

DRAFT
Meeting Minutes of the Traverse City Housing Commission
September 23, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Training 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, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.
- Staff – Tony Lentych, Executive Director.
- Residents – Jeff Turner.
- Guests/Public – Ashley Halladay-Schmandt.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Reserved: Ashley Halladay-Schmandt, Director of the Northwest Michigan Coalition to End Homelessness (NWCEH), introduced herself and explained how her coalition provides services to homeless persons in this region.

IV CONSENT AGENDA

Commissioner Friend moved (Treadwell support) to accept the Consent Agenda as presented in the September 23, 2022 Meeting Packet. It was noted that our Fee Accountant has not completed the August accounting but should be finished in about a week but that the previous two months had been completed.

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 August 26, 2022 Annual Meeting.
- B. Schedule of Disbursements for August 2022 for the Public Housing Program.
- C. Schedule of Disbursements for August 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for September 2022.

- E. Financial Statements for June 2022.
- F. Financial Statements for July 2022.

V COMMITTEE REPORTS

- A. The meeting minutes from the September 19, 2022 Executive & Finance Committee meeting were presented. The MOU under New Business was discussed in some detail.
- B. The meeting minutes from the September 20, 2022 Governance & Compliance Committee meeting were presented. The Record Retention Policy was reviewed.
- C. The meeting minutes from the August 30, 2022 Governance & Compliance Committee meeting were presented. The Pet Policy was reviewed and recommended for approval.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's September Report was presented. It was reported that staff had been nominated by Housing North for a Board Service award from CEDAM.
- B. The September 2022 Family Self-Sufficiency Report was presented and accepted. It was noted that there was another Graduation to review under New Business.
- C. The Resident Council Report for September 2022 in the packet was reviewed. There were no questions.

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. It was reported that construction was well under way and staff shared a Daily Construction Report that detailed some of that progress.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. Garfield Township voted unanimously that the \$6,000,000 grant from the State Budget was enough of a "start" to allow BATA to begin construction. Sen. Wayne Schmidt drove from Lansing to attend the meeting and he spoke to the Trustees about his commitment to seeing this project through completion. This issue was the last "time" sensation requirements in the PUD.
- D. There was a verbal update on the TCAPS RFP response presented by staff. The architect and our development team met multiple times and have reviewed three scenarios. The consensus preference from the TCHC is for maximum units on the site.

VIII NEW BUSINESS

- A. A memorandum regarding the most recent FSS Graduation was presented by staff. Commissioner Workman the moved (Friend support) to disburse \$23,816.07 to Participant No. V-001-053378. 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 resolution to adopt the changes and updates to the FSS Action Plan was presented by staff. It was noted that this plan needs to be submitted in conjunction with the FSS applications that are due in early October. After a review of changes, Commissioner Workman moved (Lockwood support) to adopt the new FSS Action Plan and submit it to HUD.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-12.

- C. A resolution detailing the annual adoption of Fair Market Rents (FMR) from HUD was reviewed. It was noted that we are automatically utilizing the 110% standard for our rent schedule. Commissioner Putman then moved (Treadwell) to adopt the Fair Market Rent Payment Standards established by HUD for the Housing Choice Voucher (HCV) Program beginning November 30, 2022.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-13.

The Board requested that this schedule be distributed to the Commission when ready.

- D. A resolution detailing the annual adoption of Flat Rents for the Public Housing program was reviewed. Since Riverview Terrace converted through the RAD program, we no longer need to establish Flat Rents for Grand Traverse County. Commissioner Workman moved (Putman) to adopt the Flat Rent Schedule for the Public Housing program beginning November 30, 2022.

Roll Call

Lockwood	Yes
Putman	Yes

Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-14.

- E. Staff introduced two resolutions regarding the contractual relationship between TCHC and the Elk Rapids Housing Commission (ERHC). The current contracts are expiring at the end of the month. The relationship is strong and there has not been any real issues between the two housing commissions. ERHC approved the agreements at their regular meeting earlier in the month.

Commissioner Friend moved (Workman support) to adopt the resolution that TCHC will provide Management Services to ERHC for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the executed Management Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-15.

Commissioner Workman moved (Friend support) to adopt the resolution that TCHC will provide Maintenance Services to ERHC for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the executed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-16.

- F. Staff introduced a resolution that extends the term for TCHC’s Utility Allowance Schedule until a new one is completed. This will allow recent rate increases to be included in the new schedule.

Commissioner Lockwood moved (Workman support) to adopt the resolution that TCHC will extend the Fiscal Year 2021 Utility Allowance Schedule adopted in March of 2021 for the Housing Choice Voucher Program until December 31, 2022 or when the new Schedule is available for adoption.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-17.

- G. The TCHC Pet Policy was introduced for approval. One of the main changes was the exception of house cats from the annual Veterinarian visits. There was also some clean-up of language regarding support animals. The Governance Committee has reviewed all changes and recommends approval. Commissioner Workman then moved (Friend support) to adopt all of the changes to the TCHC Pet Policy with immediate effect.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-18.

- H. There was a long conversation about a potential Memorandum of Understanding (MOU) between the Northwest Michigan Coalition to End Homelessness (NWCEH) and TCHC. Ashley Halladay-Schmandt was available to answer questions about this request and reported along with staff on how the potential program might work. NWCEH has the potential to receive significant resources with a partnership with the local PHA. HUD has encouraged such collaboration and it could lead to significant supportive services for several of our residents at Riverview Terrace. The HCV program would basically be open for persons experiencing homelessness.

After the discussion of some of the program’s potential, Commissioner Workman moved (Treadwell support) to authorize the Executive Director to negotiate a MOU with representative of NWCEH and prepare for its executive at a special meeting prior to September 29, 2022. The motion was approved.

Commissioner Lockwood and Commissioner Workman then called for a Special Meeting as required in TCHC’s By-Laws on September 28 at 3:00 PM (established after calendars were consulted) to consider the draft MOU.

IX CORRESPONDENCE

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

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

Commissioner Putman noted that the Support Services discussed under New Business are critical services and necessary to help with the issues with the homeless population now seen at the public library.

Commissioner Treadwell announced that the Fish Weir is “up and running.”

XII ADJOURNMENT

Commissioner Mitch Treadwell moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:29 A.M. It was announced that the next meeting will be a Special Meeting 3:00 PM on September 28, 2022 at Riverview Terrace.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President