



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday June 16th, 2023 at 9:00 A.M.

LOCATION:

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE

150 PINE STREET, Traverse City, Michigan, 49684



**Traverse City
Housing Commission**
a Public Housing Authority

MEETING AGENDA

June 16th, 2023



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684 T:
(231) 922-4915 | F: (231) 922-2893
TDD: (800) 649-3777
TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT ITS ANNUAL MEETING
ON FRIDAY, JUNE 16, 2023 AT 9:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684
(231) 922-4915

POSTED: JUNE 13, 2023

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. Please note that the Traverse City Housing Commission is committed to a dialog that is constructive, respectful, and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

AGENDA

I CALL TO ORDER & ROLL CALL

II PUBLIC HEARING

No Topic for Public Hearing this year

III APPROVAL OF AGENDA

IV PUBLIC COMMENT

V 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 May 25, 2023, Regular Meeting Minutes: Approval Recommended.*
- B. *See Secretary memo concerning Financials for this meeting.*

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: June 12, 2023
 - Wayne Workman and Heather Lockwood will report on the progress of the Executive Director search.

VII STAFF & PROGRAM REPORTS

- A. Secretary to the Board Report: June 2023
- B. Family Self-Sufficiency (FSS) Program Report: June 2023
- C. Resident Council Report: June 2023

VIII OLD BUSINESS

- A. Updates on the ongoing projects by Wayne Workman
 - Parkview
 - Flats at Carriage Commons (BATA)

IX NEW BUSINESS

- A. **TCHC Annual Meeting**: Election of Officers, Code of Conduct Certification
- B. Resolution to Remove Doubtful Accounts: Action Required
- C. Resolution to Adopt Fiscal Year 2023 Consolidated Operating Budget:
 - Included in the packet

X CORRESPONDENCE

- A. None

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT XIII

ADJOURNMENT

NEXT SCHEDULED MEETING: August 25, 2023 at 9:00 A.M. Study Session possible in July.

Meeting Minutes of the Traverse City Housing Commission May 25, 2023

A Regular Meeting of the Traverse City Housing Commission was called to order by President Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:01 A.M.

I ROLL CALL

The following were present:

- Commissioners – Jim Friend, Roger Putman, Wayne Workman and Heather Lockwood. Mitchell Treadwell was absent.
- Staff – Alisa Korn, Deputy Director, Kim Fehrenbach, Program Manager, and Judy Myers, Consultant.
- Residents – Leslie Sladek, Ellen Corcoran and Jeff Turner.
- Guests/Public – None

II APPROVAL OF AGENDA

Commissioner Workman moved (Friend support) to accept the agenda as presented. The motion was approved.

III PUBLIC COMMENT

No public comment at this time

IV CONSENT AGENDA

Commissioner Putman moved (Workman support) to accept the remaining items on the Consent Agenda as presented in the May 25, 2023 Meeting Packet.

Roll Call

Putman	Yes
Treadwell	absent
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was approved.

The Consent Agenda was as follows:

- A. April 28, 2023 Regular Meeting Minutes
- B. Schedule of Disbursements for April 2023 for the Public Housing Program.
- C. Schedule of Disbursements for April 2023 for Housing Choice Voucher / Section 8 Program.
- D. Financial Statements for April 2023.
- E. Monthly Cash Position Report.
 - Wayne Workman mentioned that he moved some money to pay interest. Alisa Korn explained about the CDARS.

V COMMITTEE REPORTS

- A. The meeting minutes from the May 12, 2023 Executive & Finance Committee meeting were presented. Workman and Lockwood explained the Rehman correspondence and that they mentioned they already had several candidates. There is a lot of interest.

VI STAFF AND PROGRAM REPORTS

- A. The April 2023 Family Self-Sufficiency Report was presented and accepted. Alisa Korn discussed some of the aspects of the program and how the finances looked. Alisa explained she anticipated growth in the program.
- B. The Resident Council Report for May 2023 in the packet was reviewed. Lockwood asked about the cake that RC had for Tony’s going away party.

