO	995.00		32,572.94
05/18/2017	037214	Aflac	119.28		32,453.66
05/18/2017	037215	Total Attention	4,536.72		27,916.94
05/18/2017	037216	Save Carpet USA	1,720.00		26,196.94
05/18/2017	037217	Safety Net	619.00		25,577.94
05/18/2017	037218	Republic Services #239	1,456.98		24,120.96
05/18/2017	037219	Lautner Irrigation	457.42		23,663.54
05/18/2017	037220	Grand Traverse County	46.17		23,617.37
05/18/2017	037221	Cardmember Service	3,281.06		20,336.31
05/18/2017	037222	Home Depot Credit Services	808.99		19,527.32
05/18/2017	037223	SAM'S CLUB	817.42		18,709.90
05/18/2017	037224	Staples Business Advantage	112.96		18,596.94
05/18/2017	037225	87th District Court	5.00		18,591.94
05/22/2017	EFT	State Of Michigan	851.89		17,740.05

Traverse City Housing Commission
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Chemical Bank
From: 05/01/2017 To: 05/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/23/2017	ADJST	Alisa Kroupa	1,222.54		16,517.51
05/23/2017	ADJST	Anthony Lentych	2,351.41		14,166.10
05/23/2017	ADJST	Michelle Reardon	1,395.56		12,770.54
05/23/2017	ADJST	Angela N. Szabo	779.79		11,990.75
05/23/2017	ADJST	Joseph Battaglia	277.16		11,713.59
05/23/2017	ADJST	Charles Edwards	924.85		10,788.74
05/23/2017	ADJST	David Gourlay	1,026.12		9,762.62
05/23/2017	ADJST	Benjamin Weston	329.88		9,432.74
05/23/2017	EFT	Principal Life Insurance Co.	661.88		8,770.86
Total:			83,666.41	62,416.37	

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	EFT	HUD		7,550.00	153,348.13
05/01/2017	EFT	HUD		84,227.00	237,575.13
05/01/2017	ADJST	PNC	69.35		237,505.78
05/01/2017	000194	Jeana Aiken	473.00		237,032.78
05/01/2017	000194	Dustin Ansoorge	1,164.00		235,868.78
05/01/2017	000194	Ayers Investment Properties LLC	558.00		235,310.78
05/01/2017	000194	Brad Barnes	488.00		234,822.78
05/01/2017	000194	Bay Front Apartments	320.00		234,502.78
05/01/2017	000194	Bay Hill Housing LDHALP	2,806.00		231,696.78
05/01/2017	000194	Bay Hill II Apartments	5,073.00		226,623.78
05/01/2017	000194	Christopher Becker	725.00		225,898.78
05/01/2017	000194	Bellaire Senior Apartments	292.00		225,606.78
05/01/2017	000194	Brookside Commons LDHA, LP	1,944.00		223,662.78
05/01/2017	000194	Irma Jean Brownley	355.00		223,307.78
05/01/2017	000194	Rebecca Carmien	339.00		222,968.78
05/01/2017	000194	Carson Square	5,518.00		217,450.78
05/01/2017	000194	Central Lake Townhouses	401.00		217,049.78
05/01/2017	000194	Cherrywood Village Farms, Inc.	2,260.00		214,789.78
05/01/2017	000194	Douglas A. Chichester	600.00		214,189.78
05/01/2017	000194	Cycle-Paths LLC.	968.00		213,221.78
05/01/2017	000194	Cygnus Real Estate	1,137.00		212,084.78
05/01/2017	000194	Jack V. Dean	422.00		211,662.78
05/01/2017	000194	Eden Brook LLC	447.00		211,215.78
05/01/2017	000194	Shirley Farrell	834.00		210,381.78
05/01/2017	000194	Rent Leelanau, LLC	693.00		209,688.78
05/01/2017	000194	Lisa Forbes	527.00		209,161.78
05/01/2017	000194	Dale E. French	102.00		209,059.78
05/01/2017	000194	French Quarter Apts.	93.00		208,966.78
05/01/2017	000194	Michael Glowacki	640.00		208,326.78
05/01/2017	000194	David Grzesiek	394.00		207,932.78
05/01/2017	000194	Habitat for Humanity	33.00		207,899.78
05/01/2017	000194	Harbour Ridge Apts	1,343.00		206,556.78
05/01/2017	000194	Heartwood Enterprises	775.00		205,781.78
05/01/2017	000194	Hillview Terrace	547.00		205,234.78
05/01/2017	000194	Josh Hollister	411.00		204,823.78
05/01/2017	000194	HomeStretch	3,067.00		201,756.78
05/01/2017	000194	Caroline Hupp	199.00		201,557.78
05/01/2017	000194	Joseph and Marion Fasel	358.00		201,199.78
05/01/2017	000194	Donna Kalchik	323.00		200,876.78
05/01/2017	000194	Bruce W. Korson	730.00		200,146.78

Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	000194	Lake Pointe Acquisitions LLC,	323.00		199,823.78
05/01/2017	000194	Sidney Lammers	372.00		199,451.78
05/01/2017	000194	John J. Lewis	762.00		198,689.78
05/01/2017	000194	Don E. Lint	459.00		198,230.78
05/01/2017	000194	Juan Maldonado	314.00		197,916.78
05/01/2017	000194	McLain Management	243.00		197,673.78
05/01/2017	000194	Oak Park Apts	1,555.00		196,118.78
05/01/2017	000194	Oak Terrace Apts	763.00		195,355.78
05/01/2017	000194	Gerald Oliver Revocable Trust	919.00		194,436.78
05/01/2017	000194	P Avium Associates, Inc.	558.00		193,878.78
05/01/2017	000194	Daniel G. Pohlman	1,463.00		192,415.78
05/01/2017	000194	Douglas L. Porter	438.00		191,977.78
05/01/2017	000194	Phillip Putney	1,033.00		190,944.78
05/01/2017	000194	Adele M. Reiter	934.00		190,010.78
05/01/2017	000194	Timothy Rice	493.00		189,517.78
05/01/2017	000194	Singkhan Sina Riddell	389.00		189,128.78
05/01/2017	000194	Sabin Pond Apartments LLC	800.00		188,328.78
05/01/2017	000194	John Sarya	600.00		187,728.78
05/01/2017	000194	Eldon Schaub	388.00		187,340.78
05/01/2017	000194	Gerald Sieggreen	693.00		186,647.78
05/01/2017	000194	SILVER SHORES MHC	321.00		186,326.78
05/01/2017	000194	Douglas & Julia Slack	327.00		185,999.78
05/01/2017	000194	22955 Investments LLC	3,074.00		182,925.78
05/01/2017	000194	Carl Sumner	508.00		182,417.78
05/01/2017	000194	Traverse City Property Management	353.00		182,064.78
05/01/2017	000194	TCR Investments, LLC	508.00		181,556.78
05/01/2017	000194	Wendy Teagan	449.00		181,107.78
05/01/2017	000194	TEAMCO PROPERTIES	653.00		180,454.78
05/01/2017	000194	TOS Holdings, LLC	744.00		179,710.78
05/01/2017	000194	Tradewinds Terrace Apts	253.00		179,457.78
05/01/2017	000194	Village Glen Apartments	7,820.00		171,637.78
05/01/2017	000194	Village View Housing LHDA LP	369.00		171,268.78
05/01/2017	000194	Woda Boardman Lake LDHA.LP	4,396.00		166,872.78
05/01/2017	000194	Woodmere Ridge Apartments LDHA	5,414.00		161,458.78
05/01/2017	000194	Theodore V. Zachman	774.00		160,684.78
05/01/2017	000194	Ann Zenner	497.00		160,187.78
05/01/2017	000194	Barb Zupin	1,176.00		159,011.78
05/04/2017	000195	Robert J. Mork	1,137.00		157,874.78
05/08/2017	022981	Blarney Castle Oil Co.	124.60		157,750.1823
05/08/2017	022982	Cherryland Electric Cooperative	95.40		157,654.78

