



MEETING AGENDA

The Marquette Housing Commission hereby gives public notice of a meeting scheduled for Tuesday, February 28, 2023 at 2:00 P.M. in the Pine Ridge conference room.

- 1) Roll Call
- 2) Approval of Agenda (page 1)
- 3) Approval of Previous Meeting Minutes-November (page 2,3)
- 4) Public Comment
- 5) Consent Agenda
 - a) Executive Director's Report (page 4)
 - b) Youth and Family Center Report (pages 5-6)
 - c) Financials- January (pages 7-10)
 - d) Approval of checks (pages 11-16)
 - e) Cash Position Statement (page 17)
 - f) Housing Choice Voucher Progress Report (pages 18-20)
- 6) Communications
 - a) Participation in CEDAM and PHADA (pages 21,22)
- 7) Old Business
- 8) New Business
 - a) Strategic planning review (pages 23-29)
 - b) Strategic planning client satisfaction survey (pages 30-33)
 - c) Annual funding to Youth and Family Center
 - d) Resolution 2023-1- Personnel Policy (pages 34-61)
 - e) Resolution 2023-2 Utility Policy (page 62-63)
 - f) Meeting with owner of Venture Motel.
 - g) Meeting day and time
- 9) Commissioner Comments
- 10) Public Comment
- 11) Adjournment

*presented complaints of tenant - presented 245 * CTR - document lease - given to the lease to the council*

Clarification of MHC not going to the adding to the agenda

Chris - NO comment
Michelle - wants to know about the rules specified by AHS no not MHC.
3:45

Mission

To provide and maintain quality, affordable housing free from discrimination.

**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

Signature

Date



February 27, 2023

TO: Board of Directors
FROM: Sharon L. Maki, Director
SUBJECT: Executive Director's Report

STAFF:

- Apartment manager and occupancy specialists are working reorganizing files.

Vacancies:

- Lake Superior Village: 0 They are transferring two families from a 3-BR to a 2-BR
- Pine Ridge Apartments: 0 1 eviction that has been in process since November

Executive Director:

- The MSHDA loans for both properties have been closed.
- The audit for MSHDA for both projects has been completed. Pine Ridge's audit has been submitted. Lake Superior Village audits is waiting for a letter from the lawyer representing AHSUP in the lawsuit regarding a fall during construction.
- Attended the Michigan NAHRO conference in Gaylord. My term as President is up in September 2023.
- Working on completing the necessary 40 hours of course work for my real estate license.
- Submitted the required annual management forms to MSHDA.
- Need to determine if MHC can end compliance contract with KMG Prestige
- Participating in discussions with local agencies about developing permanent supportive housing.

Board Report December 2022 LSVYFC

December:

- Christmas Dinner had a big turnout. We had two families outside of LSV donate \$182.00 worth of food leaving the YFC's only cost for the dinner at \$94. We fed 37 kids, most of which brought at least one family member, with our total attendance at 67 people. All leftovers were donated to the family that attended.
- The Gifting Tree and the Angel Tree helped 15 families have a full Christmas with 9 other families benefiting from the abundance of gifts donated. All-in-all 42 kids received Christmas presents who otherwise would not have had any or only a few.
- The Mommy and Me infant group moved to a Zoom style class. It seems to have a greater impact with the online class after we found out most of the mothers at LSV are not willing to take their infants out during the winter. We hope the group will have another inhouse group in the summer.
- Our attendance is stable at an average of 18 kids a day but we are expecting this number to go down to about 12 for January through March. This reduction is from sports and outside activities of some of the kids. We are tutoring almost everyday and now have 2 math tutors coming on Tuesday and Thursday regularly.
- Sound proofing is up and is working to reduce the sound by about 30%. We are still looking into more ways to reduce the acoustics and reverberation of the room. We are hoping to reduce the sound level to at least 50% of what it was.
- The board has decided on \$157,000 budget goal for 2023's grants and donations.
- We received a \$5000 donation for the 2023 year to be used for the Food Program for the company Higher Love. They are expecting to donate every year to us for support of the Food Program.