VII OLD BUSINESS

- A. A memorandum on activities with the RAD Program was reviewed. Workman explained how the progress was going and that there were delays with the parking lot because the original drawings of the water and sewer infrastructure were incorrect and the Contractor had to find the old pipes. This will cause a delay in the project and will likely increase the price. Workman will negotiate for who pays for the overrun. Alisa Korn will get more parking passes for next month since no one will be able to use the parking lot for a couple more weeks.
- B. A memorandum on the Parkview Senior Apartments (8th Street) was reviewed. Workman gave a review of this project.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. Workman and Lockwood explained how this project was going. Ground has been broken and the BATA project is under way. TCHC will be spending money on this project soon for the water and sewer infrastructure but anticipates that most of this cost will be recouped. Construction for TCHC units will be next summer.
- D. Update on Executive Director Search – already discussed.

VIII NEW BUSINESS

- A. Memorandum on Renewing TCHC Insurance Coverage; Action Required. The motion was approved.

Commissioner Workman moved (Friend support) to renew the Insurance Coverage through the Municipal League

Roll Call

Treadwell	absent
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was approved.

- B. Resolution to Adopt the TCHC FY2023 HUD Income Limits; Action Required
Commissioner Lockwood moved (Putman support)

Roll Call

Treadwell	absent
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

Resolution passed

- C. Resolution to Purchase the Ethos Investments interest in TC 1223 LLC; Action requested
- a. Lockwood and Workman explained how this will work. This would help with our closing if we can achieve this prior to closing, and our bank approves this plan.

Lockwood made motion to purchase Ethos Investment portion of the TC 1223 LLC project (Parkview Senior Housing on East 8th St.). Putman supported.

Roll Call

Treadwell	absent
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

Resolution passed

- IX** **CORRESPONDENCE**
May 12, 2023 Ticker Article “Bata, Acme Projects Break Ground”

- X** **PUBLIC COMMENT**
Leslie Sladek (#910 at Riverview) expressed dissatisfaction with the remodel construction project. All commissioners apologized and agreed Workman will look into what happened, but mentioned that the project was actually going well, but this might have been a ‘glitch’.

- XI** **COMMISSIONER COMMENT**

- XII** **ADJOURNMENT**
Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:18 A.M. It was announced that the next regular meeting will be on June 16th at 9:00 am at Riverview Terrace for the Annual Meeting.

Respectfully submitted,

Judy Myers, Recording Secretary

Heather Lockwood, President

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 16th, 2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Judy Myers, Secretary to the Board

SUBJECT: Financials

MESSAGE:

Staff has reported we will not have financial reports for the packet this month due to the early meeting date. We will have them all for our August 2023 meeting.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: 6/16/2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Judy Myers, Secretary to the Board

SUBJECT: Executive and Finance Committee meeting minutes from June 12, 2023

Heather Lockwood, Wayne Workman and Judy Myers met June 12, 2023. The meeting had two major portions; The upcoming Annual meeting agenda; corrections and additions.

The ongoing process of the Executive Director Search, which includes numerous meetings with the Rehman company representative, three interviews, and several resume reviews. Lockwood and Workman will discuss the details of this process.

The draft of the Annual Budget will be coming from Tony and will be presented to the entire Board.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: 6/16/2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Judy Myers, Secretary to the Board

SUBJECT: Report

I have spent several hours working on the Executive Director Search process. The President and Vice President (Executive Committee) will report on our findings, but we have interviewed three very good candidates and will still be looking at more resumes in the next week, in hopes of adding more interviews.

- Multiple emails every day with resumes to review before interviews. The process is time consuming, but productive. I have coordinated with the City about our process and answered several emails from them and referred most of them to our professional HR company representative.

I have also spent three hours a week at Elk Rapids, tending to the office and needs of the residents. I attended their last Board meeting with Tony.

In addition, I completed the minutes from our last meeting and prepared this somewhat abbreviated Board packet for our meeting today.

