

Meeting Minutes of the Traverse City Housing Commission

June 24, 2022

The Annual Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Third Floor Community Room at Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 9:00 A.M.

I ROLL CALL

The following were present:

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

Staff – Executive Director, Tony Lentych was on vacation (Consultant Judy Myers was present to record the meeting minutes) and Alisa Korn, Program Manager.

Residents – Ellen Corcoran, Lois DeHart, Pierre Odum, Betty Osborne, and Jeff Turner.

Guests/Public – None.

II PUBLIC HEARING

President Lockwood opened the Public Hearing on TCHC's Administrative Plan for the HCV Program at 9:04 A.M.

There were no comments from the public.

Commissioner Jim Friend moved (Putman support) to close the Public Hearing. The motion was unanimously approved and President Lockwood closed the Public Hearing at 9:06 A.M.

III APPROVAL OF AGENDA

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

IV PUBLIC COMMENT

There was no public comment.

V CONSENT AGENDA

Commissioner Workman moved (Putman support) to accept the Consent Agenda as presented in the June 24, 2022 Meeting Packet.

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 May 26, 2022 Regular Meeting.
- B. Schedule of Disbursements for May 2022 for the Public Housing Program.
- C. Schedule of Disbursements for May 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for June 2022.
- E. Financial Statements for May 2022.

VI COMMITTEE REPORTS

- A. The meeting minutes from the June 14, 2022 Executive & Finance Committee meeting were presented. President Lockwood provided a brief overview. There were no questions.
- B. The meeting minutes from the June 16, 2022 Governance & Compliance Committee meeting were presented. There were no questions or comments.

VII STAFF AND PROGRAM REPORTS

- A. The Executive Director's June Report was presented. There were no questions.
- B. The June 2022 Family Self-Sufficiency Report was presented and accepted. There were no questions or comments.
- C. The Resident Council Report for June 2022 in the packet was reviewed. RTRC President responded to one question for clarification.

VIII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. There was a brief conversation about the Policy work to date.
- B. A memorandum on activities with the RAD Program was reviewed. There was only a brief discussion on the activities outlined in the report.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. President Lockwood would like more information on the DTE pipeline, specifically the life expectancy of it and who/how maintenance of the pipeline will occur.
- D. Human Resources: Review of the Executive Director. A report from the consultant Kate Greene of Human Resource Partners was presented and discussed in detail. The Executive Director (ED) was commended by President Lockwood. Vice President Workman noted that the report did not address the ED's skill in day-to-day operations and he noted that he does well with development work. It was also noted that the ED had been at the same salary since March of 2015.

After the review of the report, Vice President moved (Putman support) to accept the consultant's report and authorize a legal counsel to work with the Executive Committee to create a new employment contract with a salary of \$95,000 per annum, with provisions of annual increases, expense items (like technology allowance), and annual bonuses, to be capped only by budget constraints. The Executive Committee will be authorized to approve the final contract.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

IX NEW BUSINESS

- A. Annual Election of Officers: President Lockwood announced the need to accept nomination for President and Vice President for the Traverse City Housing Commission.

President – President Lockwood opened the floor for nominations for President for the Fiscal Year 2023. Commissioner Workman nominated Heather Lockwood for President. Commissioner Putman moved (Treadwell support) to close nominations. The motion was unanimously approved. Commissioner Workman moved (Putman support) to accept Commissioner Lockwood as President of the Traverse City Housing Commission by acclamation.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved. Commissioner Lockwood will continue to serve as President for the 2023 Fiscal Year.

Vice President – President Lockwood then opened the floor for nominations for Vice President for the Fiscal Year 2023. Vice President Friend nominated Wayne Workman for Vice President. Commissioner Putman moved (Treadwell support) to close nominations. The motion was unanimously approved. Commissioner Friend moved (Lockwood support) to accept Commissioner Wayne Workman as Vice President of the Traverse City Housing Commission by acclamation.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was unanimously approved. Commissioner Workman will continue to serve as Vice President for the 2023 Fiscal Year.

A Memorandum on the TCHC Code of Conduct was presented for discussion as part of the Annual Meeting. Each Commissioner was asked to sign the acknowledgement form and submit it to staff.

- B. A Resolution appointing the TCHC Executive Director as Recording Secretary was presented for discussion. The history of this decision was reviewed. Vice President Workman moved (Friend support) to adopt the resolution as presented.

Roll Call

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-05.

- C. A resolution to change the authorized signers on all accounts at all banks/financial institutions was presented for discussion. Commissioner Treadwell moved (Workman support) that the following persons become authorized signers on behalf of TCHC:

Anthony Lentych, Executive Director
Heather Lockwood, President
Wayne Workman, Vice President
James Friend, Commissioner (Emergency Signer Only)

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-06.

- D. A resolution to adopt proposed changes to the TCHC By-Laws was presented for review. President Lockwood moved (Friend support) to adopt the changes as presented. Vice President Workman noted that all the changes are logical and will provide clarity to those reading the document.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-07.

- E. A Resolution to remove \$3,061.70 of Bad Debt from one former resident was presented and discussed. Vice President Workman moved (Treadwell support) to adopt the resolution as presented.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2023-08.

- F. A resolution to remove surplus property from our inventory was presented and discussed. This year's list was nearly exclusively stoves and refrigerators that had failed. One old printer was on the list. President Lockwood moved (Treadwell support) to adopt the resolution as presented.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-09.

- G. A resolution regarding the Fiscal Year 2023 Consolidated Operating Budget was presented for discussion. Vice President Workman noted that there may need to be some adjustments as reality under RAD unfolds but that the numbers presented are as accurate as they can be at this point. Commissioner Workman then moved (Treadwell support) that the TCHC 2023 Consolidated Operating Budget for the Fiscal Year Ending June 30, 2023 be adopted.

Roll Call

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-10.

- H. A resolution to adopt the updated HCV Administrative Plan was presented for discussion. Alisa Korn, Program Manager for the HCV, provided context to the updates and the changes with the largest being the addition of the Chapter of RAD Vouchers. After all questions were answered, Commissioner Putman moved (Workman support) that the 2022 Housing Choice

Voucher Administrative Plan as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously adopted. This will be recorded as Resolution 2022-11.

X CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: an e-mail from attorney Carl Coan on the HUD Lawsuit.

XI PUBLIC COMMENT

There was a question on the Carl Coan e-mail (referred to staff).

Ellen Corcoran congratulated the newly “re-elected” officers and thanked all Commissioners for working with resident leadership and commended their hard work, transparency, and inclusiveness. Residents are happy with TCHC Leadership. Betty Osbourne, RTRC President, thanked everyone and noted that it was uplifting to see the Commissioners in action and said that they obviously care about this work.

XII COMMISSIONER COMMENT

Commissioner Putman thanked the Commissioners and staff for being patient with him during his illness. President Lockwood noted that it was great to see him back at the table.

President Lockwood then thanked all Commissioners for their work this past year. She also noted that Executive Director was missed but that she hoped he was enjoying the vacation.

XIII ADJOURNMENT

Commissioner Putman moved (Lockwood support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:07 A.M. It was announced that the next meeting will on August 26, 2022 at the Governmental Center.

Respectfully submitted,

Judy Myers, TCHC Consultant and Acting Recording Secretary



Heather Lockwood, President