Board Report January and February 2023 LSVYFC

January:

- We have almost completely fixed the storage issues and have the storage area organized. We've had multiple generous people donate storage totes and shelving to help with this project.
- Playgroup has started back up with a new earlier time and, on average, 20 families are attending with about 3 families from LSV attending regularly.
- Donations of \$250 and \$160 for projects expenses and educational materials for the kids was given to us by the Harvey Baptist Church. They are hoping to continue to give to YFC in the years to come.
- Grant season is upon us again! I have started to scour the internet and local grant finding sources for new grants and opportunities for funding. I have already applied for a \$5000 grant through the Les Paul Foundation to reestablish a music program. We will know if we have been chosen at the beginning of April.
- Most of the month was spent balancing budgets and making sure we are ready for the next grant season.

February:

- I've been joining forces with United Way to start a grant collaboration project. We are going to see if we can pull multiple agencies and organizations together to help fund everyone through a large co-op grant. I will keep you updated on the progress.
- We have met our United Way commitments 100%, so we are now eligible for the highest grant amount for this upcoming grant year.
- We have balanced the budget for USDA and EFSP. We have an allowable overage for USDA to start this Summers Food Program. We have roughly \$800 dollars left from the EFSP fund which should last us through to April.

**Marquette Housing Commission
Business Activities
As of January 31, 2023**

ASSETS

CURRENT ASSETS

Cash

1114.1 - General Fund	\$	708,118.49
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Total Cash	\$	<u>708,118.49</u>
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Receivables

1129 - Accounts Receivable	\$	44.05
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1129.01 - Accounts Receivable- YFC		5,295.49
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1130 - Accrued Management Fees- PRM		898.00
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1131 - Accrued Management Fees- LSV		744.00
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1145 - Accrued Interest		60,285.28
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1145.1 - Allowance For Doubtful Accounts		<u>(60,285.28)</u>
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Total Receivables	\$	<u>6,981.54</u>
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Investments

1162 - Investments	\$	<u>3,000,000.00</u>
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Total Investments	\$	<u>3,000,000.00</u>
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Deferred Charges

1211 - Prepaid Insurance	\$	<u>2,451.16</u>
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Total Deferred Charges	\$	<u>2,451.16</u>
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TOTAL CURRENT ASSETS	\$	3,717,551.19
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NON-CURRENT ASSETS

Fixed Assets

1400.5 - Accumulated Depreciation	\$	(4,965.39)
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1400.9 - Furn., Equip., Mach.-Admin		<u>27,534.13</u>
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Total Fixed Assets	\$	<u>22,568.74</u>
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Other Non-Current Assets

1510 - Deferred Outflows of Resources	\$	241,434.15
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1520 - PRM RAD Loan Receivable		849,067.00
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1521 - LSV RAD Loan Receivable		1,842,240.00
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1522 - Allowance For Doubtful Accounts		<u>(2,691,307.00)</u>
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Total Other Non-Current Assets	\$	<u>241,434.15</u>
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TOTAL NON-CURRENT ASSETS	\$	<u>264,002.89</u>
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TOTAL ASSETS AND DEFERRED OUTFLOW	\$	<u><u>3,981,554.08</u></u>
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**Marquette Housing Commission
Business Activities
As of January 31, 2023**

LIABILITIES AND EQUITY

LIABILITIES

CURRENT LIABILITIES

2111 - Vendors and Contractors	\$ 29,774.05
2135 - Salaries and Wages	2,632.60
2135.1 - Accrued Compensated Absences	4,930.77
2139 - Accrued Liabilities-Other	<u>687.14</u>
Total Current Liabilities	\$ 38,024.56

NONCURRENT LIABILITIES

2300 - Net Pension Liability	\$ 599,452.68
2335.2 - Accrued Compensated Absences- LT	27,414.00
2350 - OPEB Liability	<u>115,579.04</u>
Total Noncurrent Liabilities	\$ 742,445.72

TOTAL LIABILITIES

\$ 780,470.28

2410 - Deferred Inflows of Resources

\$ 147,943.08

EQUITY

2806.2 - Invested In Capital Assets

\$ 22,568.74

Unrestricted Net Assets

2806 - Unrestricted Net Assets	\$ 2,453,515.10
Income and Expense Clearing	577,056.88
Total Unrestricted Net Assets	\$ 3,030,571.98

TOTAL EQUITY

\$ 3,053,140.72

**TOTAL LIABILITIES, DEFERRED INFLOW,
AND EQUITY**

\$ 3,981,554.08

Marquette Housing Commission
Business Activities
Income & Expense Statement
For the 1 Month and 4 Months Ended January 31, 2023