Approximate use of my time:

11.25 hours – Candidate search activities

12.5 hours – Elk Rapids

2. Hours office work in TCHC office

12 hours – other Board work

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 23, 2023

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the “High Performer” category but SEMAP has not been updated for over two years due to the COVID-19 pandemic – this should change this summer:

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
25	16	64%	8	50%

FSS Program Manager Update

The number of enrolled families has increased by one since last month. We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process (although there has not been a move-in at Orchardview in over a year). We received three (3) applications this month for new enrollees from our Housing Choice Voucher program! All will be enrolled by July 1, and will begin earning escrow by August 1. We should have much different numbers by the end of the summer!

FSS Grant

We have an executed grant for FSS and have begun to make draws from it with the first deposit into our operating account this past month.

TRAVERSE CITY HOUSING COMMISSION

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MEMORANDUM

DATE: June 16, 2023

FROM: Alisa Korn, Deputy Director

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of May 2023. The financial reporting was completed in a timely and thorough manner. I reviewed all other information and no mistakes in accounting were found – all transactions were just normal purchases related to their programming.

The Resident Council is hosting a summer barbeque this month to celebrate the warm weather arriving, as well as the (hopefully!) completion of the parking lot at Riverview Terrace. They will be closed for the month of July.

ATTACHMENT: May Financial Report
May Bank Statement
Letter from the RTRC President

MEMO

June 13,2023

From: Riverview Terrace Resident Council

To: Traverse City Housing Commission

Dear Commissioners,

The RAD project has been an exceedingly trying time for a large percentage of our residents, though most have endured in silence, a gold star should be placed over every door once it is completed.

The topper is the on-going parking lot project. Those with walkers, scooters and canes have had to struggle getting groceries from either a parking lot from afar or just from the street to the front door. Then it is extended week after week. Again, our residents take it all in stride, we are proud of the way they have conducted themselves throughout this ordeal.

Our first outdoor event will be the Summer Breeze Picnic, June 28th at 4:00P.M. The council will provide hot dogs, hamburgers, two pasta salads and a strawberry cake. We opened it up to include a potluck, where you can bring your favorite dish to share. We have had a great response. Looking forward to a day the community can enjoy our private enclave on the Boardman River.

The council office will be closed for the month of July.

Sincerely,

Ellen Corcoran, President



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

Your Statement Of Accounts
 05/01/2023-05/31 /2023
 Your Account Number
 xxxxxx1794
 Page 1

90464 1 AV 0-471 156199-90464-257



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

Ready to earn more? Lock in a great rate with our high-interest CDs. Put your money to work today by calling (800) 242-9790, stopping by your local branch, or visiting LMCU.org.

The \$50,000 Home Makeover is back! Visit LMCU.org and enter daily to increase your chances of winning. Sweepstakes runs through July 7, 2023

Summary-Share Accounts

o#	Beginning Balance	Ending Balance
00 MEMBER SAVINGS	\$50.00	\$50.00
01 FREE CHECKING	\$4,857.56	\$4,298.79
	Total	\$4,348.79

MEMBER SAVINGS Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
May 01		Beginning Balance			\$50.00
May 31		Ending Balance			\$50.00

FREE CHECKING Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
					\$0.00
					\$558.77
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
May 01		Beginning Balance			\$4,857.56
May 04	May 04	Withdrawal Debit Card Business Debit 24431063124083707453084 AMZN MKTP US*2A79088W3 AMZN.COM/BILL WA 05/04/2023	(\$49.25)		\$4,808.31
May 04	May 04	Withdrawal POS #312400024505 DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI	(\$23.85)		\$4,784.46
May 05	May 05	Withdrawal Debit Card Business Debit 24445003125000788140504 DOLLAR TREE TRAVERS CITY MI 05/04/2023	(\$6.63)		\$4,777.83
May 08	May 08	Withdrawal POS #312816617187 FAMILY FARE 642 905 EE Traverse City MI	(\$13.77)		\$4,764.06
May 10	May 10	Withdrawal Debit Card Business Debit 24377353131000001668730 THE TROPHY TROLLEY TRAVERSE CITY MI 05/10/2023	(\$68.35)		\$4,695.71
May 11	May 11	Withdrawal Debit Card Business Debit 24377353132000002369808 COPY SHOP 1, THE TRAVERSE CITY MI 05/11/2023	(\$47.25)		\$4,648.46
May 13	May 13	Withdrawal Debit Card Business Debit 24055233133083345089038 WALMART.COM 800-966-6546 AR 05/13/2023	(\$49.96)		\$4,598.50
May 16	May 16	Withdrawal Bill Payment #313622108913 Spectrum 855-707-7328 MO	(\$20.49)		\$4,578.01
May 17	May 17	Withdrawal Debit Card Business Debit 24692163137109821937673 AMZN MktP US*XW1PF21A3 Amzn.com/bill WA 05/17/2023	(\$148.38)		\$4,429.63
May 17	May 17	Withdrawal POS #313717334108 GFS STORE #0919 1781 Ba Traverse City MI	(\$22.01)		\$4,407.62
May 28	May 28	Withdrawal Debit Card Business Debit 24013393147003318202787 CARTRIDGE WORLD OF TRAV TRAVERSE CITY MI 05/27/2023	(\$108.83)		\$4,298.79
May 31		Ending Balance			\$4,298.79