Traverse City Housing Commission
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From: 05/01/2017 To: 05/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/08/2017	022983	City Of Traverse City	513.40		157,141.38
05/08/2017	022984	Consumers Energy	17.00		157,124.38
05/08/2017	022985	DTE ENERGY	730.60		156,393.78
05/08/2017	022986	Holtons LP Gas Fife Lake	42.00		156,351.78
05/08/2017	022987	Chase Bank	1,144.00		155,207.78
05/08/2017	022988	Traverse City Housing Commission	20,267.74		134,940.04
		Total:	102,635.09	91,777.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017

	1 Month Ended		10 Months Ended			
	<u>April 30, 2017</u>		<u>April 30, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	30,462.00	\$	304,663.53	\$ 465,000	\$ 160,336.47
3110.2 - Dwelling Rental-Proj. 2		5,561.00		54,565.83	0	(54,565.83)
3120 - Excess Utilities		519.24		1,975.76	1,000	(975.76)
3190 - Nondwelling Rental		<u>6,876.25</u>		<u>70,395.40</u>	<u>51,500</u>	<u>(18,895.40)</u>
Total Rental Income	\$	43,418.49	\$	431,600.52	\$ 517,500	\$ 85,899.48
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	13,452.00	\$	207,055.00	\$ 250,000	\$ 42,945.00
Total HUD PHA GRANTS	\$	13,452.00	\$	207,055.00	\$ 250,000	\$ 42,945.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	143.12	\$	1,861.16	\$ 2,700	\$ 838.84
3690 - Tenant Income		159.00		5,034.75	5,000	(34.75)
3690.1 - Non-Tenant Income		820.06		13,149.40	28,000	14,850.60
3690.2 - Tenant Income-Cable		2,436.00		24,558.76	26,080	1,521.24
3690.3 - Gain (Loss) of Disposal of Equip.		0.00		300.00	0	(300.00)
Total Nonrental Income	\$	3,558.18	\$	44,904.07	\$ 61,780	\$ 16,875.93
Total Operating Income	\$	60,428.67	\$	683,559.59	\$ 829,280	\$ 145,720.41
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	11,264.72	\$	109,993.02	\$ 139,140	\$ 29,146.98
4120 - Compensated Absences		0.00		0.00	1,500	1,500.00
4130 - Legal Expense		1,423.40		11,698.24	6,500	(5,198.24)
4140 - Staff Training		0.00		2,718.15	4,000	1,281.85
4150 - Travel Expense		317.66		3,192.39	4,400	1,207.61
4170 - Accounting Fees		450.16		5,649.07	7,500	1,850.93
4171 - Auditing		0.00		4,060.00	3,000	(1,060.00)
4182 - Employee Benefits - Admin		1,184.38		44,021.65	55,550	11,528.35
4185 - Telephone		562.26		6,511.07	6,600	88.93
4190.1 - Publications		0.00		802.80	1,000	197.20
4190.2 - Membership Dues and Fees		0.00		999.97	1,000	0.03
4190.3 - Admin. Service Contracts		655.73		23,922.44	25,300	1,377.56
4190.4 - Office Supplies		0.00		3,604.36	5,200	1,595.64
4190.5 - Other Sundry Expense		1,628.25		17,534.64	7,000	(10,534.64)
4190.6 - Advertising		<u>93.40</u>		<u>2,393.33</u>	<u>1,500</u>	<u>(893.33)</u>
Total Administration	\$	17,579.96	\$	237,101.13	\$ 269,190	\$ 32,088.87
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	0.00	\$	6,607.92	\$ 15,000	\$ 8,392.08
4230 - Cable TV-Tenants		<u>3,163.59</u>		<u>30,840.71</u>	<u>37,460</u>	<u>6,619.29</u>
Total Tenant Services	\$	3,163.59	\$	37,448.63	\$ 52,460	\$ 15,011.37

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	1 Month Ended	10 Months Ended			
	<u>April 30, 2017</u>	<u>April 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>	
Utilities					
4310 - Water	\$ 942.30	\$ 13,606.85	\$ 16,500	\$ 2,893.15	
4320 - Electricity	13,121.77	109,255.50	150,000	40,744.50	
4330 - Gas	0.00	11,059.70	15,500	4,440.30	
Total Utilities	<u>\$ 14,064.07</u>	<u>\$ 133,922.05</u>	<u>\$ 182,000</u>	<u>\$ 48,077.95</u>	
Ordinary Maint. & Operations					
4410 - Labor, Maintenance	\$ 7,113.54	\$ 75,870.31	\$ 81,130	\$ 5,259.69	
4420 - Materials	481.71	31,335.01	20,200	(11,135.01)	
4430.02 - Heating & Cooling Contracts	147.15	5,821.80	5,000	(821.80)	
4430.03 - Snow Removal Contracts	345.00	3,831.00	4,000	169.00	
4430.04 - Elevator Maintenance Contracts	0.00	9,163.51	8,500	(668.51)	
4430.05 - Landscape & Grounds Contracts	93.25	31,506.66	5,000	(26,506.66)	
4430.06 - Unit Turnaround Contracts	0.00	17,684.14	10,000	(7,684.14)	
4430.07 - Electrical Contracts	0.00	433.85	2,000	1,566.15	
4430.08 - Plumbing Contracts	557.50	834.25	1,500	665.75	
4430.09 - Extermination Contracts	0.00	2,515.00	3,500	985.00	
4430.10 - Janitorial Contracts	0.00	1,800.00	3,000	1,200.00	
4430.11 - Routine Maintenance Contracts	2,084.18	12,504.17	8,000	(4,504.17)	
4430.12 - Misc. Contracts	2,057.45	11,592.87	9,200	(2,392.87)	
4431 - Garbage Removal	0.00	8,819.28	5,800	(3,019.28)	
4433 - Employee Benefits - Maint.	753.70	25,720.66	38,770	13,049.34	
Total Ordinary Maint. & Oper	<u>\$ 13,633.48</u>	<u>\$ 239,437.51</u>	<u>\$ 205,600</u>	<u>\$ (33,837.51)</u>	
General Expense					
4510 - Insurance	\$ 2,386.35	\$ 23,902.17	\$ 30,600	\$ 6,697.83	
4520 - Payment in Lieu of Taxes	1,780.00	17,800.00	23,000	5,200.00	
4570 - Collection Losses	0.00	7,267.01	0	(7,267.01)	
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00	
4590 - Other General Expense	0.00	0.00	500	500.00	
Total General Expense	<u>\$ 4,166.35</u>	<u>\$ 48,969.18</u>	<u>\$ 86,100</u>	<u>\$ 37,130.82</u>	
Total Routine Expense	<u>\$ 52,607.45</u>	<u>\$ 696,878.50</u>	<u>\$ 795,350</u>	<u>\$ 98,471.50</u>	
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	\$ 0.00	\$ 4,545.00	\$ 10,000	\$ 5,455.00	
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>	
Casualty Losses-Not Cap.					
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>	
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>	
Total Operating Expenses	<u>\$ 52,607.45</u>	<u>\$ 701,423.50</u>	<u>\$ 805,350</u>	<u>\$ 103,926.50</u>	
Operating Income (Loss)	<u>\$ 7,821.22</u>	<u>\$ (17,863.91)</u>	<u>\$ 23,930</u>	<u>\$ 41,793.91</u>	
Depreciation Expense					
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 222,174.05	\$ 0	\$ (222,174.05)	
Total Depreciation Expense	<u>\$ 21,695.94</u>	<u>\$ 222,174.05</u>	<u>\$ 0</u>	<u>\$ (222,174.05)</u>	

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	1 Month Ended	10 Months Ended			
	<u>April 30, 2017</u>	<u>April 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>	
Surplus Credits & Charges					
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
Capital Expenditures					
7520 - Replacement of Equipment	\$ 0.00	\$ 16,310.06	\$ 0	\$ (16,310.06)	
7540 - Betterments and Additions	14,278.72	122,867.19	25,000	(97,867.19)	
7590 - Operating Expenditures-Contra	<u>(14,278.72)</u>	<u>(139,177.25)</u>	<u>(25,000)</u>	<u>114,177.25</u>	
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
Other Financial Items					
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	
HUD Net Income (Loss)	<u>\$ (6,457.50)</u>	<u>\$ (157,041.16)</u>	<u>\$ (1,070)</u>	<u>\$ 155,971.16</u>	
GAAP Net Income (Loss)	<u>\$ (13,874.72)</u>	<u>\$ (240,037.96)</u>	<u>\$ 23,930</u>	<u>\$ 263,967.96</u>	