	1 Month Ended		4 Months Ended			
	<u>January 31, 2023</u>		<u>January 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities						
Total Utilities	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Ordinary Maint. & Operations						
4433 - Employee Benefits - Maint.	\$	0.00	\$	72.00	\$ 0	\$ (72.00)
Total Ordinary Maint. & Oper	\$	0.00	\$	72.00	\$ 0	\$ (72.00)
General Expense						
4510.2 - Liability Insurance	\$	183.16	\$	732.97	\$ 1,159	\$ 426.03
4510.3 - Workmen's Compensation		491.33		1,965.33	0	(1,965.33)
4510.4 - All Other Insurance		0.00		0.00	3,318	3,318.00
Total General Expense	\$	674.49	\$	2,698.30	\$ 4,477	\$ 1,778.70
Total Routine Expense	\$	29,952.80	\$	89,083.42	\$ 213,562	\$ 124,478.58
Non-Routine Expense						
Extraordinary Maintenance						
Total Extraordinary Maintenance	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Operating Expenses	\$	29,952.80	\$	89,083.42	\$ 213,562	\$ 124,478.58
Operating Income (Loss)	\$	593,432.02	\$	577,056.88	\$ (37,649)	\$ (614,705.88)
Depreciation Expense						
Total Depreciation Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Other Financial Items						
Total Other Financial Items	\$	0.00	\$	0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$	593,432.02	\$	577,056.88	\$ (37,649)	\$ (614,705.88)

Marquette Housing Commission
Business Activities
Income & Expense Statement
For the 1 Month and 4 Months Ended January 31, 2023

	1 Month Ended		4 Months Ended			
	<u>January 31, 2023</u>		<u>January 31, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
Total Rental Income	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS						
Total HUD PHA GRANTS	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Nonrental Income						
3610 - Interest Income	\$	1,473.12	\$	6,976.77	\$ 1,080	\$ (5,896.77)
3690.1 - Non-Tenant Income		608,877.70		611,953.53	30,000	(581,953.53)
3693 - Management Fees- PRM		7,128.00		25,818.00	79,205	53,387.00
3694 - Management Fees- LSV		5,906.00		21,392.00	65,628	44,236.00
Total Nonrental Income	<u>\$</u>	<u>623,384.82</u>	<u>\$</u>	<u>666,140.30</u>	<u>\$ 175,913</u>	<u>\$ (490,227.30)</u>
Total Operating Income	<u>\$</u>	<u>623,384.82</u>	<u>\$</u>	<u>666,140.30</u>	<u>\$ 175,913</u>	<u>\$ (490,227.30)</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,855.26	\$	27,963.64	\$ 111,495	\$ 83,531.36
4130 - Legal Expense		100.00		100.00	200	100.00
4140 - Staff Training		495.00		1,764.79	750	(1,014.79)
4150 - Travel Expense		276.00		276.00	7,000	6,724.00
4170 - Accounting Fees		2,549.00		8,524.50	19,440	10,915.50
4171 - Auditing		0.00		0.00	9,000	9,000.00
4182 - Employee Benefits - Admin		10,733.60		32,793.04	52,500	19,706.96
4185 - Telephone		138.84		555.76	2,000	1,444.24
4190.2 - Membership Dues & Fees		523.74		523.74	700	176.26
4190.3 - Admin Service Contracts		2,579.34		8,788.72	5,000	(3,788.72)
4190.4 - Office Supplies		0.00		693.24	500	(193.24)
4190.5 - Other Sundry		2,027.53		4,329.69	500	(3,829.69)
Total Administration	<u>\$</u>	<u>29,278.31</u>	<u>\$</u>	<u>86,313.12</u>	<u>\$ 209,035</u>	<u>\$ 122,771.88</u>
Tenant Services						
Total Tenant Services	\$	0.00	\$	0.00	\$ 0	\$ 0.00

Date: 12/31/2023
Time: 12:31:14

Marquette Housing Commission
Check Register Summary Report
Business Activities
From: 11/22/2022 To: 02/24/2023