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

ID	Task Name	Duration	Start	Finish	2023																
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	Riverview Terrace	305 days	Mon 8/1/22	Fri 9/29/23	[Gantt bar from Aug 2022 to Sep 2023]																
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22	[Gantt bar from Aug 1 to Aug 5, 2022]																
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22	[Gantt bar from Aug 1 to Aug 19, 2022]																
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22	[Gantt bar from Aug 15 to Aug 26, 2022]																
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22	[Gantt bar from Aug 29 to Dec 16, 2022]																
6	Site Work & Exterior Building	90 days	Mon 5/1/23	Fri 9/1/23	[Gantt bar from May 1 to Sep 1, 2023]																
7	Roof Top Unit	10 days	Mon 5/1/23	Fri 5/12/23	[Gantt bar from May 1 to May 12, 2023]																
8	Parking Lot & Sidewalks	30 days	Mon 5/8/23	Fri 6/16/23	[Gantt bar from May 8 to Jun 16, 2023]																
9	Demo/ Grading/ Excavation/ Underground	20 days	Mon 5/8/23	Fri 6/2/23	[Gantt bar from May 8 to Jun 2, 2023]																
10	Staking - South Side	1 day	Thu 5/11/23	Thu 5/11/23	[Gantt bar on May 11, 2023]																
11	Concrete - South Sidewalk, Curb, & Circle	2 days	Thu 5/18/23	Fri 5/19/23	[Gantt bar from May 18 to May 19, 2023]																
12	Staking - North Side	1 day	Thu 5/25/23	Thu 5/25/23	[Gantt bar on May 25, 2023]																
13	Concrete - North Curb & Sidewalk	1 day	Tue 5/30/23	Tue 5/30/23	[Gantt bar on May 30, 2023]																
14	Parking Lot Gravel & Compaction	2 days	Wed 5/31/23	Thu 6/1/23	[Gantt bar from May 31 to Jun 1, 2023]																
15	Paving - Base Course	1 day	Fri 6/2/23	Fri 6/2/23	[Gantt bar on Jun 2, 2023]																
16	Concrete - Fire Entry Sidewalk	1 day	Fri 6/2/23	Fri 6/2/23	[Gantt bar on Jun 2, 2023]																
17	Brick Retaining Wall	4 days	Tue 6/6/23	Fri 6/9/23	[Gantt bar from Jun 6 to Jun 9, 2023]																
18	Paving - Top Course	1 day	Mon 6/12/23	Mon 6/12/23	[Gantt bar on Jun 12, 2023]																
19	Concrete - Fire Lane Sidewalk	2 days	Tue 6/13/23	Wed 6/14/23	[Gantt bar from Jun 13 to Jun 14, 2023]																
20	Striping & Signage	1 day	Thu 6/15/23	Thu 6/15/23	[Gantt bar on Jun 15, 2023]																
21	Landscaping & Lawn Repairs (Tentative)	10 days	Mon 6/12/23	Fri 6/23/23	[Gantt bar from Jun 12 to Jun 23, 2023]																
22	Roof Repairs (Tentative)	40 days	Mon 7/10/23	Fri 9/1/23	[Gantt bar from Jul 10 to Sep 1, 2023]																
23	Gazebo	45 days	Mon 5/1/23	Fri 6/30/23	[Gantt bar from May 1 to Jun 30, 2023]																
24	Demo	2 days	Mon 5/1/23	Tue 5/2/23	[Gantt bar from May 1 to May 2, 2023]																
25	Concrete	1 day	Fri 6/2/23	Fri 6/2/23	[Gantt bar on Jun 2, 2023]																
26	Install Gazebo	5 days	Mon 6/26/23	Fri 6/30/23	[Gantt bar from Jun 26 to Jun 30, 2023]																
27	General/ Building	259 days	Tue 9/6/22	Fri 9/1/23	[Gantt bar from Sep 6, 2022 to Sep 1, 2023]																
28	Passenger Elevator	46 days	Wed 3/8/23	Wed 5/10/23	[Gantt bar from Mar 8 to May 10, 2023]																
29	Freight Elevator	33 days	Wed 5/17/23	Fri 6/30/23	[Gantt bar from May 17 to Jun 30, 2023]																
30	Fire Alarm	250 days	Mon 9/19/22	Fri 9/1/23	[Gantt bar from Sep 19, 2022 to Sep 1, 2023]																
31	Fire Pump	2 days	Tue 3/28/23	Wed 3/29/23	[Gantt bar from Mar 28 to Mar 29, 2023]																
32	Trash Compactor	1 day	Fri 4/28/23	Fri 4/28/23	[Gantt bar on Apr 28, 2023]																
33	Common Areas	259 days	Tue 9/6/22	Fri 9/1/23	[Gantt bar from Sep 6, 2022 to Sep 1, 2023]																
34	Ground Floor Corridors, Lobby, Exercise Rm, Maintenance Rm, & Crawl Space Vapor Mitigation Work	92 days	Tue 9/6/22	Wed 1/11/23	[Gantt bar from Sep 6, 2022 to Jan 11, 2023]																
53	Community Room, Community Kitchen, & Public Restrooms	105 days	Mon 1/16/23	Fri 6/9/23	[Gantt bar from Jan 16 to Jun 9, 2023]																
58	Exercise Room & Vestibule	25 days	Mon 1/9/23	Fri 2/10/23	[Gantt bar from Jan 9 to Feb 10, 2023]																