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	1 Month Ended		10 Months Ended			
	<u>April 30, 2017</u>		<u>April 30, 2017</u>	<u>BUDGET</u>		<u>*OVER/UNDER</u>
Operating Reserve Income						
3390 - Fraud Recovery Income	\$ 50.00	\$	730.00	\$ 0	\$	(730.00)
3603 - Number of Unit Months	0.00		(1,485.00)	0		1,485.00
3604 - Unit Months - Contra	0.00		1,485.00	0		(1,485.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	\$	<u>730.00</u>	<u>\$ 0</u>	\$	<u>(730.00)</u>
Revenues - HUD PHA GRANTS						
3410 - HAP Funding	\$ 84,227.00	\$	835,550.00	\$ 0	\$	(835,550.00)
3411 - Admin Fee Funding	7,504.00		80,926.00	0		(80,926.00)
Total HUD PHA GRANTS	<u>\$ 91,731.00</u>	\$	<u>916,476.00</u>	<u>\$ 0</u>	\$	<u>(916,476.00)</u>
Income Offset HUD A.C.						
Total Income Offset	0.00		0.00	0.00		0.00
Total Operating Income	<u>\$ 91,781.00</u>	\$	<u>917,206.00</u>	<u>\$ 0</u>	\$	<u>(917,206.00)</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 2,666.36	\$	30,466.19	\$ 41,800	\$	11,333.81
4120 - Compensated Absences	0.00		0.00	250		250.00
4130 - Legal Expense	582.60		788.40	2,850		2,061.60
4140 - Staff Training	875.00		1,400.90	1,710		309.10
4150 - Travel Expense	67.02		885.82	1,890		1,004.18
4170 - Accounting Fees	649.25		6,830.03	8,500		1,669.97
4171 - Auditing	0.00		1,740.00	3,000		1,260.00
4182 - Employee Benefits - Admin	275.37		14,281.82	17,500		3,218.18
4185 - Telephone	150.93		1,804.31	3,200		1,395.69
4190 - Administrative Sundry	0.00		33.65	0		(33.65)
4190.1 - Publications	224.00		448.00	500		52.00
4190.2 - Membership Dues and Fees	0.00		831.42	1,000		168.58
4190.3 - Admin. Service Contracts	281.02		9,800.25	10,000		199.75
4190.4 - Office Supplies	0.00		1,302.34	2,200		897.66
4190.5 - Other Sundry Expense	722.19		7,136.57	3,500		(3,636.57)
4190.6 - Advertising	0.00		125.43	0		(125.43)
Total Administration	<u>\$ 6,493.74</u>	\$	<u>77,875.13</u>	<u>\$ 97,900</u>	\$	<u>20,024.87</u>
General Expense						
Total General Expense	\$ 0.00	\$	0.00	\$ 0	\$	0.00
Total Routine Expense	\$ 6,493.74	\$	77,875.13	\$ 97,900	\$	20,024.87

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	<u>1 Month Ended April 30, 2017</u>	<u>10 Months Ended April 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 74,558.00	\$ 751,681.00	\$ 0	\$ (751,681.00)
4715.3 - HAP - Non-Elderly Disabled	3,983.00	39,650.00	0	(39,650.00)
4715.4 - HAP - Utility Allowances	0.00	8,234.00	0	(8,234.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(680.00)	0	680.00
4715.6 - HAP - Homeownership	1,060.00	9,386.00	0	(9,386.00)
4719 - HAP - FSS Escrow	0.00	14,600.55	0	(14,600.55)
4719.1 - FSS Forfeitures	0.00	(8,925.98)	0	8,925.98
Total HAP Payments	<u>\$ 79,551.00</u>	<u>\$ 813,945.57</u>	<u>\$ 0</u>	<u>\$ (813,945.57)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 86,044.74	\$ 891,820.70	\$ 97,900	\$ (793,920.70)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 5,736.26</u>	<u>\$ 25,385.30</u>	<u>\$ (97,900)</u>	<u>\$ (123,285.30)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 1,010.26</u>	<u>\$ 3,050.87</u>	<u>\$ (97,900)</u>	<u>\$ (100,950.87)</u>

Analysis of Funding

A.C. Received: April 30, 2017

3410 - HAP Funding

**10 Months Ended
April 30, 2017**

\$ 835,550.00

A.C. Earned

4715.1 - HAP - Occupied Units	751,681.00
4715.3 - HAP - Non-Elderly Disabled	39,650.00
4715.4 - HAP - Utility Allowances	8,234.00
4715.5 - HAP - Fraud Recovery	(680.00)
4715.6 - HAP - Homeownership	9,386.00
4719 - HAP - FSS Escrow	14,600.55
4719.1 - FSS Forfeitures	(8,925.98)

Total Funding Required

\$ 813,945.57

Over/(Under) Funding

\$ 21,604.43

NRA as of: April 30, 2017

\$ 32,928.55

UNA as of: April 30, 2017

\$ 130,583.43

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2017</u>	<u>April 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,580.00	\$ 55,806.85	\$ 0	\$ (55,806.85)
Total HUD PHA GRANTS	\$ 5,580.00	\$ 55,806.85	\$ 0	\$ (55,806.85)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,580.00</u>	<u>\$ 55,806.85</u>	<u>\$ 0</u>	<u>\$ (55,806.85)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,192.32	\$ 47,503.24	\$ 56,980	\$ 9,476.76
4182 - Employee Benefits - Admin	396.82	14,111.63	18,050	3,938.37
4190.1 - Publications	<u>0.00</u>	<u>67.20</u>	<u>0</u>	<u>(67.20)</u>
Total Administration	\$ 4,589.14	\$ 61,682.07	\$ 75,030	\$ 13,347.93
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 4,589.14	\$ 61,682.07	\$ 75,030	\$ 13,347.93

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2017**

	<u>1 Month Ended</u> <u>April 30, 2017</u>	<u>10 Months Ended</u> <u>April 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,589.14	\$ 61,682.07	\$ 75,030	\$ 13,347.93
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 990.86</u>	<u>\$ (5,875.22)</u>	<u>\$ (75,030)</u>	<u>\$ (69,154.78)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meetings: May 15, 2017

Governance Committee Meeting: May 18, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: May 12, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: May 26, 2017

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
May 15, 2017**

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 4:02 p.m. at the offices of Brian Haas.

ROLL CALL

The following Commissioners were present: Brian Haas and Kay Serratelli.

CORRESPONDENCE

A letter from Commissioner St. Amant was discussed. Staff was instructed to draft a response to the letter with input from the Executive Committee.

AGENDA

The following Agenda items were discussed:

- A. A draft Agenda for the May Commission regular meeting was discussed:
 - The HUD Annual Plan was discussed and will need to be approved at the May meeting. There are no recommended changes to this year's plan.
 - The Policy Schedule was presented and reviewed.
 - The Fiscal Year 2018 was discussed.
 - There was a discussion on TCHC possible role in meeting the need for homeless youth.
 - Staff updated the committee on the possible real estate developments.
 - Per the request of the Commissioners, the meeting will be moved to another date so not to conflict with the Memorial Day Holiday Weekend: May 31 at 4:00 P.M. looks to be the best date and time.
 - The meeting will NOT be held at the Governmental Center, Second Floor Committee Room. But moved Riverview Terrace.
- B. Executive Director Review session was briefly discussed and we are still trying to coordinate calendars.

ADJOURNMENT

President Haas adjourned the meeting at 5:38 p.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance Committee
May 18, 2017**

A Meeting of the Traverse City Housing Commission Governance Committee was called to order by Committee Chair Kay Serratelli at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant and Kay Serratelli.
Staff: Michelle Reardon, Deputy Director.
Residents: Priscilla Townsend.

II APPROVAL OF AGENDA

The agenda was amended to include Public Comment prior to Adjournment and was approved by consent of those in attendance.

