

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
AUGUST 17, 2017**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, August 17, 2017 at 4:33 p.m.

Members Present: Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner Cheyenne Brodt and Commissioner Chuck Dixon.

Members Absent: Commissioner Kerri Roberts.

Also Present: Ms. Denise Soldenski, Executive Director, Ms. Shelly Lincoln, Grant Administrator, and Ms. Janelle Jackson, Housing Manager.

Chairman Mikus called the meeting to order at 4:33 p.m.

MINUTES

It was moved by Commissioner RaCosta and supported by Commissioner Brodt to approve the minutes of the regular meeting held on July 20, 2017 as presented.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

MONTHLY FINANCIAL REPORT APPROVAL

The monthly and year-end Financial Reports were reviewed during the Executive Director report section of the meeting.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve the monthly bills as follows: 1) Riverview Towers LLC Checking; 2) Riverview Towers LLC Reserve for Replacements; 3) Housing Choice Voucher – Monthly Landlord Payments; 4) Housing Choice Voucher; and 5) Contractor Payments as presented.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

RIVERVIEW TOWERS

Ms. Jackson updated the commission on the first floor carpet replacement project and stated things have been going smoothly at Riverview Towers.

COMMISSIONER COMMENTS

There were no Commissioner comments.

STAFF REPORTS

Executive Director

Riverview Towers

HCV/PBV Program Verification Policy Amendments

Ms. Soldenski reviewed the proposed policy amendment to the Housing Choice Voucher and Project Based Voucher programs concerning bank account cash value. It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve the HCV/PBV program policy amendment to use the current bank account cash value for verification purposes effective November 1, 2017.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

Ms. Soldenski reviewed the proposed policy amendment to the Housing Choice Voucher and Project Based Voucher programs concerning income deductions for non-prescription medical expenses and use of the new standards for identifying allowable medical expense deductions. It was moved by Commissioner RaCosta and supported by Commissioner Brodt to approve the HCV/PBV program policy amendment for allowable medical expense income deductions effective October 1, 2017.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

Financial Report – Period Ended June 30, 2017

Ms. Soldenski reviewed the Financial report for the period ended June 30, 2017 which includes a portion of the conversion to RAD. Discussion was held on the replacement of reserve funds, additional contributions expected from HUD and HUD process changes for RAD projects. It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve the monthly Financial Report and the Annual Financial Report for the period ended June 30, 2017.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

LHC SEMAP Submission/Certification – FYE June 30, 2017 – Resolution #161-2017

Ms. Soldenski reviewed the LHC SEMAP Certification Submission for the period ended June 30, 2017 stating no deficiencies were noted. It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve Resolution #161-2017 approving submission of the LHC SEMAP Certification for the period ended June 30, 2017.

**LAPEER HOUSING COMMISSION
RESOLUTION #161-2017
LHC SEMAP SUBMISSION/CERTIFICATION 6/30/2017**

WHEREAS, the Lapeer Housing Commission is the Public Housing Authority (PHA) responsible for the administration of RAD Project Based Vouchers for Lapeer Riverview Towers, LLC, and Housing Choice Vouchers within the City of Lapeer funded by HUD; and

WHEREAS, pursuant to 24 CFR 985, Section 8 Management Assessment Program (SEMAP), PHAs administering a tenant-based Section 8 rental voucher program and project-based component of the program must submit an annual SEMAP Certification within 60 days after the end of the fiscal year; and

WHEREAS, the information from the housing authority concerns the performance of the housing authority and provides assurance that there is no evidence of serious deficient performance; and

WHEREAS, HUD uses the information and other data to assess housing authority management capabilities and deficiencies, and to assign an overall performance rating to the authority; and

WHEREAS, there are fourteen performance indicators: Selection from the Waiting List, Reasonable Rent, Determination of Adjusted Income, Utility Allowance Schedule, HQS Quality Control Inspections, HQS Enforcement, Expanding Housing Opportunities, FMR Limit and Payment Standards, Annual Reexaminations, Correct Tenant Rent Calculations, Pre-Contract HQS Inspections, Annual HQS Inspections, Lease-up, and Family Self Sufficiency Enrollment (LHC does not participate in FSS), as well as a De-concentration Bonus Indicator (LHC does not participate in the bonus indicator) which shall be assessed individually and then combined by the Real Estate Assessment Center (REAC) into the agency's PHAS score for the purpose of identifying management capabilities and deficiencies; and

WHEREAS, HUD's verification of the accuracy of the information reported shall determine the authority's capacity of administer the Section 8 rental assistance program within the Federal law and regulations; and

WHEREAS, PHA's utilize this assessment to conduct internal audits of their operations and correct identified deficiencies. The results of the assessment can be utilized by a PHA's Board of Commissioners and Executive Director, resident organizations, and the community to understand more comprehensively the PHA's operations; and

WHEREAS, the assessment will be based on a certification completed by the office of the Executive Director and submitted covering performance for the fiscal year ending on June 30, 2017;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the SEMAP submission, proving no serious deficiencies, to HUD on July 31, 2017 for the performance covering the fiscal year ending on 6/30/17. The submission was prior to the deadline of August 29, 2017.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

Riverview Towers – Main Entry Key Fob Project Bid Award

Ms. Soldenski reviewed the three bids received for the Riverview Towers main entry key fob project and recommended the bid be awarded to Midwest Commercial Construction. Discussion was held regarding the fact the fobs will operate the main door only and benefits of awarding the contract to Midwest. It was moved by Commissioner Dixon and supported by Commissioner Brodt to award the main entry key fob contract to Midwest Commercial Construction in the amount of \$2,671.45.

Yeas: Commissioners Mikus, RaCosta, Brodt and Dixon.

Nays: None.

Abstain: None.

Absent: Commissioner Roberts.

MOTION CARRIED.

Document Translation Project

Ms. Soldenski reported the Hispanic Service Center has reviewed and approved all documents recently translated into Spanish by Languages Unlimited.

CORRESPONDENCE

Ms. Soldenski distributed an article entitled HUD Reports that 8.3 Million Very Low Income Households Have Worst Case Housing Needs to the commission.

ADJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 5:05 p.m.

Ms. Denise Soldenski
Executive Director