



# CHEBOYGAN HOUSING COMMISSION

659 Cuyler Street, Cheboygan, MI. 49721

Phone: 231.627.7189 Fax: 231.627.5772 cheboyganhousing@gmail.com

## APPLICATION

Board of Commissioners

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**Thank you for your interest in the Cheboygan Housing Commission. Your support in our mission to provide decent, safe and affordable housing is appreciated.**

### ATTACHMENTS

'Lead the Way' Quick Reference for Board of Commissioners

Authorization for Background Check

### DIRECTIONS

- Part 1: Review the attached 'Lead the Way' Quick Reference for Board of Commissioners,
- Part 2: Read the 'COMMISSIONERS POLICY'
- Part 3: Complete the conflict of interest questions before applying
- Part 4: Application must be fully completed and signed
- Authorization for background check must be fully completed and signed

If accepted, you will be contacted by the Cheboygan Housing Commission and a request for your appointment as a volunteer citizen commissioner will be submitted to the City Manager. Commission begins on the day of appointment. Commissioners must be sworn in by the City Clerk prior to attendance at first meeting.

The Cheboygan Housing Commission Board of Commissioners meets the Third Wednesday of each month at 12noon in the Gerald Charboneau Community Room located behind the Housing Commission's offices at 659 Cuyler Street.

**Return your completed application to the Cheboygan Housing Commission office at 659 Cuyler, Cheboygan, MI 49721. Questions may be directed to our office.**

### OFFICE USE ONLY:

Tenant Board Seat: Yes No      Tenants Notified Date: \_\_\_\_\_      Tenant App Rc'vd w/in 60days: Yes No

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Accepted      Declined      File/Save

Background Check Recommended Appointed Date: \_\_\_\_\_ Term End Date: \_\_\_\_\_ Extend Date: \_\_\_\_\_

### NOTES:

Added to HAI Date: \_\_\_\_\_  Resignation/Removed from HAI Date: \_\_\_\_\_





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## 1. QUICK REFERENCE FOR BOARD OF COMMISSIONERS

Please see attachment

## 2. COMMISSIONERS POLICY

WHEREAS: Pursuant to Public Act No. 18 of the Extra Session of 1933, State of Michigan as amended, the Cheboygan Housing Commission was created by the City of Cheboygan to enable that its citizens will be provided the opportunity to live in decent, safe and affordable housing, and,

WHEREAS: The City Manager is judged the source for appointing Housing Commissioners as stipulated in the Cheboygan City Charter for terms of five (5) years, and this appointment is bestowed on an upstanding resident of the School District of Cheboygan, and,

WHEREAS: This appointment is deemed an honor and a privilege, the appointed commissioner is expected to take an active part in setting policy and overseeing the operation of the Cheboygan Housing Commission, and,

WHEREAS: The importance of regular attendance at meetings is greatly stressed in order for the business of the commission to proceed in the most efficient manner possible, the commission shall deem absences in excess of five per year as excessive and the Executive Director shall request the City manager remove that member and appoint a replacement.

## 3. CONFLICT OF INTEREST (ACC/HUD-53012)

Landlords and participants in the PHA programs may not serve on the board.

PHA contractors, subcontractors, agents or other individual or entity has any direct or indirect interest (including the interest of any immediate family member), while such person is a covered individual or entity or during one year thereafter. "Immediate family member" means the spouse, parent, child, grandparent, grandchild, sister, or brother of any covered individual. "Covered individual or entity" means an individual or entity that is a member of any of the following classes:

(1) A member, officer or director of the PHA, or other PHA official with administrative functions or responsibility concerning contract administration under the ACC.

(2) If the PHA is an instrumentality of a governmental body: A member, officer or director of such governmental body. A member, officer or director of any entity that holds a direct or indirect interest in the instrumentality entity.

(3) An employee of the PHA.

(4) A PHA contractor, subcontractor or agent with administrative functions or responsibility concerning contract administration under the ACC, or any principal or other interested party of such contractor, subcontractor or agent.

(5) An individual who has administrative functions or responsibility concerning contract administration under the ACC, including an employee of a PHA contractor, subcontractor or agent. (6) A public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities concerning contract administration under the ACC.



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The PHA requires any covered individual or entity to disclose his, her or its interest or prospective interest in any contract, subcontract or other arrangement in connection with contract administration under the ACC to the PHA and HUD.