III UPDATES

A. The Policy Review Schedule was presented and discussed. The Committee will prioritize the schedule at the June meeting.

IV OLD BUSINESS

- A. There has been no communication regarding the “Shared Drive” request from the City.
- B. The TCHC passed a Resolution to Adopt the HUD Smoke—Free Public Housing Rule at their April meeting. The Governance Committee will begin drafting this policy through the summer and present a first draft to the Board in September.
- C. The committee reviewed a memo prepared by staff regarding a Cash Payments in Lieu of Benefits policy. This will be presented and discussed with the full Board at the May meeting. The committee recommends a separate study session for the full Human Resources Policy & Procedures Manual and is requesting the Board to schedule this meeting.
- D. The committee discussed next steps for reviewing the Safety & Evacuation Policy. A list of additional area of safety concerns that may be included in the updated plan was discussed. The committee is considering outside consultant assistance with this project.

V NEW BUSINESS

- A. Staff will be drafting a policy to govern the use of the security cameras for the committee to review.
- B. Committee Chair Serratelli updated the committee on the actions of the Ad-Hoc committee on Hostile Environment. This ad-hoc body has been reconvened and is working on draft language to be presented to the Board in June.
- C. The TCHC By-laws were presented and discussed. The committee has suggested minor changes that will be presented to the Board at the May meeting.

VI PUBLIC COMMENT

General Comments: Priscilla Townsend.

Commissioner Comments: Michelle St. Amant.

VII ADJOURNMENT

Committee Chair Serratelli adjourned the meeting at 11:34 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Harassment and Bullying
May 12, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Harassment and Bullying was called to order by Committee Chair Serratelli at the Traverse City Housing Commission's Office, 150 Pine Street, Traverse City at 2:02 P.M.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant, and Kay Serratelli.
Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

II BUSINESS

- A. Committee Chair Serratelli presented a handout that summarized the past effort of the Harassment Committee. This was discussed as a basis on how to move forward.
- B. Commissioner St. Amant will be meeting with Mickie Jannazzo from 3rd Level Crisis Services to inquire about resources and information that may be helpful to the committee and residents. She will follow up with this committee on the results of that meeting.
- C. The Committee decided to have staff outline our current procedures related to complaints and investigation of harassment activity as well as report on the frequency of this activity. This will serve as the basis for further discussion regarding policy direction, investigation procedures and identification of remedies/consequences of improper behavior. This report will be discussed at the next Harassment Committee meeting to be held on Friday, May 26, 2017 at 1:00 P.M.

III ADJOURNMENT

The meeting adjourned by consensus of the committee at approximately 3:30 P.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Harassment and Bullying
May 26, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Harassment and Bullying was called to order by Committee Chair Serratelli at the Traverse City Housing Commission's Office, 150 Pine Street, Traverse City at 1:00 P.M.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant and Kay Serratelli.
Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

II BUSINESS

- A. The committee reviewed, in detail, the current procedures related to how staff receive complaints from residents about other residents (or staff) as outlined by the Grievance Policy and TCHC's ACOP. The committee will be providing detailed feedback at the next meeting.
- B. Commissioner St. Amant reported that she has contacted Mickie Jannazzo from 3rd Level Crisis Services who is willing to assist the committee when the time is appropriate.
- C. As a side issue, St. Amant reviewed some items about her work on behalf of the Governance Committee regarding the Safety & Emergency Preparedness Policy.

III ADJOURNMENT

The meeting adjourned by consensus of the committee at approximately 2:30 P.M.

The next meeting will be held on June 23, 2017 at 1:00 PM.

Respectfully submitted,

Kay Serratelli, Chair & Michelle Reardon



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report for May 2017

Family Self-Sufficiency (FSS) Program Report for May 2017

Resident Council Report: May 2017

EXECUTIVE DIRECTOR'S REPORT: May 31, 2017

This report covers the work accomplished from April 28, 2017 until May 30, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: One (1) unit is open. We already have a person approved for the unit that is currently being rehabbed.
2. Orchardview: Two (2) units are open. We already have a family approved for the 3-bedroom unit that will be open after the internal move of a family to an open 4-bedroom unit.

Potential Projects

1. Held a meeting with contractor and architect regarding our Orchardview Townhome Siding and Window Project. Held an on-site property meeting with representatives of the contractor, including the project manager. Finalized color scheme and product purchase. The date for the project has not been set but is dependent on window arrival and the cost of housing for the workers. Recruited a resident for a Section 3 hire for this project.
2. Several meetings with our development team/consultants on our potential properties. We are still reviewing properties to purchase and develop. We continue to meet with our partner agencies on these matters.
3. Meeting with Deputy Director and Chief Investment Officer of MSDHA to discuss potential projects.
4. Several conversations with realtors representing property owners to get all known background information – including the Hastings Street property that is back on the market.
5. Met with MEDC consultant about the State's interest in our projects and to update him on our search for property.
6. Continued conversations and meetings with two area nonprofits about potential collaborations. Inspected one property for potential conversion to housing. And met with another nonprofit about re-opening another property. Phone meeting with CEO of Samaritas about development issues.

7. Continued discussions with Alliance Architects on next projects and engineering services.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. By invitation, attended the monthly meeting of the Riverview Terrace Resident Council.
2. Held several meetings with Riverview Terrace Residents regarding general issues in our community and properties. Assisted By-Laws committee as they progressed through their review process.
3. Several meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues.

Strategic Goal 3	Foster an environment of innovation and excellence.
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Strategic Planning

1. Continue to work on updates to the Strategic Plan.

Financial

1. Reviewed and prepared the monthly financial report. Everything is still on target we are nearly midway through our final quarter of activity. Also began work on the budget for Fiscal Year 2018 with Fee Accountant and should have a draft within the next two weeks.

Staff Management

1. Conversations with City HR staff to continue work on our Employee Manual. The city has halted work on their new manual, which we intended to copy.
2. Continued working to finish all Job Descriptions based on new organization chart and reassignment of duties.

Office IT

1. Planning annual meeting with SafetyNet to review operations and plan for next fiscal year.

TCHC

1. Attended one TCHC regular meeting (April) and prepared for another (May).

2. Coordinated one Executive Committee meeting. Prepared for one Governance Committee plus prepared for and attended two Ad Hoc Committee Meetings.
3. Meetings with Commissioners St. Amant, Serratelli, and Haas on several items.
4. Participated in the annual meeting between TCHC and RTRC. Meeting included Haas and Townsend and was used to discuss building-wide issues.
5. Prepared for two grievance hearing with our third-party grievance officer.

Other

1. Attended a three-day Building Michigan Communities conference in Lansing, Michigan.
2. Attended a three-day NAHRO Regional Conference in Detroit, Michigan.
3. Attended one day of a two-day HUD sponsored Financial Management training in Lansing, Michigan.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing Solution Network: No meeting this month but conversation continued on launch of Rural Housing Partnership. Discussed the issue with the Rural LISC staff.
2. Federal Home Loan Bank of Indianapolis: Attended a quarterly meeting in Troy, Michigan and participated in a tour of Pontiac, Michigan and the work of the Community Housing Network.
3. Community Economic Development Association of Michigan (CEDAM): Attended a Board of Directors Meeting as part of the Building Michigan Communities Conference. Attended CEDAM’s Annual Event during same conference.
4. Media: Served as background for a story on the President’s budget.
5. Several conversations with a City Commissioner on various topics that effect the Housing Commission.
6. Invited to attend or participate in the “Changemaker Focus Group” for Rotary Charities to comment upon their new grant-making program.
7. Attended the inaugural meeting of the Leelanau County’s Affordable Housing Committee this included several conversations both before and after the meeting.

Miscellaneous	Other information – plus personal items.
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1. Several calls with TCHC attorney, Ward Kuhn on a variety of issues.
2. Holiday/Vacation/Personal Time (1 holiday – Memorial Day).

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

May 31, 2017

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category.

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	24	104%	9	43%

Program Manager Update

My recent attendance at a week-long training in Chicago earlier this month exposed me to a lot of new information about the FSS program. The instructors were once themselves FSS coordinators in San Diego, California and their perspective was invaluable. I have returned with many helpful suggestions on how to create and run a successful program here.