Project: Riverview Terrace
Date: Tue 6/6/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 16, 2023
TO: All Commissioners of the Traverse City Housing Commission
FROM: Judy Myers, Secretary to the Board
SUBJECT: Re-certification of TCHC Code of Conduct Policy

MESSAGE:

Attached you will find a copy of the TCHC Code of Conduct Policy for you to review.

In 2020, it was decided by the Executive Committee that we will have this policy available for re-certification at our Annual Meeting every year. This does not mean that we are concerned about anyone's actions or comments. Rather, we simply wish to review this important policy regularly and the venue of our Annual Meeting is a good place for that discussion.

You will not need to print out the "Receipt and Acknowledgement Form". One will be provided to you at the meeting.

Staff will also Re-certify this before the end of the month.

ATTACHMENT: TCHC Code of Conduct Policy

Traverse City Housing Commission Code of Conduct

The Traverse City Housing Commission's (TCHC) Code of Conduct is a code of practices for Commissioners, employees, and/or agents/volunteers of the TCHC. It describes basic performance standards that protect the TCHC and its Commissioners, employees and/or agents/volunteers from fraudulent or negligent practices. The Code of Conduct sets high standards of performance to encourage each Commissioner, employee and/or agent/volunteer to strive for excellence in his or her work.

Enforcement of the Code is on an honor system. By accepting the specific designation or affiliate assignment, each Commissioner, employee or agent affirms to uphold the ethical practices that have been adopted for the profession. Each Commissioner, employee, or agent/volunteer is expected to make a commitment to honor the enclosed Code of Conduct. Enforcement is based on each individual's commitment to inspire pride in the industry and to better serve our clients and residents.

