

**CHEBOYGAN HOUSING COMMISSION  
REGULAR MEETING MINUTES**

**June 20, 2023**

**Meeting called to order at 3:03pm by President Bronson**

**1. ROLL CALL**

Bronson (Present), Bauer (Present), Horntvedt (Present)  
City Council Representative: Diane Mills  
CHC Staff: Kara Ostrowski, Hailey Jeter

**2. READING & APPROVAL OF PREVIOUS MINUTES**

**May 8, 2023, Minutes:** President Bronson asked if there were any questions or comments. Hailey Jeter, Compliance Manager of CHC, spoke out of order stating that she had a comment. She stated that she felt as though it was a slap in the face regarding her pay cut, and that she feels discredited. She listed all responsibilities that she takes care of within the office, mentioning that she is still fulfilling the duties of two positions. She stated that although she is learning daily in her position, she does not feel she is inexperienced. She stated that she feels disrespected but will continue to do her job as she has been.

Horntvedt inquired if this was approval of the previous meeting minutes. Hailey spoke out of order and stated that her comment was in regard to the previous minutes. Horntvedt stated that it was the time to look for corrections to the previous minutes. Horntvedt stated that Jeter's comment was indeed a public comment, as well as Bronson.

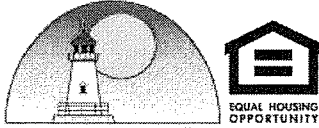
President Bronson reiterated that he was seeking comments and/or questions for the reading and approval of previous minutes. Commissioner Horntvedt made motion to approve, Bauer seconded. All in favor, approved.

**3. BILLS**

- a. Approval of Housing Choice Vouchers Checks (month end) 05/31/2023; 29 payments totaling \$37,035.50: Bauer made motion to approve month end for HCV, Horntvedt seconded. Roll call: Bauer, yes; Horntvedt, yes; and Bronson, yes; Approved.
- b. Approval of Public Housing Checks (month end) 05/31/2023; 39 payments totaling \$22,664.26: Bauer made motion to approve, Horntvedt seconded. Roll call; Bauer, yes; Horntvedt, yes; Bronson; yes. Approved.

**4. COMMUNICATIONS:**

No Communications



## 5. REPORTS OF THE EXECUTIVE DIRECTOR

- (a) Executive Director presented snapshot of the Low-Income Public Housing Program and the Housing Choice Voucher Program. Within the snapshot, the BOC was provided with breakdowns of occupancy/vacancy, the waiting lists, annual recertifications, work orders, collections, and HCV subsidy.
- (b) Financials for CHC prepared by Fee Accountant provided for review. Checking Account, Journal Register and General Ledger provided as package. Bronson sought clarity regarding our reserve funds, and where they were invested, as well as the "investments" line item. He is curious as to the options available to CHC regarding investments. Ostrowski stated that she would be inviting the CHC Fee Accountant to the next meeting to address any outstanding financial questions they may have.
- (c) Executive Director presented hard-copy binders as previously requested to the BOC. An additional binder was provided to Daniel Sabolsky, City Manager, after the presentation. Binders contained development documents. Noting that the only missing document was the requested letter from Tom Lapka to HUD regarding the potential conflict of interest. An unsigned copy of the drafted "Waiver of Conflict" written by Tom Lapka was provided for review, Motion made by Horntvedt to disregard the Waiver of Conflict, seconded by Bauer.

## 6. UNFINISHED BUSINESS

None.

## 7. NEW BUSINESS

None

## 8. PUBLIC COMMENT

Gary, CHC Maintenance Employee – Wanted to put on record that he is in agreeance with Jeter's comments mentioned out of order previously during the Approval of Previous Minutes.

## 9. COMMISSIONER COMMENTS

President Bronson sought an update on the Deed of Trust. Ostrowski stated that she would get with Joe for an update, however, at last conversation with Tom Lapka, everything was corrected and sent to HUD.

President Bronson stated that it would be beneficial to have a new calendar provided at the July 2023 meeting.

## 10. ADJOURNMENT

Motion by Horntvedt to adjourn, Bauer seconded. Meeting adjourned at 3:34pm.



CERTIFICATION OF SUBMITTED MINUTES

*[Handwritten signature]*

Executive Director, CHC

*[Handwritten signature]*

President, CHC

7/18/23

Date

7/18/23

Date

Minutes approved on date: July 18, 2023

(3) Votes in favor ( 0 ) Votes opposed.