I am actively talking with current participants about their progress and will be meeting with two potential participants in the next couple weeks. I continue to work with the clients on updating their Individual Training and Services Plan (ITSP) using the information I obtained from the training.

We continue to ensure that our reporting in HDS and VMS match.

Status of Participants

No change in enrollment at this time. Our newest enrollee has already obtained employment and will be having contributions made to her escrow. Current participants are showing progress and continuously working to meet their goals.

FSS Grant

Nothing to update.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 31, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Resident Council

MESSAGE:

Priscilla Townsend, President of the Riverview Terrace Resident Council (RTRC), has asked me to include their monthly meeting materials for inclusion in your Board Packet in lieu of a monthly letter. You find the RTRC Monthly Agenda, Monthly Meeting Minutes (previous month), and the monthly financial report with supporting documents.

RIVERVIEW TERRACE RESIDENT COUNCIL

AGENDA

Friday May 19, 2017
1:00 PM Community Room

Welcome and Call to order

Pledge of allegiance

Roll Call

Welcome of guest

OFFICERS REPORTS

Secretary, Lois DeHart Reading and approval of minutes for April 2017

President, Priscilla Townsend

Vice President, Jeff Turner

Treasurer, Hunter Reed presentation of Financial Reports

Social Director Patty Szabo

STANDING COMMITTEE REPORTS

Welcome Committee Chairman Priscilla Townsend

Sunshine Committee Chairman Lois DeHart

Birthday Committee Chairman Patty Szabo

Food Committee Chairman

Activity Chairman

ADHOC COMMITTEE REPORTS

Ellen Corcorn 305 Construction and Prop 3 Progress

OLD BUSINESS

Vote for acceptance of By-Laws Revisions for the Riverview Terrace Residential Council *SEE NOTE

Norma Loper Chairperson

Need volunteer for Chairperson of Food and Activity Committies

RESIDENT COMMENTS

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

MOTION TO ADJOURN

COFFEE AND COOKIES Thanks Lois DeHart

- NOTE ATTACHED TO BY-LAW REVISION HAD COUNCIL MEETING FOR THE 29TH. IT IS ON THE 19TH 1:pm Your vote is important as we must have this done to receive our operating funds for next fiscal year 2017-2018

Riverview Terrace Resident Council
Minutes of Meeting – March 17, 2017

Welcome & Call to order by Priscilla Townsend, President

Pledge of Allegiance

Roll Call: President, Priscilla Townsend; Vice president, Jeff Turner; Secretary, Lois DeHart; introduction of new Social Coordinator, Patty Szabo; no Treasurer currently, previously resigned. Hunter Reed volunteered for the Treasurer position and will begin duties as soon as possible.

Reading & approval of minutes: motion to accept by Norma Loper, 2nd by Deb Scheer.

Treasurer's report is included in agenda package.

Social Coordinator report: on success of recent breakfast and upcoming Birthday Bash.

Standing Committee Reports:

Welcome Committee: Chairman Priscilla Townsend – 2 new residents

Sunshine Committee: Chairman, Lois DeHart – no cards sent this month. Please report to her if anyone is sick or in hospital.

Birthday Committee: Chairman, Patty Szabo

Food Committee: no report from Jane Bishoff

Activity Committee: no report from Jacob Warren

AdHoc Committee (River West report): Ellen Corcoran regarding 305 Construction and Proposal 3 progress which is still being implemented by the City. Lawsuit is in process regarding the project near the Park Place.

AdHoc Committee (By-laws revision): Norma Loper – still in process. All are welcome to attend meetings on Mondays at 3 PM in Community Room.

Old Business: none

New Business: Info flyers available for free movies at State Theatre during spring break.

Resident Comments/Group Discussion: Marie stated that Section 8 is a different program than Riverview Terrace. Meetings can be watched on computer at Up North Media. Laundry room washers & dryers are too small for bedding; discussion regarding new appliances. Paula suggested an article in the monthly Gazette to encourage more attendance at council meetings. Marie suggested that subjects for discussion should be included. Regarding the TV common area, certain people tend to control the remote and TV. Need to get cable hooked up to the large TV near the kitchen. Priscilla will send a letter to TCHC stating the need for this cable connection and 3 internet connections in order to "modernize" this area. Requesting that this be completed in 90 days.

Motion to Adjourn: by Norma Loper, 2nd by Marie

Next meeting: Friday, April 21 at 1:00 PM in the Community Roo

Riverview Terrace Resident Council
Minutes of Meeting – April 21, 2017

NOTE: Quorum not present. Meeting was discussion only with no voting on any matters.

Welcome & Call to order by Priscilla Townsend, President

Pledge of Allegiance

Roll Call: President, Priscilla Townsend; Vice president, Jeff Turner; Secretary, Lois DeHart; Social Coordinator, Patty Szabo absent, excused; Treasurer, Hunter Reed, absent not excused.

Reading of minutes: no vote taken, quorum not present.

President's report: on behalf of absent Social Coordinator and chairmen for Birthday Committee & AdHoc River West report.

Treasurer's report: included in agenda package.

Social Coordinator report: Patty Szabo (absent) will work on redecorating Community Room in nautical & cherries decor

Standing Committee Reports:

Welcome Committee: Chairman Priscilla Townsend – 2 or 3 new residents

Sunshine Committee: Chairman, Lois DeHart – no cards sent this month.

Birthday Committee: Chairman, Patty Szabo (absent) – next Birthday Bash is April 29 at 2 PM

Food Committee: no chairman

Activity Committee: no chairman

AdHoc Committees:

River West report: (chairman Ellen Corcoran absent) Priscilla Townsend reported regarding 305 Construction (next door to north of Riverview Terrace) and Proposal 3 progress.

By-laws revision: chairman Norma Loper read the proposed revisions to the by-laws, followed by discussion and several minor changes. A copy will be included in the May Gazette to all residents. Final reading will be presented at the May 19 meeting for approval and signing.

Old Business: n/a

New Business: n/a

Resident Comments/Group Discussion:

Motion to Adjourn: n/a – voting quorum not present.

Next meeting: Friday, May 19 at 1:00 PM in the Community Room

Riverview resident Council

Financial report

April 2017

Resident fund

HUD funds

<u>Income:</u>	Unrestricted Funds:	Restricted Funds:	Total
Balance Fwd:	\$226.99	\$682.39	\$909.38
Current Month:	49.45	-0-	
TOTAL:	\$276.44	\$682.39	

<u>Expenses</u>	Month	Expense	Month		
Social:		Office	\$14.85		
Kitchen:		Phone	39.99		
Food:	\$ 37.62	Fees	11.65		
	20.94	Supplies	40.14		
	3.98				
	37.51				
Total Expenses	\$100.05	Easter Dinner		\$ 106.61	\$206.66
<u>Ending April</u>	\$176.39			\$575.78	\$752.17

Bank \$ 752.17 Petty Cash \$100.00 Laundry \$50.00



LAKE MICHIGAN CREDIT UNION
 P.O. Box 2848
 Grand Rapids, MI 49501-2848
 RETURN SERVICE REQUESTED

Your Statement Of Accounts
 04/01/2017-04/30/2017
 Your Account Number
 xxxxxx1794
 Page 1

64697 1 AV 0-373

109399-64697-221



RIVERVIEW TERRACE RESIDENT COUNCIL
 150 PINE ST # MB1
 TRAVERSE CITY MI 49684-2478

System update coming May 15. Enjoy even more ease and convenience. Bill Pay will undergo a free, automatic upgrade that will make it even easier to pay your bills. There will be a brief blackout period - Thursday, May 11 at 4:00pm to Monday, May 15 at 8:00am - when the old Bill Pay system will not function. If you have any questions regarding this, please contact us at (844) 357-6727.