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
12/01/2022	026706	Cardmember Service	63.25		(475,662.16)	Amazon Prime Annual Membership
12/01/2022	026706	**VOID** Cardmember Service	(63.25)		(475,598.91)	Void Refer 026706 - took to bank to pay
12/01/2022	026707	Office Planning Group	368.75		(475,967.66)	INV73908 \$108.75 Service INV73894 Toner \$260.00
12/01/2022	026708	Northstar	108.00		(476,075.66)	1/1/2023-3/31/2023 12 employees @ \$3 each/mo.
12/01/2022	026709	HAAS	3,917.50		(479,993.16)	BA.PRM.LSV through December 12.30.2022
12/05/2022	026710	Great Lakes Center for Youth Dev.	1,500.00		(481,493.16)	Eff Dec 1, 2022 - Mar 31, 2023 First invoice. 2nd \$1500 after strategic planning facilitation. Single session up to 7 hrs
12/08/2022	026711	906 Technologies	520.50		(482,013.66)	AT-25018 Monthly Webroot/Server Hosting/Proofpoi AT-25183 Renewed certificate & installed on server
12/16/2022	026712	City of Marquette-City Treasurer	24,473.09		(506,486.75)	November Payroll
12/16/2022	026713	Capital One Trade Credit - Menards	45.69		(506,532.44)	Fee Charged
12/16/2022	026714	Cardmember Service	10.00		(506,542.44)	Due Jan 1 on LSV bill
12/16/2022	026715	Verizon Wireless	138.46		(506,680.90)	inv 9922284413
12/16/2022	026716	First Advantage	14.97		(506,695.87)	Inv 88192211 Y&F
12/16/2022	026717	Cardmember Service	159.54		(506,855.41)	Jan 1
01/03/2023	026718	Sharon Maki	237.00		(507,092.41)	Conference in Chicago
01/09/2023	026719	Minnesota NAHRO	495.00		(507,587.41)	May 2022 Conference
01/09/2023	026720	906 Technologies	744.00		(508,331.41)	AT 25288 & AT 25450 & AT 25183
01/09/2023	026721	Grow & Lead: Community & Youth	1,500.00		(509,831.41)	2nd payment for Strategic Planning
01/09/2023	026722	NAHRO	478.74		(510,310.15)	inv - 09540-L9X4J7
01/09/2023	026723	HAAS	1,620.00		(511,930.15)	BA/PRM/LSV
01/09/2023	026724	Kenricks, Bordeaux, Keefe, Seavoy &	100.00		(512,030.15)	inv 80281
01/17/2023	026725	City of Marquette-City Treasurer	23,286.54		(535,316.69)	December 2022 Payroll
01/17/2023	026726	Kenricks, Bordeaux, Keefe, Seavoy &	100.00		(535,416.69)	Inv 80281
01/17/2023	026726	**VOID** Kenricks, Bordeaux, Keefe,	(100.00)		(535,316.69)	Void Refer 026726 Duplicate for 26724
01/17/2023	026727	KMG Capital	2,133.34		(537,450.03)	Per TB comes out of BA inv COMP1122
01/17/2023	026728	Cardmember Service	144.00		(537,594.03)	84 SM 4859 60 SH 0239

Date: 02/24/2023
Time: 12:31:14

Marquette Housing Commission
Check Register Summary Report
Business Activities
From: 11/22/2022 To: 02/24/2023

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/17/2023	026729	Verizon Wireless	138.84		(537,732.87)	cell phones inv 9924668505
01/25/2023	026730	906 Technologies	18.63		(537,751.50)	AT-25917
02/08/2023	026731	Sharon Maki	100.00		(537,851.50)	Per Diem 2/9-2/10 2023
02/08/2023	026732	906 Technologies	557.75		(538,409.25)	AT-26162 Webroot Monthly/Server Hosting/AT-2627
02/08/2023	026733	KMG Capital	2,133.34		(540,542.59)	COMP0123
02/08/2023	026734	HAAS	1,620.00		(542,162.59)	BA/PRM/LSVJan 2023
02/08/2023	026735	North Central Regional Council	75.00		(542,237.59)	Marquette Housing Commission
02/21/2023	026736	Verizon Wireless	138.84		(542,376.43)	inv 9927044222
02/21/2023	026736	**VOID** Verizon Wireless	(138.84)		(542,237.59)	Void Refer 026736
02/21/2023	026737	906 Technologies	260.75		(542,498.34)	AT-26394 VPN issues
02/21/2023	026737	**VOID** 906 Technologies	(260.75)		(542,237.59)	Void Refer 026737
02/21/2023	026738	Cardmember Service	1,438.43		(543,676.02)	Due Mar 1
02/21/2023	026739	City of Marquette-City Treasurer	23,383.72		(567,059.74)	January payroll
02/21/2023	026740	Verizon Wireless	138.84		(567,198.58)	Inv 9927044222
02/21/2023	026741	906 Technologies	260.75		(567,459.33)	AT-26394 VPN Fix

