

Meeting Minutes of the Traverse City Housing Commission

August 26, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:02 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

Guests/Public – None.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

There was no public comment.

IV CONSENT AGENDA

Commissioner Workman moved (Lockwood support) to accept the Consent Agenda as presented in the August 26, 2022 Meeting Packet. It was noted that our Fee Accountant has not completed the year end accounting but should be finished in about a week. The delay is due to the complication of the RAD closing in July which had a lot of deposits and transfers of funds associated with it.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of June 24, 2022 Annual Meeting.
- B. Schedule of Disbursements for June and July 2022 for the Public Housing Program.
- C. Schedule of Disbursements for June and July 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for August 2022.

V **COMMITTEE REPORTS**

- A. The meeting minutes from the August 19, 2022 Executive & Finance Committee meeting were presented. There was a question on the TCAPS RFP but it was noted that there would be a broader conversation under New Business.
- B. The meeting minutes from the July 25, 2022 Executive & Finance Committee meeting were presented. There were no questions.
- C. The meeting minutes from the July 28, 2022 Governance & Compliance Committee meeting were presented. There were no questions or comments. It was announced that there will be another meeting of this committee on August 30, 2022 at 11:00 A.M. at Riverview Terrace.

VI **STAFF AND PROGRAM REPORTS**

- A. The Executive Director’s August Report was presented. It was noted that this report covered two months of work. There was a lengthy conversation about the Cheboygan Housing Commission. It was the consensus of the Commission that TCHC should help CHC if possible – perhaps in a consulting roll – but that the timing to engage with CHC is not ideal. TCHC can revisit the contract for 2023. Staff was instructed to contact Detroit Field Office to get details as to whether or not HUD wants more “collaborative or contractual” relationships between housing commissions.
- B. The August 2022 Family Self-Sufficiency Report was presented and accepted. It was noted that there was a Graduation to review under New Business.
- C. The Resident Council Report for August 2022 in the packet was reviewed. The RTRC was “on vacation” for the month of August but they had a great picnic in July. A budget for their next fiscal year will be finalized in September.

VII **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented. There were no questions of comments.
- B. A memorandum on activities with the RAD Program was reviewed. There was only a brief discussion on the construction schedule and the overview of the “closing process”.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. We anticipate making some sort of official announcement about the status of the project in late September or early October.

VIII **NEW BUSINESS**

- A. A memorandum regarding the most recent FSS Graduation was reviewed by staff. Commissioner Workman the moved (Putman support) to disburse \$5,133.07 to Participant No. V-001-000053. Staff was encouraged to get a quote from the participant that is graduating.

Roll Call

Treadwell	Yes
Workman	Yes

Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was approved. The funds will be disbursed according to policy.

- B. A memorandum regarding a proposal to engage an auditing firm to conduct our Fiscal Year 2022 Annual Audit was reviewed by staff. After a lengthy discussion over the historical background and the rationale for this proposal, Commissioner Friend moved (Treadwell support) to re-engage the accounting firm, Smith & Klaczkiewicz, PC to conduct an audit of TCHC Fiscal Year 2022 (Year Ended June 30, 2022). The motion was unanimously approved.

It was noted that staff will conduct a formal process to select the auditor for TCHC's Fiscal Year 2023 annual audit at some point during the early Spring (or late Winter).

- C. A memorandum that outlined the need for a new phone system at the TCHC office was presented and discussed in some detail. The current system is quite old, inefficient, and not fully functional any longer (it was part of the same system that the County once had but has since replaced). A new phone system that may be more web-based was proposed by our IT partners, SafetyNet. Staff indicated that this was one of the purchases we were waiting to do post RAD closing. After the review, Commissioner Workman moved (Friend support) to authorize the Executive Director to acquire all necessary equipment for a new office phone system with a budget not to exceed \$8,000.00.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was approved.

- D. Commissioner Workman provided background information and kicked off the conversation about the possibility of TCHC responding to the recently published Request for Proposals (RFP) on surplus property. A timeline for the RFP was reviewed in the memorandum contained in the packet. After discussing several possibilities, Commissioner Workman moved (Lockwood support) to authorize the Executive Director to engage our current development team (Ethos) to respond the TCAPS RFP. A budget of up to \$15,000 from a non-Federal fund account is dedicated to support this effort. It was noted that, if possible, there should be a focus on "family" housing (2-bedroom units).

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was approved.

IX **CORRESPONDENCE**

Four (4) items of correspondence were presented and accepted into the record: a letter from HUD on the RAD Closing and three (3) letter to resident in July on the RAD Conversion.

X **PUBLIC COMMENT**

None.

XI **COMMISSIONER COMMENT**

None.

XII **ADJOURNMENT**

Commissioner Mitch Treadwell moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:34 A.M. It was announced that the next meeting will on September 23, 2022 at the Governmental Center.

Respectfully submitted,



Tony Lentych, Executive Director and Recording Secretary



Heather Lockwood, President