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Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$904.38	\$747.17
	Total		\$752.17

900-300

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
	Apr 01	Beginning Balance			\$5.00
	Apr 30	Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
		Beginning Balance			\$904.38
		Ending Balance			\$747.17
		Total Deposits		\$49.45	\$904.38
		Total Withdrawals	\$156.61		\$747.17
		Balance			\$747.17
Apr 07	Apr 07	Withdrawal Debit Card Business Debit AmazonPrime Membership amzn.com/prme WA 04/07/2017	(\$11.65)		\$892.73
Apr 10	Apr 10	Withdrawal POS #018280 DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI	(\$8.48)		\$884.25
Apr 10	Apr 10	Withdrawal POS #701718 WAL Wal-Mart S 2338 WAL-SAMS TRAVERSE CITY MI	(\$37.62)		\$846.63
Apr 10	Apr 10	Withdrawal POS #017753 TOMS FOOD MKT 1201 S DIVISION ST TRAVERSE CITY MI	(\$20.94)		\$825.69
Apr 11	Apr 11	Withdrawal POS #042027 GFS STORE #091 1781 Barlow St Traverse City MI	(\$3.98)		\$821.71
Apr 11	Apr 11	Withdrawal POS #020793 BIG LOTS STORE 1144 W SOUTH AIRPO TRAVERSE CITY MI	(\$4.20)		\$817.51
Apr 11	Apr 11	Withdrawal Debit Card Business Debit GFS STORE #0919 TRAVERSE CITY MI 04/10/2017	(\$37.51)		\$780.00
Apr 12	Apr 12	Withdrawal POS #030335 FAMILY DOLLAR 1127 S. GARFIELD A TRAVERSE CITY MI	(\$7.42)		\$772.58
Apr 13	Apr 13	Withdrawal Debit Card Business Debit CHARTER COMM 888-438-2427 MO 04/13/2017	(\$39.99)		\$732.59
Apr 18	Apr 18	Deposit Bulk		\$49.45	\$782.04
Apr 19	Apr 19	Withdrawal Bill Payment #710921000297 HP *INSTANT INK 855-785-2777 CA	(\$14.83)		\$767.21
Apr 24	Apr 24	Withdrawal POS #711400356801 WM SUPERCENTER # Wal-Mart Super Center TRAVERSE CITY MI	(\$13.92)		\$753.29
Apr 25	Apr 25	Withdrawal Debit Card Business Debit	(\$6.12)		\$747.17

948.17



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2017 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

TCHC Human Resources Policy & Procedures Manual: Update & Discussion

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	APRIL 2017 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$ 36,023.00	\$ 359,229.36	77.25%
Investment Interest	3,195.44	2,700.00	143.12	1,861.16	68.93%
Program Income: HCV	1,091,389.00	1,005,000.00	91,781.00	917,093.50	91.25%
Program Income: FSS	66,688.65	66,600.00	5,580.00	55,806.85	83.79%
Earned Income	134,075.71	110,584.00	10,810.55	115,479.02	104.43%
HUD Property Subsidy	263,918.00	250,000.00	13,452.00	207,055.00	82.82%
CFP / Draw on Surplus	182,486.66	199,000.00	5,284.53	5,284.53	2.66%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 163,074.20	\$ 1,661,809.42	79.18%
OPERATING EXPENSES					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 18,123.40	\$ 187,962.45	78.72%
Benefits	71,191.54	101,818.30	1,856.57	72,872.55	71.57%
Compensated Absences	5,126.29	(1,500.00)	-	-	0.00%
Legal	5,614.12	9,500.00	2,006.00	12,610.24	132.74%
Travel / Staff Training	10,045.68	12,000.00	1,259.68	8,846.51	73.72%
Accounting / Auditing	20,495.42	22,000.00	1,099.41	18,279.10	83.09%
General Office Expenses	82,892.87	68,000.00	4,317.78	77,194.18	113.52%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$ 28,662.84	\$ 377,765.03	83.84%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ -	\$ 6,607.92	77.06%
Cable Television	35,065.00	37,460.00	3,163.59	30,840.70	82.33%
HAP	948,943.11	965,400.00	79,551.00	813,958.07	84.31%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$ 82,714.59	\$ 851,406.69	84.18%
UTILITIES					
Water	\$ 16,413.25	\$ 16,500.00	\$ 942.30	\$ 13,606.85	82.47%
Electricity	125,464.02	150,000.00	13,121.77	109,255.50	72.84%
Gas	10,035.02	15,500.00	-	11,059.70	71.35%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$ 14,064.07	\$ 133,922.05	73.58%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 7,113.54	\$ 75,870.31	88.90%
Maintenance Benefits	33,937.30	48,093.00	753.70	25,720.66	53.48%
Materials	25,160.53	20,200.00	481.71	31,335.01	155.12%
Contract / CFP Costs	304,677.97	180,000.00	5,284.53	106,511.53	59.17%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$ 13,633.48	\$ 239,437.51	71.77%
GENERAL EXPENSE					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,386.35	\$ 23,902.17	78.11%
Payment in Lieu of Taxes	24,914.86	23,000.00	1,780.00	17,800.00	77.39%
Collection Losses	4,438.91	-	-	7,267.01	0.00%
Interest Expense / Other	34,625.21	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 4,166.35	\$ 48,969.18	57.21%
EXTRAORDINARY / CASUALTY					
	6,936.36	\$ 10,000.00	\$ -	\$ 4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 143,241.33	\$ 1,656,045.46	79.88%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ 19,832.87	\$ 5,763.96	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (14,278.72)	\$ (139,177.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ 5,554.15	\$ (133,413.29)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances. This category utilizes prior year(s) receipts of funding.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF MARCH 2017**

PUBLIC HOUSING

Chemical Bank	Checking	\$	32,906.31	
4Front Credit Union	Savings	\$	6,604.81	
TC State Bank	520011210	\$	162,254.32	
TC State Bank	1051647	\$	42,450.27	
First Merit Bank	53691	\$	162,670.64	
TC State Bank	4535723359	\$	75,598.01	
Chemical Bank	ICS Acct	\$	25,227.73	
Chemical Bank	1075909	\$	17,588.48	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,844.30	
4Front Credit Union	CD 16525-S100	\$	31,187.80	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
SUB TOTAL		\$	<u>735,171.06</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	145,513.08	
Chase Bank	135080088317	\$	54,451.12	Escrow Account
SUB TOTAL		\$	<u>199,964.20</u>	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	<u>554,397.00</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,489,532.26</u></u>	

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	May/June 2016	June 24, 2016
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Anti-Bullying & Hostile Environment Harassment Policy	NEW	NA	April 2017	On-Going
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Board Orientation Policy	February 2013	NA	September 2017	
Camera Policy	NEW	NA	June 2017	
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	July 30, 2012	March 2017	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2017	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	March 18, 2001	July 30, 2012	January 2017	January 27, 2017
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	January 11, 2013	September 2016	September 23, 2016
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	August 2016	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016

TCHC Policy Review Schedule

Maintenance Policy	Unknown	Unknown	TBD	October 2016	October 28, 2016
Pet Policy	April 20, 2010	August 21, 2012	Unknown	October 2016	
Petty Cash Policy	Unknown	Unknown	TBD	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	March 2017	March 2017	On-Going
Pest Control Policy	Unknown	Unknown	TBD	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	TBD	
Reasonable Accommodation	Unknown	Unknown	TBD	TBD	
Rent Collection Policy	April 5, 1988	None	May 2017	May 2017	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	July 2017	July 2017	
Schedule of Excess Utility Charges Policy	February 14, 1989	November 15, 2005	April 2017	April 2017	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	TBD	
Smoke-Free Policy	December 19, 2006	September 18, 2012	Summer 2017	Summer 2017	
Social Security Number Privacy Policy	January 22, 2016	NA	NA	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	October 2017	October 2017	
Transfer Policy	Unknown	Unknown	TBD	TBD	
Travel Policy	Unknown	Unknown	TBD	TBD	
Trespass Policy	Unknown	Unknown	TBD	TBD	
Vehicle Policy	Unknown	Unknown	August 2017	August 2017	
Social Media Policy	NEW	NA	August 2016	August 2016	August 26, 2016

Handout #3: List of Financial Policies & Procedures

Risk factors were determined from discussions with the Field Office, a review of the audit findings within the State of Michigan, public accountability and transparency concerns, and continued financial stability. The risk ranking identifies high risk areas that could be used as a starting point for PHAs to develop and implement individual policies and procedures.