**Please disclose interests here if there are none, please state NA:**

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## 4. APPLICANT QUESTIONNAIRE

How long have you lived in Cheboygan? \_\_\_\_\_

Please give a brief summary of your educational and work background:

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Please tell us about any previous civic or service club involvement:

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Why are you interested in serving on our board?:

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**By signing below**, you are indicating that you have read and accept the 'Lead the Way' Quick Reference for Board of Commissioners document (1), the 'Commissioners Policy' (2), and that your participation in the Cheboygan Housing Commission would pose no ethical or other conflicts of interest (3). Your signature here provides testament that all information provided is true and accurate. The Cheboygan Housing Commission will conduct a background search of criminal records before recommending your appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Board of Commissioners

Being named a commissioner is a great opportunity to serve your community, and with your appointment you have assumed significant responsibilities. The Board of Commissioners is the legally and financially responsible governing body of a PHA and the first line of accountability for the PHA's performance.

### What Boards of Commissioners Do

#### Provide Leadership

- Set and champion the mission of the PHA
- Make strategic decisions to ensure the financial solvency of the agency
- Speak up when concerns arise

#### Provide Oversight

- Monitor the agency's ability to meet statutory, regulatory, and contractual obligations
- Assure PHAs meet obligations on audit recommendations
- Approve internal controls to safeguard the agency's assets
- Safeguard the financial integrity of the PHA, preventing fraud, waste, mismanagement, and abuse
- Approve, review, and monitor budgets, contracts, and other financial documents
- Conduct monthly reviews of budgets with actual expenses and revenues
- Ensure ethical, legal, and effective work performance
- Keep informed of subsidized housing industry rules and regulations

#### Actively Participate in Board Meetings

- Conduct and maintain an accurate record of board proceedings
- Follow open meeting requirements

### What Commissioners Should Know

- The agency's history, mission, programs, financials, and strategic plan
- Agency policies and procedures
- Agency-owned developments and properties
- Board and committee meeting processes, including open meeting requirements and confidentiality
- Federal and state laws and regulations

## Executive Director and Executive Staff

The commissioner's role is governance – establishing policy and ensuring oversight. The executive director's role is management. Commissioners and executive directors need to be cognizant of one another's roles without overstepping or undermining the other. Specifically, the executive director:

- Keeps commissioners informed
- Develops, implements, and oversees the operating budgets
- Ensures compliance with all federal laws and HUD guidelines
- Manages the day-to-day operations of the PHA
- Hires, evaluates, trains, and terminates staff
- Executes board-approved policies

### RESIDENTS: AN ESSENTIAL VOICE

All PHAs must have a Resident Advisory Board (RAB) and Resident Commissioners. These voices can provide an important perspective on the most pressing issues facing the community of residents.

You should also get out, walk around these communities, and get to know the people you serve.

The executive team at an authority includes more than the executive director or chief executive officer. Depending on the size of the PHA, there may also be other executive staff. These staff members are hired by the executive director, and are concerned with the day-to-day management of the PHA.

## U.S. Department of Housing and Urban Development (HUD)

HUD interprets the laws handed down by Congress, developing regulations to guide PHAs. These regulations are distilled in the Annual Contributions Contract (ACC), a legally-binding contract between HUD and the PHA. HUD is a resource for PHAs. HUD guidebooks, notices, and handbooks are important tools to guide your oversight. The PHA may also contact the HUD Field Office, Regional Office, and Headquarters for resources and support.



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## FORM – Authorization for Background Check & Criminal Record Search



If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to understand this form please notify our management office. Language services available upon request.

Please complete the following information and provide authorization for the Cheboygan Housing Commission (CHC) to perform a background check. If charges and/or convictions are found, additional verifications may be requested to support your application for housing assistance. CHC 'Background & Use of Criminal Records' (admission) and 'One Strike and You're Out' policies (continued occupancy) are available for review upon request. If you are denied assistance due to the presence of a criminal history, you have the right to grieve that decision in an informal hearing.

Failure to provide complete and accurate information may result in denial of application.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Month of Birth: \_\_\_\_\_ Day of Birth: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Other **LAST** Name: \_\_\_\_\_ Other **FIRST** Name: \_\_\_\_\_

Other **LAST** Name: \_\_\_\_\_ Other **FIRST** Name: \_\_\_\_\_

Please list Michigan counties in which you have lived: \_\_\_\_\_

\_\_\_\_\_

If you have ever lived in a state other than Michigan, list state(s) AND county(ies) here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### APPLICANT AUTHORIZATION

*Sign below authorizing the Cheboygan Housing Commission to perform a background search. All adults in household must complete a separate authorization form. Failure of all adults to provide signature/authorization will result in denial of application.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** PROGRAM: PH S8 EMPLOYEE COMMISSIONER (Employees & Commissioners provide copy of ID & SSA card)  
LOCAL FINDINGS: YES NO STATE FINDINGS: YES NO CSC FINDINGS: YES NO OTHER FINDINGS: YES NO  
 APPROVED  DENIED  CONDITIONALLY APPROVED

