

Meeting Minutes of the Traverse City Housing Commission

October 28, 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 9:04 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 – None.

Guests/Public – None.

President Lockwood commended all Commissioners for their attendance and noted that she thinks this group of appointees has made it a point to be fully engaged in the Housing Commission.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Putman moved (Treadwell support) to accept the Consent Agenda as presented in the October 28, 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 the September 23, 2022 Regular Meeting.
- B. Meeting Minutes of the September 28, 2022 Special Meeting.
- C. Schedule of Disbursements for September 2022 for the Public Housing Program.
- D. Schedule of Disbursements for September 2022 for Housing Choice Voucher / Section 8 Program.

- E. Payment of Invoices for October 2022.
- F. Financial Statements for August 2022.
- G. Financial Statements for September 2022.

V COMMITTEE REPORTS

- A. The meeting minutes from the October 24, 2022 Executive & Finance Committee meeting were presented. The Executive Director's contract was reviewed after the attorney added several more sections. Construction updates were provided and the TCAPS RFP response was discussed.
- B. The meeting minutes from the October 18, 2022 Governance & Compliance Committee meeting were presented. Additions and updates to the Record Retention Policy were reviewed. The significant changes to the construction schedule were reviewed and approved by the residents on the committee.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's October Report was presented. The annual audit was completed and it appeared that there were no issues.
- B. The October 2022 Family Self-Sufficiency Report was presented and accepted. The grant application was submitted – on time and the FSS Action Plan has been submitted and returned by HUD staff for corrections (all appear to be minor issues). It was noted that there was another Graduation to review under New Business. President Lockwood would like to review the curriculum for participants.
- C. The Resident Council Report for October 2022 in the packet was reviewed. The approved their annual budget. There were no questions. It was noted that their Annual Halloween Party was later that evening and it is one of their most popular activities.

VII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. There were no questions or comments.
- B. A memorandum on activities with the RAD Program was reviewed. A Notice to Residents was attached to the report and staff shared another Daily Construction Report that detailed some of that progress.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. The media event, a "First Look" was a success and photos from the event were attached to the memorandum.
- D. A memorandum on the TCAPS RFP response was reviewed. The majority of the official response was attached to the memorandum (only the architect's appendix was not included in the packet due to its size).

VIII NEW BUSINESS

- A. A memorandum regarding the most recent FSS Graduation was presented by staff. Commissioner Workman the moved (Lockwood support) to disburse \$9,333.70 to Participant No. V-001-V05-151. 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.

IX CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: a Record-Eagle article on the BATA TOD Project.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

President Lockwood noted that TCHC should utilize the media to recruit more landlords into the HCV program.

Staff was commended for winning the Gene Kuthy Award at the Housing Summit.

XII ADJOURNMENT

Commissioner Jim Friend moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 9:40 A.M. It was announced that the next meeting will be on December 2, 2022 at the Governmental Center.

Respectfully submitted,



Tony Lentych, Executive Director and Recording Secretary



Heather Lockwood, President