I. Accounting Policies		
A. General Policies		
Financial Policy and Procedures	Description	Risk Factor
1 Revenue Cycle for Cash Management / Program Funding Policy	Proper flow of resources into the PHA	Low
2 Expenditure Cycle Policy	Proper and timely purchase of goods and services	High
3 Bank Reconciliation Policy	Proper preparation and review of bank reconciliations	Low
4 Subsidiary Ledger Reconciliation	Proper review of subsidiary ledger reconciliation to general ledger	High
5 General Ledger Interfacing Policy	Proper interface of PHA software with general ledger reporting	Moderate
6 Transactions Processing Policy	Proper recording of financial transactions that affect the financial statements	Low
7 Financial Close and Reporting Cycle Policy	Proper monthly and annual reporting processes	Moderate
B. Payments / Disbursement of Funds		
Financial Policy and Procedures	Description	Risk Factor
1 Disbursements Policy	Proper payment of goods and services purchased	High
2 Accounts Payable Policy	Proper reporting vendor accounts payable liabilities	Low
3 Check Writing Policy	Proper process for writing checks and payment	Moderate
C. Specific Items		
Financial Policy and Procedures	Description	Risk Factor
1 Payroll Processing Policy	Proper processing and monitoring of payroll transactions	Low
2 Due to/Due from and Inter-program Transfers Policy	Proper recording of due to/due from balances and transfers of funds	High
3 Tenant Accounts Receivable Processing	Policy for accurately recording dwelling rents and other tenant charges	Low
4 Capital Fund Policy	Proper coding and accounting for Capital Fund Program expenditures	Moderate
5 HAP Processing Policy	Proper HAP payment process and monitoring of the disbursements	Moderate
II. Financial Management Policies		
A. General Controls		
Financial Policy and Procedures	Description	Risk Factor
1 General Internal Controls	Policy for describing the internal control structure and how to develop internal controls	Moderate
B. Tenant Charges		
Financial Policy and Procedures	Description	Risk Factor
1 Rent Collection Policy	Proper collection and recording of rent and other tenant charges	Moderate
2 Write-off Policy	Proper write off and recording of uncollectable tenant account balances	Moderate
3 Security Deposit Policy	Proper collection, recording, and disbursing of tenant security deposits	Low
C. Capital Assets and Inventory		
Financial Policy and Procedures	Description	Risk Factor
1 Capitalization Policy	Proper identification of assets to be capitalized	Low
2 Capital Asset Policy	Proper tracking and recording of fixed assets	Moderate
3 Maintenance Inventory Policy	Proper maintenance and recording of maintenance inventory	Moderate
4 Disposition Policy	Proper disposition of PHA personal property	Low

Handout #3: List of Financial Policies & Procedures

Risk factors were determined from discussions with the Field Office, a review of the audit findings within the State of Michigan, public accountability and transparency concerns, and continued financial stability. The risk ranking identifies high risk areas that could be used as a starting point for PHAs to develop and implement individual policies and procedures.

D. Cash			
	Financial Policy and Procedures	Description	Risk Factor
1	Investment Policy	Proper investing of PHA funds and recording of activity	Low
2	Petty Cash Policy	Proper maintenance, recording, and monitoring of petty cash funds	Moderate
E. Monitoring			
	Financial Policy and Procedures	Description	Risk Factor
1	Conflict of Interest Policy	Proper identification of conflict of interest and who is affected	Moderate
2	Budgeting Policy	Policy for preparing and utilizing the various project and program budgets	High
3	Cost Allocation Policy	Proper identification of cost allocation methods and preparation of cost allocation plans	High
4	Financial Analysis and Control Policy	Proper review of financial statements for monitoring purposes	High
5	Board Reporting	Policy for the timing of and items to be provided to the Board	High
F. Specific Items			
	Financial Policy and Procedures	Description	Risk Factor
1	Cell Phones, Laptops and Other PHA provided Items Policy	Proper issuance and monitoring of PHA provided cell phones and other electronic devices	Moderate
2	Credit Card Policy	Proper use and monitoring of PHA credit cards	High
3	Travel Policy	Proper administration of travel and other matters related to	High
4	Vehicle Use Policy	Proper use of a PHA vehicle	High

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 31, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Cash Payment in Lieu of Benefits Policy

MESSAGE:

As a result of the conversations held during our regular meeting held on April 28, 2017 on the idea of establishing a cash payment in lieu of benefits policy, TCHC staff contacted the Human Resources Department at the City to find out how they established their policy and more specifically, how the amount of the cash payment was established. City staff informed us that the amount is simply based on a \$300.00 per month rate. It had been \$200.00 per month for a long period of time but it was raised during recent union negotiations. The goal is to keep it below the minimum amount of the City's contribution to a single employee – currently at \$452.35.

It should be noted that the employee cannot receive this amount unless he or she can prove they are “covered” by health insurance elsewhere.

For TCHC, it can be estimated that our single employee coverage contribution would be somewhere around \$375.00 to \$415.00 per month for health, dental, and vision combined [based on the employee being single and 35-years old – obviously it is difficult to calculate because rates are established with specific information]. Currently, TCHC has only one employee that requires the single coverage; all other employees have family coverage which increases our price of coverage significantly.

For purposes of discussion, we need to decide if this is a policy worth establishing and if so, if the amount of the payment to be made in lieu of the benefits is set at an appropriate level.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

HUD Annual Plan Review

TCHC By-Law Review – First Reading

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 31, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2017 HUD Annual Plan Update to the Five-Year Capital Fund Program Plan

MESSAGE:

Attached to this memorandum you will find our planned submission to the U.S. Department of Housing and Urban Development (HUD) for the required Annual Update to the Five-Year Capital Fund Program (CFP). Our Five-Year CFP was adopted one year ago this month and this represents our first annual update to that plan. We have followed all of the protocols for submission including public announcement, RAB review, and a public hearing – all of which were utilized to receive valuable input to our Annual Plan update.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD CFP ANNUAL PLAN

May 31, 2017

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit Annual Updates to the Five-Year Capital Fund Program (CFP) Plan; and

WHEREAS, the TCHC adopt its Five Year Capital Fund Program Plan in 2015 for the period ending in 2019; and

WHEREAS, the TCHC received input from its Resident Advisory Board (RAB) on April 18, 2017 and a general Public Hearing was held on May 26, 2017; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, Be It Resolved by the Traverse City Housing Commission as follows:

The 2017 HUD Annual Plan for the Capital Fund Program is adopted and shall submitted to HUD with all required authorizations and approvals from this body.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: 2017	
PHA Name: Traverse City Housing Commission		Capital Fund Program Grant No: To be determined		FFY of Grant Approval:	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)		
Line	Summary by Development Account	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Total Estimated Cost	Obligated	Total Actual Cost ¹
			Original	Revised ²	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures		76,845		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: 2017	
PHA Name: Traverse City Housing	Grant Type and Number Capital Fund Program Grant No: To be determined Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Obligated
		Revised ²	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	52,554	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	129,399	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary						
PHA Name/Number	Development Number and Name	Work Statement for Year 1 FFY _____	Locality (City/County & State) Work Statement for Year 2 FFY _____ 2016	Work Statement for Year 3 FFY _____ 2017	<input checked="" type="checkbox"/> Original 5-Year Plan Work Statement for Year 4 FFY _____ 2018	<input type="checkbox"/> Revision No: Work Statement for Year 5 FFY _____ 2019
B.	Physical Improvements Subtotal	129,399	129,399	129,399	129,399	129,399
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing -- Debt Service	52,554	52,554	52,554	52,554	52,554
K.	Total CFP Funds	76,845	76,845	76,845	76,845	76,845
L.	Total Non-CFP Funds					
M.	Grand Total					



PHA Certification of Compliance with PHA Plans and Related Regulations

In compliance with 24 CFR Part 905, the Traverse City Housing Commission has schedule a public hearing for review of the 2017 Annual Plan.

- The Resident Advisory Board will be meeting April 18, 2017.
- The Traverse City Housing Board of Commissioners will hold a public hearing for the purpose of reviewing the 2017 Annual Plan on May 26, 2017.