The following items are covered by this Code of Conduct:

1. The Traverse City Housing Commission (TCHC) has a duty of good faith and loyalty to its clients and residents.
2. The TCHC has a duty to use care, skill and diligence when carrying out official acts.
3. The TCHC has a duty to act within the boundaries of his or her Commission.
4. The TCHC must disclose every personal conflict of interest when working with the clients, TCHC officials, HUD officials or other affiliates.
5. The TCHC shall not divulge or profit from the confidential information learned while performing official duties.
6. The TCHC prohibits the solicitation and acceptance of gifts or gratuities by any Commissioner, employee, and agent for their personal benefit in excess of \$50.00.
7. TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents and Staff.
8. TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.
9. Professional conduct and decorum is required at all TCHC Meetings.

You are expected to constantly exercise individual judgment as to whether your actions, both on and off the job or official activity, will meet these standards when viewed through the eyes of the law, the U.S. Department of Housing and Urban Development or other official financial partners, the City of Traverse City, our clients, and the general public.

You have an obligation to avoid any action, whether or not specifically prohibited by law, regulation, policy or by this Code of Conduct, which might result in using your TCHC position for private gain, giving preferential treatment to any organization or person, losing complete independence or impartiality, making decisions outside official channels or adversely affecting the confidence of the public in the integrity of TCHC.

You are responsible for being familiar with and complying with the Code of Conduct and all of its provisions. Any violation of the Code of Conduct will be cause for corrective action, including, without limitation, changes in assigned duties, verbal or written warnings or termination of employment. These actions may be in addition to any penalty or sanction prescribed by law.

A copy of the Code of Conduct and any future amendments will be provided to each Employee as part of the routine updating of TCHC's *Personnel Policy*. A copy will be provided to each new Employee at the start of employment. Each Employee is required to annually acknowledge receipt of, and agree to comply with the Code of Conduct. The Code of Conduct will be made available electronically to staff.

All Commissioners will be provided a copy of the Code of Conduct and any amendments thereto as part of their Commissioner Orientation, and will annually sign an acknowledgement form indicating their compliance with the Code of Conduct.

Section 1. *TCHC and its Commissioners, employees, and/or agents/volunteers have a duty of good faith and loyalty to its clients and residents.*

- A. A Commissioner, employee, and/or agent/volunteer should not discuss personal business during a meeting with a client.
- B. A Commissioner, employee, and/or agent/volunteer should not advance his or her personal interests while in official session at the expense of the TCHC.
- C. A Commissioner, employee, and/or agent/volunteer should not make personal attacks on other Commissioners, employees, and/or agents/volunteers, while performing official duties. Disagreements should be directed to the disagreement, not the person who raises an opposing point of view.

- D. A Commissioner, employee, and/or agent/volunteer who exercises honest and reasoned judgment and acts reasonably and in good faith for the best interests of the client will not be held liable for abuse of his or her fiduciary obligation.
- E. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 2. *TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to use care, skill, and diligence when carrying out official acts.*

- A. Commissioners, employees, and/or agents/volunteers are expected to make a diligent effort to become trained and skilled in the business of providing training and counseling in the homeownership field.
- B. Commissioners, employees, and/or guests are entitled to rely upon information and reports presented by Commissioners, employees, and/or agents/volunteers whom the director reasonably believes to be reliable and competent.
- C. Commissioners, employees, and/or agents/volunteers are entitled to rely upon legal opinions, financial statements and other information relating to matters that the Commissioner, employee, and/or agents/volunteers reasonably believes to be within the expertise of the person preparing the information.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 3. *TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to act within the boundaries of his or her Commission.*

- A. The City Ordinance and Public Act 18 of the State of Michigan defines the business that the Traverse City Housing Commission can conduct. Both Federal and TCHC adopted Rules and Regulations describe how the Housing Commission will operate. The TCHC adopted bylaws describe how the Housing Commission Board will operate.
- B. The Commissioners, employees, and/or agents/volunteers are obligated to comply with the bylaws of the corporation or face consequences from clients

or company representatives who may have been wronged by the failure to comply with the bylaws.