Total: 91,860.42 0.00

Date: 4/2023
Time: 12:30:52

Marque Housing Commission
Check Register Summary Report

Page: 1

Voucher
From: 11/22/2022 To: 02/24/2023

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
12/01/2022	ACH	906 Real Estate Holdings LLC	171.00		(2,692,121.94)	December Hap
12/01/2022	ACH	Stuart Bennett	579.00		(2,692,700.94)	December Hap
12/01/2022	ACH	James B. Butts	381.00		(2,693,081.94)	December Hap
12/01/2022	ACH	Scott or Sharon Ciullo	382.00		(2,693,463.94)	December Hap
12/01/2022	ACH	Grandview Marquette	2,235.00		(2,695,698.94)	December Hap
12/01/2022	ACH	Ironshore Properties, LLC	1,158.00		(2,696,856.94)	December Hap
12/01/2022	ACH	Kevin Koupus	696.00		(2,697,552.94)	December Hap
12/01/2022	ACH	Lost Creek Apartments	399.00		(2,697,951.94)	December Hap
12/01/2022	ACH	M&M Properties LLC	400.00		(2,698,351.94)	December Hap
12/01/2022	ACH	Denise Nelson	453.00		(2,698,804.94)	December Hap
12/01/2022	ACH	Orianna Ridge - The Preserve	1,176.00		(2,699,980.94)	December Hap
12/01/2022	ACH	Proex Realty	1,250.00		(2,701,230.94)	December Hap
12/01/2022	ACH	Salome Racine	410.00		(2,701,640.94)	December Hap
12/01/2022	ACH	Allison L. Smith	1,471.00		(2,703,111.94)	December Hap
12/01/2022	ACH	Lisa St. Charles	750.00		(2,703,861.94)	December Hap
12/01/2022	ACH	Ron Thorley	533.00		(2,704,394.94)	December Hap
12/01/2022	ACH	Heidi Lynn Verda	597.00		(2,704,991.94)	December Hap
12/01/2022	003897	Birch Grove MHC	286.00		(2,705,277.94)	December Hap
12/01/2022	003898	Joshua One Seven, LLC	780.00		(2,706,057.94)	December Hap
12/01/2022	003899	Daniel Lohman	454.00		(2,706,511.94)	December Hap
12/01/2022	003900	Katie A. Martinez	282.00		(2,706,793.94)	December Hap
12/01/2022	003901	KRISTIN R. NELSON	15.00		(2,706,808.94)	December Hap
12/01/2022	003902	Audrey Puuri	7.00		(2,706,815.94)	December Hap
12/01/2022	003903	Rae A. Robar	102.00		(2,706,917.94)	December Hap
12/01/2022	003904	Sawyer Village	507.00		(2,707,424.94)	December Hap
12/01/2022	003905	Statewide Property Management	1,712.00		(2,709,136.94)	December Hap
12/01/2022	003906	Negaunee Apartments LP	237.00		(2,709,373.94)	December Hap
12/01/2022	003907	HAAS	420.86		(2,709,794.80)	Through 12/30/2022
12/12/2022	003908	906 Real Estate Holdings LLC	171.00		(2,709,965.80)	September 2022
						September 22, 2022 for Peter Paris rent per MHC
						Accountant

