

**MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES**

November 22, 2022

The meeting was called to order at 12:00 pm.

1) **Roll Call**

Present: Stark, Metz, Taylor, Rose, and Maki

Absent: None

2) **Approval of Agenda:** Motion made by Metz, so moved by Taylor, to approve the agenda as presented.

3) **Approval of Previous Meeting Minutes:** Motion made Taylor, so moved by Metz, to approve the October 25, 2022 minutes.

4) **Public Comment:** Tenant questioned why the Executive Director intervened a conversation between a Commissioner and them before the meeting.

5) **Consent Agenda**

(a) Executive Director's Report

Staff:

- Administration staff is working on reordering files to make them more efficient for auditors to review. This process will include dividing each tenant file in two separate files: low income housing tax credit and project-based voucher.
- The new lease has been approved by MSHDA. All tenants will be required to sign the MSHDA lease.
- Kendra organized a Halloween party for the tenants. About 40 tenants showed up for the party.
- Maintenance staff is working on updating procedures for tracking inventory.

Vacancies:

- Lake Superior Village: 0
- Pine Ridge Apartments: 0

Commissioner asked how many people were on the waitlists.

Executive Director:

(a) Executive Director's Report

- Continue to work gathering documents for the final closing for the MSHDA loan. The closing is scheduled for Pine Ridge for November 22, 2022. Lake Superior Village most likely will have a later date.
- Working on new contract for Pine Ridge's copier. We will be renewing our contract with Orkin for extermination services.
- Preparing for annual financial audit for the properties. Commissioner asked who does the audits and if the E.D. needed assistance from them.
- Set a date for the housing commissions annual audit in February.
- Started gathering documents for yearly audit for the properties. Commissioner asked if the E.D. needed help with the audit.

- (b) Youth and Family Center Report -- Written report from Jules presented along with three flyers of ongoing activities. The main area will be sound proofed. A wish list of seven items was presented.
- (c) Financials -- unavailable until end of the year.
- (d) Approval of Checks -- No questions asked.
- (e) Cash Position Statement -- E.D. explained the negative column, which will change.
- (f) Housing Choice Voucher Progress Report -- At capacity with spending for each month needed. Commissioner asked if there is a way to obtain more funding to utilize the remaining unused vouchers.
Motion made by Metz, seconded by Taylor, to approve the Executive Director's report.
- 6) Communications -- None
- 7) Old Business
 - a) Certificate of deposit
- 8) New Business
 - a) Nomination of Officers -- Stark nominated as President, Stark accepted the nomination. Metz nominated and has accepted for Vice President.
- 9) Commissioner Comments -- All Commissioners agreed to add Resident Council to the agenda.
- 10) Public Comment -- Tenant appreciated that Resident Council will be added to the agenda.
- 11) Adjournment at 12:58 pm

Jah [Signature]
Signature

3.15.23
Date