- C. The bylaws may be amended only in a manner prescribed in the bylaws themselves.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 4. *TCHC and its Commissioners, employees, and/or agents/volunteers must disclose every personal conflict when working with clients, officials and/or affiliates.*

- A. A Commissioner, employee, and/or agent/volunteer who have disclosed a conflict should request that the disclosure be recorded in the official records.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 5. *TCHC and its Commissioners, employees, and/or agents/volunteers shall not divulge or profit from the confidential information learned while performing official duties*

- A. Commissioners, employees, and/or agents/volunteers must use reasonable care to protect reports and other personal information from being read by unauthorized persons.
- B. A Commissioner, employee, and/or agent/volunteer may not use information learned about a client during an official meeting as a topic of conversation with other clients.
- C. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 6. *TCHC and its Commissioners, employees, and/or agents/volunteers will not accept gifts, gratuities or awards.*

- A. A Commissioner, employee, and/or agent/volunteer will not accept gifts, gratuities, or awards for a value that exceeds \$50.00. If a gift, gratuity, or award is offered to a Commissioner, employee, and/or agent/volunteer, which exceeds a value of \$50.00, a full disclosure must be made to the Executive Director, who may decide to disclose to the Commission when appropriate.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 7. *TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents, and Staff.*

- A. Commissioners shall refrain from direct involvement with issues concerning residents/clients unless a Commissioner has been granted such powers to represent the Board as its resident/client liaison. Whenever a Commissioner is placed in this situation, he/she shall clarify whether he/she is speaking as a liaison for the Board or expressing a personal opinion.
- B. Commissioners shall avoid direct involvement in areas of responsibility delegated to the Executive Director and/or other Commission Staff. Commissioners establish policies and must leave it to the Executive Director to implement them at his/her discretion. Questions of Staff shall be directed to the Board President, who then may contact the Executive Director for follow-up.
- C. It should be noted here that the Resident Commissioner is often placed in a difficult position when voting upon controversial issues, or issues that may directly or indirectly effect his/her living situation. The Resident Commissioner is encouraged to conduct his/her duties as a Commissioner at all times and may decide, from time to time, to disclose how certain votes are cast but is not required to do so.

Section 8. *TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.*

- A. A member will not appear to speak for the Commission except as authorized by the Commission. In any public or private statement concerning Commission affairs, members will carefully indicate whether they are speaking for the Commission or for themselves. As a rule, the President of the Commission and Executive Director are designated spokespeople for the Commission. Matters requiring public comment shall be deferred to the President or Executive Director.

Section 9. *Professional conduct and decorum is required at all TCHC Meetings.*

- A. All Commissioners shall conduct themselves at Commission meetings in a fair, understanding, and gracious manner. They shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official Commission business.

Adopted: September 28, 2012

Revised: January 11, 2013

Revised: May 25, 2018

**TCHC CODE OF CONDUCT
RECEIPT AND
ACKNOWLEDGEMENT FORM**

I, _____, certify and acknowledge that I have received and understand the Traverse City Housing Commission's Code of Conduct and I agree to comply fully with standards contained within the Code of Conduct.

I also acknowledge the Code of Conduct is a statement of standards for business conduct and is not to be deemed or construed to provide any rights, contractual or otherwise, to any employee or third party.

Signature

Date

Title, Board, Officer, Staff

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 16, 2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Alisa Korn, Deputy Director

SUBJECT: Re-certification of TCHC Code of Conduct Policy

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amount on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS
FROM FINANCIAL STATEMENTS**

June 23, 2023

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time doubtful accounts are declared bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; and WHEREAS, the TCHC concurs in the recommendation of the Deputy Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The amount of \$5,219.38 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.