Marquette Housing Commission
Check Register Summary Report
Voucher

From: 11/22/2022 To: 02/24/2023

Date: 02/24/2023
Time: 12:30:52

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
12/16/2022	003909	Mining Journal	40.60		(2,710,006.40)	Close WL Jan 1 2023 Ad ran Nov 28 & 29 2022
12/16/2022	003910	City of Marquette-City Treasurer	880.16		(2,710,886.56)	Nov payroll
12/16/2022	003911	Housing Data Systems	345.00		(2,711,231.56)	1/1-3/31/2023
12/16/2022	003912	Cardmember Service	99.00		(2,711,330.56)	Due Jan 1 2023 1099's
01/01/2023	ACH	906 Real Estate Holdings LLC	171.00		(2,711,501.56)	January Hap
01/01/2023	ACH	Stuart Bennett	579.00		(2,712,080.56)	January Hap
01/01/2023	ACH	James B. Butts	381.00		(2,712,461.56)	January Hap
01/01/2023	ACH	Scott or Sharon Ciullo	382.00		(2,712,843.56)	January Hap
01/01/2023	ACH	Grandview Marquette	2,244.00		(2,715,087.56)	January Hap
01/01/2023	ACH	Ironshore Properties, LLC	1,158.00		(2,716,245.56)	January Hap
01/01/2023	ACH	Iron Bay Properties	837.00		(2,717,082.56)	January Hap
01/01/2023	ACH	Kevin Koupus	696.00		(2,717,778.56)	January Hap
01/01/2023	ACH	Lost Creek Apartments	399.00		(2,718,177.56)	January Hap
01/01/2023	ACH	M&M Properties LLC	400.00		(2,718,577.56)	January Hap
01/01/2023	ACH	Denise Nelson	453.00		(2,719,030.56)	January Hap
01/01/2023	ACH	Orianna Ridge - The Preserve	1,176.00		(2,720,206.56)	January Hap
01/01/2023	ACH	Proex Realty	1,250.00		(2,721,456.56)	January Hap
01/01/2023	ACH	Salome Racine	465.00		(2,721,921.56)	January Hap
01/01/2023	ACH	Allison L. Smith	1,481.00		(2,723,402.56)	January Hap
01/01/2023	ACH	Lisa St. Charles	750.00		(2,724,152.56)	January Hap
01/01/2023	ACH	Ron Thorley	524.00		(2,724,676.56)	January Hap
01/01/2023	ACH	Heidi Lynn Werda	597.00		(2,725,273.56)	January Hap
01/01/2023	003913	Birch Grove MHC	286.00		(2,725,559.56)	January Hap
01/01/2023	003914	Joshua One Seven, LLC	780.00		(2,726,339.56)	January Hap
01/01/2023	003915	Daniel Lohman	454.00		(2,726,793.56)	January Hap
01/01/2023	003916	Katie A. Martinez	282.00		(2,727,075.56)	January Hap
01/01/2023	003917	KRISTIN R. NELSON	15.00		(2,727,090.56)	January Hap
01/01/2023	003918	Audrey Puuri	7.00		(2,727,097.56)	January Hap
01/01/2023	003919	Rae A. Robar	102.00		(2,727,199.56)	January Hap
01/01/2023	003920	Sawyer Village	507.00		(2,727,706.56)	January Hap

Date: 11/22/2023
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Marquette Housing Commission

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Check Register Summary Report

Voucher

From: 11/22/2022 To: 02/24/2023

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/01/2023	003921	Statewide Property Management	875.00		(2,728,581.56)	January Hap
01/01/2023	003922	Negaunee Apartments LP	252.00		(2,728,833.56)	January Hap
01/09/2023	003923	HAAS	218.36		(2,729,051.92)	Monthly Fee Amount du Jan 30
01/17/2023	003924	Cardmember Service	60.00		(2,729,111.92)	Stamps
01/17/2023	003925	City of Marquette-City Treasurer	1,104.12		(2,730,216.04)	December Payroll
01/25/2023	003926	906 Technologies	18.63		(2,730,234.67)	AT-25917
02/01/2023	ACH	906 Real Estate Holdings LLC	171.00		(2,730,405.67)	February Hap
02/01/2023	ACH	Stuart Bennett	579.00		(2,730,984.67)	February Hap
02/01/2023	ACH	James B. Butts	381.00		(2,731,365.67)	February Hap
02/01/2023	ACH	Scott or Sharon Ciullo	382.00		(2,731,747.67)	February Hap
02/01/2023	ACH	Grandview Marquette	2,770.00		(2,734,517.67)	February Hap
02/01/2023	ACH	Ironshore Properties, LLC	1,158.00		(2,735,675.67)	February Hap
02/01/2023	ACH	Iron Bay Properties	837.00		(2,736,512.67)	February Hap
02/01/2023	ACH	Kevin Koupus	696.00		(2,737,208.67)	February Hap
02/01/2023	ACH	Lost Creek Apartments	399.00		(2,737,607.67)	February Hap
02/01/2023	ACH	M&M Properties LLC	400.00		(2,738,007.67)	February Hap
02/01/2023	ACH	Denise Nelson	453.00		(2,738,460.67)	February Hap
02/01/2023	ACH	Orianna Ridge - The Preserve	1,155.00		(2,739,615.67)	February Hap
02/01/2023	ACH	Proex Realty	1,250.00		(2,740,865.67)	February Hap
02/01/2023	ACH	Racine Rentals, LLC	465.00		(2,741,330.67)	February Hap
02/01/2023	ACH	Allison L. Smith	1,481.00		(2,742,811.67)	February Hap
02/01/2023	ACH	Lisa St. Charles	750.00		(2,743,561.67)	February Hap
02/01/2023	ACH	Ron Thorley	524.00		(2,744,085.67)	February Hap
02/01/2023	ACH	Heidi Lynn Werda	597.00		(2,744,682.67)	February Hap
02/01/2023	003927	Birch Grove MHC	286.00		(2,744,968.67)	February Hap
02/01/2023	003928	ANJANETTE DISHMOND	19.00		(2,744,987.67)	February Hap
02/01/2023	003929	Joshua One Seven, LLC	780.00		(2,745,767.67)	February Hap
02/01/2023	003930	Daniel Lohman	454.00		(2,746,221.67)	February Hap
02/01/2023	003931	Katie A. Martinez	282.00		(2,746,503.67)	February Hap
02/01/2023	003932	KRISTIN R. NELSON	15.00		(2,746,518.67)	February Hap

