

**CHEBOYGAN HOUSING COMMISSION
REGULAR MEETING MINUTES**

July 18, 2023

Meeting called to order at 3:04pm by President Bronson

1. ROLL CALL

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

2. READING & APPROVAL OF PREVIOUS MINUTES

June 20, 2023, Minutes:

Commissioner Horntvedt made motion to approve, Bauer seconded. All in favor, approved.

3. BILLS

- a. Approval of Housing Choice Vouchers Checks (month end) 06/30/2023; 26 payments totaling \$35,658.61: Horntvedt made motion to approve month end for HCV, Bauer seconded. Roll call: Bauer, yes; Horntvedt, yes; and Bronson, yes; Approved.
- b. Approval of Public Housing Checks (month end) 06/30/2023; 31 payments totaling \$21,346.00: Horntvedt made motion to approve, Bauer seconded. Roll call; Bauer, yes; Horntvedt, yes; Bronson; yes. Approved.

4. COMMUNICATIONS:

No Communications

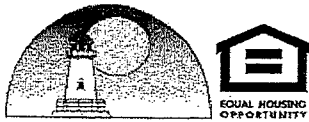
5. REPORTS OF THE EXECUTIVE DIRECTOR

- (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. Additionally, Fee Accountant provided a print-out of our current Certificate of Deposit. Fee Accountant recommends that we look at other alternatives. Commissioners agreed and would like to look at other options. Executive Director to work on updating the signatories on the CD Account, removing the previous board members and replacing with Horntvedt and Bronson. Additionally, to withdraw CD and start process to switching to PNC.

Motion was raised by Horntvedt to remove previous commissioners, and to replace with Horntvedt and Bronson; Bauer seconded. Roll call; Bauer, yes; Horntvedt, yes; Bronson, yes. Approved.

- (c) Executive Director presented update on development.

SCANNED 1
Date: 09/05/2023



- (d) Executive Director announced that a position was posted for Intake/Eligibility Specialist on Indeed.
- (e) Executive Director provided updated 2023 Calendar of Scheduled Meetings. Bronson would like the time and location added to the calendar.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

Resolution 2023.04 Authorization for ED to submit FHLB Application – Motion to approve by Hornrtvedt, Bauer seconded. Roll Call: Bauer, yes. Hornrtvedt, yes. Bronson, yes. Approved.

Resolution 2023.05 Approval for ED to Submit Section 18 Application – Motion to approve by Bauer, Hornrtvedt seconded. Roll Call: Bauer, yes. Hornrtvedt, yes. Bronson, yes. Approved.

Resolution 2023.06 Approve Significant Amendment to PHA Annual Plan – Motion to table until City Attorney can review and make any needed changes by Bauer, Hornrtvedt seconded. Roll Call: Bauer, yes. Hornrtvedt, yes. Bronson, yes. Tabled.

Resolution 2023.07 Approval of Allocation of PBV – Motion to approve by Hornrtvedt, Bauer seconded. Roll Call: Bauer, yes. Hornrtvedt, yes. Bronson, yes. Approved.

8. PUBLIC COMMENT

None

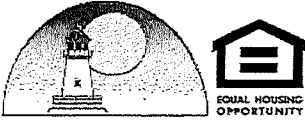
9. COMMISSIONER COMMENTS

Hornrtvedt – Somebody was concerned about the three board members gathering during the Lieutenant Governor's tour of CHC. For future reference we will post it on our website 24 hours in advance if all members are present.

Action Items for ED: Audits for past three years, Indeed job posting link, check if we currently have insurance coverage for the BOC.

10. ADJOURNMENT

Motion by Hornrtvedt to adjourn, Bauer seconded. Meeting adjourned at 3:44pm.



CERTIFICATION OF SUBMITTED MINUTES

[Signature]

Executive Director, CHC

[Signature]

President, CHC

08/21/2023

Date

8/21/23

Date

Minutes approved on date: August 15, 2023

() Votes in favor () Votes opposed.