Program	Tenant	Status	Amount	Notes
PH	Barnes, Lori	EOP 8/24/18	\$ 529.76	Moved out- balance due from damages
PH	Jamieson, Chelsea	EOP 9/15/2017	\$ 740.82	Moved out- balance due from damages
PH	Schneidt, Sarah	EOP 2/25/19	\$ 327.00	
PH	Stallman, Matthew	EOP 10/31/2021	\$ 117.00	Deceased tenant
HCV	Strang, Rita	EOP 8/31/2021	\$ 3,504.80	Removed from program, balance due

Traverse City Housing Commission

150 Pine Street | Traverse City | Michigan | 49684

MEMORANDUM

Date: June 23, 2023

To: All Commissioners of the Traverse City Housing Commission

FROM: Alisa Korn, Deputy Director

Subject: Resolution on Doubtful Accounts

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amount on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

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\$5,219.38

Total to be written off- FY 2023

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: 6/16/2023

TO: All Commissioners of the Traverse City Housing Commission

FROM: Judy Myers, Secretary to the Board

SUBJECT: ANNUAL BUDGET

Staff prepared draft of annual budget. The result is in your packet.

There are some variables with this budget, so you will want to approve the DRAFT of this budget with the intention of allowing your new Executive Director, at some point in time, to adjust these figures.

This draft budget can be updated in the future if necessary.

TCHC INCOME AND EXPENSE PROPOSED BUDGET FISCAL YEAR 2024 - DRAFT

<u>OPERATING INCOME</u>		<u>NOTES</u>
Property Rents	\$ 62,500.00	Orchardview Only
Property Income (KMG/Riverview)	246,000.00	Second Year Budget
Investment Interest	30,000.00	Increase due to Proceeds of Sale Interest
Program Income: HCV	1,985,000.00	HAP Contracts plus Admin
Program Income: FSS	46,550.00	Partial year grant (awarded January 2023)
Earned Income	103,000.00	Contracts/Leases
HUD Property Subsidy	35,000.00	Accountant Estimate
CFP / Development Income / Other	175,000.00	Accountant Estimate plus Developer Fees and Reimbursements
TOTAL OPERATING INCOME	\$ 2,683,050.00	
<u>OPERATING EXPENSES</u>		
Salaries	\$ 344,460.00	Reviewed by Executive Committee
Benefits	88,114.24	Reviewed by Executive Committee
Compensated Absences	(1,500.00)	Estimate
Legal	7,500.00	
Travel / Staff Training	12,000.00	Accountant Estimate
Accounting / Auditing	25,000.00	
General Office Expenses	35,000.00	Staff & Accountant Estimate
TOTAL OPERATING EXPENSES	\$ 510,574.24	
<u>TENANT PROGRAMS & SERVICES</u>		
Recreation, Programs, & Other	\$ 1,500.00	Accountant Estimate
Cable Television	2,000.00	Office/Community Room Only
HCV HAP Contracts	1,860,000.00	Accountant Estimate
TOTAL TENANT PROGS / SERVICES	\$ 1,863,500.00	
<u>UTILITIES</u>		
Water	\$ 6,200.00	Accountant Estimate
Electricity	1,700.00	Accountant Estimate
Gas	2,000.00	Accountant Estimate
TOTAL UTILITIES	\$ 9,900.00	
<u>MAINTENANCE / BUILDING OPERATION</u>		
Labor	\$ 203,640.00	Reviewed by Executive Committee
Maintenance Benefits	53,451.22	Reviewed by Executive Committee
Materials	10,000.00	Estimate for Orchardview/Noble Pines Only
Contract / CFP Costs	25,000.00	
TOTAL ORDINARY MAINTENANCE	\$ 292,091.22	
<u>GENERAL EXPENSE</u>		
Insurance	\$ 13,000.00	Not Including Riverview Costs
Payment in Lieu of Taxes	5,000.00	Accountant Estimate
Collection Losses	1,000.00	Accountant Estimate
Interest Expense / RAD / Other	12,500.00	Estimate (Reimbursable Expenses post Closings)
TOTAL GENERAL EXPENSE	\$ 31,500.00	
<u>EXTRAORDINARY / CASUALTY</u>	\$ 7,500.00	Accountant Estimate
TOTAL OPERATING EXPENSES	\$ 2,715,065.46	
NET OPERATING INCOME (LOSS)	\$ (32,015.46)	This amount to be covered by Reserves/Proceeds of Sale Funds
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ 7,500.00	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (24,515.46)	