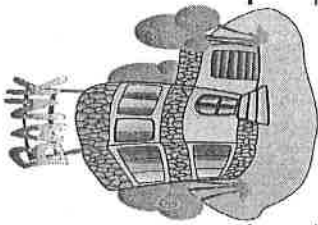
Check Register Summary Report

Voucher

From: 11/22/2022 To: 02/24/2023

Date: 02/24/2023
Time: 12:30:52

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
02/01/2023	003933	Audrey Puuri	7.00		(2,746,525.67)	February Hap
02/01/2023	003934	Rae A. Robar	102.00		(2,746,627.67)	February Hap
02/01/2023	003935	Sawyer Village	507.00		(2,747,134.67)	February Hap
02/01/2023	003936	Statewide Property Management	875.00		(2,748,009.67)	February Hap
02/01/2023	003937	Negaunee Apartments LP	252.00		(2,748,261.67)	February Hap
02/07/2023	003936	**VOID** Statewide Property	(875.00)		(2,747,386.67)	February Hap Void Refer 003936 - It should be paid to Longine
02/08/2023	003938	HAAS	218.36		(2,747,605.03)	Jan 2023 Invoice 1/31/2023
02/22/2023	003940	Cardmember Service	177.00		(2,747,782.03)	Goes with BA check
02/22/2023	003941	City of Marquette-City Treasurer	968.38		(2,748,750.41)	January 2023 Payroll
Total:			56,799.47	0.00		



Marquette Housing Commission Cash Position Statement

FISCAL YEAR END 2023

February

	Account Number	Account Name	Last Board Meeting 10/26/2021	Current Balance 2/24/2023	Change
Incredible Bank	CK MPOOL 0001 100221327	GF checking	3,217,450.91	681,892.68	(2,535,558.23)
Incredible Bank	100617919	HCV Checking	59,057.34	61,406.99	2,349.65
Incredible Bank	CD		0.00	3,000,000.00	3,000,000.00
TOTALS ALL ACCTS			3,276,508.25	3,743,299.67	466,791.42

Business Activities (Sharon, Susi and Kendra)

HAP-Housing Assistance Payment

HCV-Housing Choice Voucher

January - December 2023

	Oct-23	Nov-23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Total Under Lease				33								
Voucher Count												
End of Participation												
Shop Mode				Smith								
Issued from wait list												
Leased												
Issued vouchers												
Portable Vouchers Pd												
% Voucher Utilized												
Monthly HAP Expense				\$17,503	18,027.00	17,941.00						
Total Spent to date	53,471.00	53,471.00		\$17,503	35,530.00	53,471.00	53,471.00	53,471.00	53,471.00	53,471.00	53,471.00	53,471.00
% Budget Utilized	0.0%	0.0%	0.0%	8.34%	16.9%	25.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target %	83.3%	91.6%	100.0%	8.33%	16.66%	25.0%	33.3%	41.7%	50.0%	58.3%	66.7%	75.0%
May 2022 report based on \$182637												

