



## Port Huron Housing Regular Commission Meeting

Port Huron Housing Commission

Jan 17, 2023 at 6:00 PM EST to Jan 17, 2023 at 7:00 PM EST

905 Seventh Street, PH MI 48060

### Agenda

#### I. Roll Call

Presenter: Executive Director

##### Present

President Scott R. Urmy, Vice President Keely Baribeau Commissioners Dale Hemmila, Diane Pauli and Andrew Kercher

##### Also

Executive Director James A. Dewey, Financial Manager Suzanne Ward, Program Assistant Specialist Anne Landschoot and Program Operations Manager Pam Moses

##### Absent

None

#### II. Public Comment for anything on the Agenda

Presenter: Moderator

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda.

#### III. Presentation

Presenter: Moderator

None

#### IV. Approval of Agenda to include any Changes/Additions

Presenters: Moderator, Motion/Support for discussion, Discussion/Vote

1. Changes
2. Additions

#### V. Approval of Consent Agenda

Presenters: Moderator, Motion/support for discussion, Discussion/Vote

Agenda items considered routine are marked with an asterisk (\*) and will be considered for adoption by one motion with no separate discussion. A Commissioner may request an item to be removed from the consent agenda and the item will be considered in its normal sequence.

#### VI. \*Approval of Minutes - CONSENT AGENDA

1. November meeting minutes 2022

2. No Physical Meeting in December 2022 - no minutes to approve

**VII. Financial Reports:**

Presenter: Moderator

**A. \* Balance Sheet, Statement of Operating Income and Expense and Budget Versus Actual Expenses**

**CONSENT AGENDA**

1. Accumulative report

**B. Public Housing General Fund Cash Disbursement and Wire Transfers**

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

**1. Cash Disbursements**

1. November 2022
2. December 2022

**2. Wire Transfer**

1. November 2022
2. December 2022

**C. Section 8 Cash Disbursements and \*Utilization Report**

Presenters: Moderator, Motion/Support for discussion, Discussion/Vote

**1. Cash Disbursements**

- November 2022
- December 2022

**2. \*Utilization Report**

**CONSENT AGENDA**

1. November 2022
2. December 2022

**D. Account Submitted for Write Off Approval**

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

**CONSENT AGENDA**

1. November 2022 & December 2022 Combined report

**E. \*Tenant Account Receivable Report**

**CONSENT AGENDA**

1. October 2022
2. November 2022

**F. \* Quarterly Investment Report**

- **CONSENT AGENDA** Issued - January, April, August and October of each year

## **VIII. Report of the Director**

Presenter: Executive Director

### **A. \* Occupancy Report**

#### **CONSENT AGENDA**

1. December 2022
2. January 2023

### **1. \*Current Vacancy Report and move out reasons**

#### **CONSENT AGENDA**

1. December 2022
2. January 2023

### **B. \* Capital Fund Report**

#### **CONSENT AGENDA**

1. November 2022
2. December 2022

### **C. Travel and Training**

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

#### **1. 2023 Washington Conference**

NAHRO at 90: ADVOCATE

Date: March 22-24, 2023

Location: OMNI Shoreham Hotel

Washington DC

Cost: \$545.00 Early Bird Until 02/15

Expenses: Hotel, pre-diem, flight, Conference fee

Attending: James A, Dewey and 1 commissioner if interested

#### **2. Public Housing Manager (PHM)**

Interactive Zoom Meeting

Public Virtual Classroom

Dates: Monday March 6-8, 2023 1-4:00 PM

Thursday March 14-16, 2023 1-4:00 PM

Cost: Early bird rate \$1081.00

Regular Ratee \$1131.00

Note: Training and certification exam included in this cost

### **D. Approval of Contracts**

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

#### **1. Desmond Efficiency Apartment Renovations**

Salski Construction LLC  
3903 Pine Grove  
Fort Gratiot MI 48060  
Service: Final Phase for Efficiency Apartment Desmond  
Cost: \$326,418.00

**2. Desmond/Peru Interior Painting**

Superior Contracting Group  
3044 Van Dyke  
Almont MI  
Service: Prep and painting Desmond and Peru common areas  
Cost: \$67,353.00

**3. ASK Cleaning Service - Contract Renewal 3 years**

ASK Cleaning Service  
4048 Pine Ridge Drive  
Fort Gratiot MI 48059  
Cost: See bid tabulation  
Service agreement: final 3 year contract extension  
02/28/2023 thru 02/28/2026

**E. Miscellaneous**

Presenter: Moderator

None

**1. \*Correspondence**

**CONSENT AGENDA**

- January/February Village Voice

**2. \*Written Reports**

**CONSENT AGENDA**

**a. \*Executive Director Report**

**CONSENT AGENDA**

1. January 2023

**b. \*Elderly Disabled Service Coordinator Report**

**CONSENT AGENDA**

1. December report 2022
2. January report 2023

**c. \*Ross Grant Report**

**CONSENT AGENDA**

- December Report 2022
- January Report 2023

### **3. \*Quarterly Report - CONSENT AGENDA**

#### **a. \*Maintenance Activity Report on Operations**

**CONSENT AGENDA** - Due in **January**, April, August and October 2023

#### **b. YTD 3 Year Comparison Move out**

**CONSENT AGENDA** - Due in **January**, April, August and October 2023

#### **c. \*Five (5) Year Goal Achievement**

**CONSENT AGENDA** - March, June, September and December of each year

- December Report 2022

### **IX. Report of Committees**

Presenter: Executive Director

- None

### **X. Unfinished Business**

Presenter: Executive Director

- None

### **XI. New Business**

#### **A. Resolution**

- None

#### **B. Phase 3 - Strategic Plan Set new goals/input on policy changes**

#### **C. Phase 4 - Strategic Plan - Review and 5 year Capital Fund Plan**

### **XII. Public/Open Comment for all items NOT listed on the agenda**

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda

### **XIII. Open Board Discussion**

Presenter: Moderator

### **XIV. Adjournment**

Presenters: Moderator, Motion and support to close meeting, Vote

The next Meeting is scheduled for February 21, 2023 at 6:00 PM located at the 905 Seventh Street Port Huron MI 48060