At the conclusion of the hearing, the Traverse City Housing Commission will submit a statement certifying the public hearing has been conducted.

DRAFT

Anthony Lentych, Executive Director

Date

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Traverse City Housing Commission

Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Voucher Programs

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Anthony Lentych

Title

Executive Director

Signature

Date

X



Sites for Work Performance (HUD 50070 Attachment)

1. Riverview Terrace, 150 Pine St., Traverse City, MI 49684
2. Orchardview Townhomes, 10200 E. Carter Ctr., Traverse City, MI 49684

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Traverse City Housing Commission

Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Voucher Programs

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Anthony Lentych

Title

Executive Director

Signature

Date (mm/dd/yyyy)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: Department of Housing & Urban Development	7. Federal Program Name/Description: 2017 Capital Fund CFDA Number, if applicable: _____	
8. Federal Action Number, if known: To be determined	9. Award Amount, if known: \$ To be determined	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Anthony Lentych</u> Title: <u>Executive Director</u> Telephone No.: <u>231-922-4915</u> Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Traverse City Housing Commission

PHA Name

MI080

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Anthony Lentych	Title Executive Director
Signature	Date

**DRAFT Meeting Minutes of the Public Hearing for the PHA Annual Plan
May 26, 2017**

A Public Hearing to review the PHA Annual Plan was called to order by Deputy Director Reardon in the Second Floor Committee Room, of the Governmental Center, 400 Boardman Avenue, Traverse City at 8:00 A.M.

I ROLL CALL

The following Staff were present: Michelle Reardon, Deputy Director, and Angie Szabo, Intake Specialist.

II BUSINESS

A. The public hearing was opened at 8:00 A.M. There were no public comments.

III ADJOURNMENT

The public hearing was closed at 8:15 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

8464

T.C. Housing Commission

AFFIDAVIT OF PUBLICATION

RECEIVED
MAY 03 2017
Traverse City
Housing Commission

LEGAL NOTICE

The Traverse City Housing Commission (TCHC) will hold a public hearing on Friday, May 26, 2017 at 8:00 AM for the purpose of reviewing the PHA Annual Plan. The hearing will be held at the Governmental Center, 400 Boardman Ave., Traverse City, Michigan. A copy of the plan is available for review and comment at the Commission Office at Riverview Terrace, Monday through Thursday 8:00 AM to 4:30 PM and Friday 8:00 AM to 12:00 PM and on our website www.traversecityhc.wordpress.com. Written comments on the plan will be accepted until 4:30 PM, Thursday, May 25, 2017.



April 10, 2017-1T

460741

STATE OF MICHIGAN
County of Grand Traverse

Paul Heidbreder being duly sworn deposes and says the annexed printed copy of notice was taken from the Traverse City RECORD EAGLE, a newspaper printed and circulated in said State and County, and that said notice was published in said newspaper on the following dates:

04/10/2017

that he or she is the agent of the printers of said newspaper, and knows well the facts stated herein

Paul J. Heidbreder

Subscribed and sworn to before
this 10th of April, 2017.

Dennis G. Thayer

Dennis G. Thayer
Notary Public, State of MI
County of Grand Traverse
10/08/2022
Acting in County of Grand Traverse

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 31, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Potential By-Law Changes/Updates

MESSAGE:

Attached you will find a copy of the proposed changes and updates to the By-Laws of the Traverse City Housing Commission. All changes are being reviewed by our Attorney, Ward Kuhn, who is also researching language to allow Commissioners to participate via conference call or other electronic means. Drafts of the changes were discussed at the May Governance Committee meeting and the committee will review them once more in June.

A resolution to adopt the changes will be presented at the Annual Meeting in June.

Traverse City Housing Commission

[DRAFT] By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City in 1966.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide decent, safe and sanitary affordable housing opportunities for residents of the Traverse City area.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain.

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting the President shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.
4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all

duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.

5. Executive Director. The Executive Director ("Director") of the Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations.
6. Additional Duties. The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as "excused" or "unexcused" by the President of the Board (or by Vice President in case of President's absence). Commissioners should notify the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be recorded as "unexcused" pending explanation to the Board. The Board President has the authority to record the absence of a Board member as "excused" in the case of an emergency or for other satisfactory reason. The records of attendance at TCHC meetings shall be forwarded to the City Clerk's office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
9. Vacancies. Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. Additional Personnel. The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. **Committees and Subcommittees.** Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Governance Committee
- II. Finance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. **Procedures.** All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. **Annual Meeting.** The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June at the pre-determined location for that meeting. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. **Regular Meetings.** Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve and publish an Annual Meeting Schedule at [ADD "or before"] the January meeting of each year.
4. **Special Meetings.** The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.

6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Public Comment
 - X. Commissioner Comment
 - XI. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President or a member wishes, he/she may call for a division, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting. [We want to add language here or elsewhere to allow for meeting participation by a member through some electronic means such as by phone, by Skype, or other similar technology – we are CHECKING WITH OUR ATTORNEY.]

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the **City Clerk [Changed from the Mayor]** and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

Proposed: June 23, 2017



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

CEDAM Invitation to a Northern Michigan Reception for MSHDA Executive Director

May 19, 2017 Record Eagle Editorial on Homeless or "In Transition" Teens



Northern Michigan Reception Thursday, June 8 from 2-3pm

Please join CEDAM staff, partners and members in regional receptions to welcome MSHDA's new Executive Director, Earl Poleski.

Traverse City Housing Commission
150 Pine Street
Traverse City, MI 48684

Refreshments will be served
RSVP to Susan Andrews at andrews@cedam.info

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1118 South Washington Avenue | Lansing, Michigan 48910

Editorial: Challenges greater than homework for students

May 19, 2017

More than 400 students who attend Traverse City Area Public Schools don't have a consistent place to call home. The number is both shocking and unacceptable.

The figure is only about 4 percent of TCAPS' total enrollment, which hovers near 10,000. But that total includes grade school students and even preschool children, youngsters who have a parent or caregiver overseeing their life away from the classroom, even if that life is precarious.

High school students, on the other hand, who don't have a permanent home are more likely to be independent, with little or no family on which to rely. They are unsteady human flames in a windy world. For them, not having a consistent place to sleep, eat and study can make it nearly impossible to survive, much less thrive, in school.

TCAPS identified more than 400 of its students this year as "in transition." That's the phrase TCAPS uses to avoid labeling students as homeless. Some of those 400-plus kids actually are homeless. Others don't have a regular place to live, so end up shuttling from one temporary shelter to another.

Local efforts to help these independent students are laudable. Individuals and programs are assisting many of these students with food, bus passes, bridge cards and health insurance. But more must be done. A big piece of the solution is housing, a safe place where these students can establish a consistent routine.

Finding home bases for 400 students is a daunting task for our community.

Even adults with established careers have trouble finding an affordable apartment in Traverse City. A teen, alone, doesn't have a chance in this housing market.

Teens cut off from family must work — often in two or three low-wage, part-time jobs — while attending classes. And they must do it while worrying about where they're going to sleep each night — on a friend's couch, in a car, on a park bench.

That situation is unimaginable for most of us at any age. It is tragic for a teen.

It leaves children abandoned both physically and emotionally at a time in their lives when a nurturing community is crucial in their journey toward becoming productive members of society. It leaves them vulnerable to forces that offer the comfort of a roof and easy money in

exchange for illegal or immoral action. It leaves these children in a situation from which escape is difficult, a happy future unlikely.

High school was an awkward stage for many of us. There's the continuing quest for good grades that requires dedication and hours of homework. Trying to fit in socially is a nearly a full-time job for many teens. Roll in puberty, family discord and social pressure and you get a recipe for emotional distress. But most of us — with the support of our family and friends and a reliable place to lay our heads at night — make it through the angst and go on to successful adult lives.

In-transition students, though, wander from couch to couch, job to job, friend to friend, never having confidence in the future. They lack a stable family springboard from which to launch.

Our community must do more to nurture these at-risk children. Social agencies, community groups and local governments must work together to give those students a chance to thrive.

The Issue: Hundreds of students struggle to find stable housing

Our View: Local efforts help, but more is necessary