

**CITY OF LAPEER
MINUTES OF A REGULAR
LAPEER HOUSING COMMISSION MEETING
LAPEER RIVERVIEW TOWERS, LLC
AUGUST 15, 2019**

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 15, 2019 at 4:12 p.m.

Members Present: Chairman Jim Mikus, Vice Chairperson Jennell RaCosta and Commissioners Kerri Roberts, Chuck Dixon and Robin Chesnutt.

Members Absent: None.

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

Chairman Mikus called the meeting to order at 4:12 p.m.

MINUTES

It was moved by Commissioner Roberts and supported by Commissioner Chestnutt to approve the minutes of the regular meeting held on July 18, 2019 as presented.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

Agenda Amendment

It was moved by Commissioner Dixon and supported by Commissioner Roberts to add the following items to the meeting agenda:

1. Approval of new Auditor Engagement Letter; and
2. Approval of HAP Payment to Landlord.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

MONTHLY FINANCIAL REPORT APPROVAL

It was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve the Monthly Financial Report as presented.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

MONTHLY BILL APPROVAL

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Chesnutt and supported by Commissioner Roberts 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, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

RIVERVIEW TOWERS

There was not an additional report.

COMMISSIONER COMMENTS

There were no comments from the commissioners.

STAFF REPORTS

Executive Director

Auditor Engagement Letter

After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve the new auditor Engagement Letter with Anderson, Tackman & Company, P.L.C.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

LHC/LRT FYE 6/30/2019 Financial Report

Ms. Soldenski reviewed the LHC/LRT Financial Report for Fiscal Year Ended June 30, 2019. Discussion was held on increasing the fund balance, the unrestricted operating reserve balance, HAP reserve funds and categorizing staff wage reporting. After discussion, it moved by Commissioner Dixon and supported by Commissioner Roberts to approve the Lapeer Housing Commissioner/Lapeer Riverview Towers FYE June 30, 2019 Financial Reports.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

LHC & LRT PBV HAP Contract Re-Execution

Ms. Soldenski updated the board on the new forms released by HUD for the HAP contracts with LHC & LRT. After discussion, it was moved by Commissioner RaCosta and supported by Commissioner Dixon to approve re-execution of the Project Based Voucher (PBV) Housing Assistance Payment (HAP) Contract between Lapeer Housing Commission, Lapeer Riverview Towers and HUD.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

Riverview Towers South Approach & Stair Concrete Replacement

Ms. Soldenski reviewed the bids for the south approach & stair concrete replacement work at Riverview Towers. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to select WJH Concrete as the contractor to replace the concrete approach and stair step at the south end of Riverview Towers in the amount of \$1,200 per the approved Capital Expense Plan for FYE 6/30/2020.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

SEMAP Submission FYE 6/30/19 – Resolution #169-2019

After discussion, it was moved by Commissioner RaCosta and supported by Commissioner Roberts to adopt Resolution #169-2019 approving submission of the FYE June 30, 2019 SEMAP.

**RESOLUTION #169-2019
LHC SEMAP SUBMISSION/CERTIFICATION 6/30/2019**

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, 2019;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the SEMAP submission, proving no serious deficiencies, to HUD on August 1, 2019 for the performance covering the fiscal year ending on 6/30/19. The submission was prior to the deadline of August 29, 2019.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.

HCV/PBV Administrative Plan Update for ABLE Act

Ms. Soldenski reviewed the guidelines for excluding applicant income and assets from contributions to the ABLE Act Law. After discussion, it was moved by Commissioner RaCosta and supported by Commissioner Chesnutt to approve an update to the HCV and PBV Administrative Plan to exclude/disallow ABLE Act income or assets for qualified participants effective immediately.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

HAP Payment to Landlord

Ms. Soldenski updated the commission on a request to reimburse a landlord for a \$1,042 HAP payment deduction concerning an abatement status for a required hot water heater repair. Ms. Soldenski reviewed the timeline for the repair which was completed on June 29th and communications between the landlord and Housing Department staff. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve reimbursement of the HAP payment deduction with the exception of a deduction for 1 day.

Yeas: Commissioners Mikus, RaCosta, Roberts, Dixon and Chesnutt.

Nays: None.

Abstain: None.

Absent: None.

MOTION CARRIED.

TRAINING REPORT

There was no training reported.

AJOURNMENT

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:40 p.m.

MEETING ADJOURNED

Ms. Denise Soldenski
Executive Director