Additional Verifications Requested: \_\_\_\_\_

APPROVING OFFICIAL SIGNATURE: \_\_\_\_\_

**See also:** Cheboygan Housing Commission Background & Use of Criminal Records Policy; Cheboygan Housing Commission 'One Strike and You're Out Policy'; Cheboygan Housing Commission Denials Procedure; Cheboygan Housing Commission Grievance Procedure; Cheboygan Housing Commission 'Marijuana Prohibited' Policy

**Address:**  
659 Cuyler Street, P.O. Box 5069  
Cheboygan, Michigan 49721-5069

**Telephone:**  
616-627-7189  
616-627-7180  
**Fax:**  
616-627-5772



**Commissioners:**  
DeLoss Isard  
James Kwiatkowski  
Laura Manning  
William Swiderek  
Vaughn Temple

**Executive Director:**  
Dorene Stempky, P.H.M.

# *Cheboygan Housing Commission*

## CODE OF ETHICS CHEBOYGAN HOUSING COMMISSION

A BOARDMEMBER (COMMISSIONER) shall be bound by the following:

1. I pledge to serve on the Housing Commission as an opportunity to serve my community in a professional way because I support the objectives of providing a decent, safe and sanitary home for all qualified low-income male and female residents of Cheboygan Housing Commission.
2. I pledge that I recognize my responsibilities to service the residents and our community as a member of a team which includes myself, my fellow commissioners, management and all Cheboygan Housing Commission employees.
3. I pledge to make decisions in terms of the most economical, practical and efficient methods toward the best interests of all citizens, particularly those of low or moderate income.
4. I pledge to recognize that my responsibility is NOT to make the day to day management decisions of the Commission but to see that it is well run by carrying out policy making, planning and appraisal functions and taking formal action in support of these functions.
5. I pledge to refuse to represent special interest or partisan politics. I shall not receive directly or indirectly any fee, rebate, commission, discount, gratuity or any other benefit whether monetary or otherwise for the proper professional discharge of my duties except authorized, established expenses.
6. I pledge to arrive at conclusions only after I have discussed matters fully with members of the professional staff and commission members. Once a decision has been reached by the majority of the Commission assembled at a meeting, I will support it.

7. I pledge to support and protect Commission personnel in performance of their duties. I will consider and review for hiring only competent and qualified personnel who have been recommended by the Executive Director.
8. I pledge, if I, as a Commissioner, have a complaint of any kind, I will present it to the Board who will discuss it thoroughly, and after making a majority decision, I will accept that decision.
9. I pledge to observe and support local and state laws and regulations pertaining to the Housing Commission and the occupants of the facility.
10. I pledge to respect the limited intent and scope of Executive Session and respect privileged communications from the Executive Session, and other sources for the privacy of personnel and clients I am involved with.
11. I pledge to make diligent use of the time of the Commission as a whole and endeavor to attend all meetings barring unforeseen conflicts, in which case I shall promptly notify the Chairperson or his/her designate.
12. I understand that the hiring of replacement Executive Director is the duty of the Commissioners.
13. Failure to adhere to any of the above pledges will result in a sanction of the offending Commissioner.

I have read the CODE OF ETHICS for the CHEBOYGAN HOUSING COMMISSION and will adhere faithfully to it.

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Commissioner

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Date





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## FORM – PHA Agent Acceptance of Confidentiality Agreement



If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to understand this form please notify our management office. Language services available upon request.

## ACCEPTANCE OF CONFIDENTIALITY AGREEMENT

(to be completed by all employees, board members, contractors and other that may have access to PII)

### DEFINITIONS

As used in this Notice, the following terms are defined as:

Personally Identifiable Information (PII) – Defined in OMB M-07-16 as “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”

Sensitive Personally Identifiable Information. PII that when lost, compromised or disclosed without authorization could substantially harm an individual. Examples of sensitive PII include social security or driver’s license numbers, medical records, and financial account numbers such as credit or debit card numbers.

### PURPOSE

(see NOTICE PIH-2015-06)

The public housing agency (PHA) is responsible for safeguarding personally identifiable information (PII) required by HUD and preventing potential breaches of this sensitive data. HUD is committed to protecting the privacy of individuals’ information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third party business partners, including Public Housing Authorities, who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

### AGREEMENT

*The Employee, Board Member, Contractor or other agent agrees to Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act as spelled out in 24 C.F.R. 5.212*

**In signing below, I certify my understanding** of Cheboygan Housing Commission expectations and practices in protecting client and employee Personally Identifying Information and agree to comply with all related policies and procedures.

PRINT NAME \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date