Based on 9/2021 report from HUD, 20232 will be based on \$209867

MI070 HCV Leasing and Spending Projection - The Goods

PHA Name		Marquette Housing Commission		PHA Number		MI070		Utilization Report:			HCV Utilization Report October 2022			Print		TTY Guide		TTY Videos	
												Save		Access Additional Tools		Disclaimer			
		ACCFunding Information						Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections					
ACC		Current Year (2022)		Year 2 (2023)		Year 3 (2024)		HAP		Success Rate		50%		Annual Turnover Rate		6.0%		2022	
Beginning ACC Vouchers		50		53		53		Year 2 (2023) Benchmark		107.6%						PIC EOP % as of 11/30/2022 (2 EOPs): 8.82%		UML % of ACC (UMA)	
Funding Components		Current Year (2022)		Year 2 (2023)		Year 3 (2024)		Year 3 (2024) Benchmark		100.0%								HAP Exp as % of All Funds	
Initial BA Funding (net offset)		\$183,233		\$219,406		\$222,338		Year 2 (2023) % Excess Reserves Offset		33.0%		30%				2023 Estimated Inflation Factor		HAP Exp as % of Eligibility only	
Offset of HAP Reserves		\$169		\$0		\$0		Year 3 (2024) % Excess Reserves Offset		0.0%		0%				7.6%		108.3%	
Set Aside Funding		\$0						Administrative Fees				30%						End of Year Results	
New ACC Units Funding		\$4,777		\$14,330		\$0		Year 1 (2022)		89.0%		40%						Projected 12/31 Total HAP Reserves	
Total ABA Funding Provided		\$188,010		\$233,736		\$222,338		Year 2 (2023)		80.0%		120 to 150 days						HAP Reserves as % of ABA (Start: 26.3%)	
PHA Income		\$0		\$0														Excess Reserves Subject To Offset	
Total Cash-Supported Prior Year-End Reserves		\$49,445		\$33,584		\$44,993		HUD-Held Reconciliation - 12/31/2021 Cash Sufficiency Check										End of Year 3 Results (2024)	
								HUD-established CYE HHR		\$53,471		HUD-established CYE HHR						Projected Total HAP Reserves	
								HUD-Estimated Reconciled Net Position		(\$2,761)		PHA-Held Cash 12/31/2021 (VMS)						18.7%	
								HUD-Reconciled		\$50,710		HUD-Reconciled (Cash Capped)						See Detail	
								Lower of H17/H17 (May Override)		\$49,445		Lower of H17/H17 (May Override)		Reserve Adjustment due to PY VMS Changes				2022	
								HUD v PHA difference: \$3,121.00 or 1.7% of Eligibility		HUD-Reconciled RNP v PHA-Reported RNP (\$5,882)		Lower of H17/H17 (May Override)						2023	
																		Admin Fees Earned (PY: \$21,877)	
																		\$24,176	
																		\$18,269	
																		\$20,568	
																		Expense %	
																		75.6%	
																		98.9%	
																		Based on the most recent official (end of fiscal year) UNP.	
																		MI070 has a projected 2022 Calendar Year EYE (CYE) UNP of \$41,488 (or 17.1% of CY 2022 Earned Annual Fee) and a 2023 CYE UNP of \$47,383 (or 22.8% of CY 2023 Earned Annual Fee).	

MI070 HCV Leasing and Spending Projection - The Goods

PHA Name	Marquette Housing Commission	PHA Number	MI070	Utilization Report:		HCV Utilization Report December 2021					JYF Guide	JYF Videos	
						Lease	Report Administrative Fees	Cost Savings					
ACCFunding Information				Funding Proration/Offset Levels		Program Projection Variables					Leasing and Spending Outcomes Current and Following Year Projections		
ACC	Current Year (2021)	Year 2 (2022)	Year 3 (2023)	HAP		Success Rate	43%	Annual Turnover Rate	18.0%	PIC EOP % as of 3/31/2022 (6 EOPs): 15.15%	2021	2022	
	50	50	50	Year 2 (2022) Benchmark	102.7%						UML % of ACC (UMLs)	68.5%	
		Year 2 (2022)	Year 3 (2023)	Year 3 (2023) Benchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 1.51 months)					HAP Exp as % of Funds	77.8%	
		Current Year (2021)		Year 2 (2022) % "Excess" Reserves Offset	25.0%	% leased in 30 to 60 days	83%			*Estimated* 2022 Inflation	HAP Exp as % of Eligibility only	84.8%	
		\$0	\$4,331	\$0	Year 3 (2023) % "Excess" Reserves Offset	0.0%	% leased in 90 to 60 days	0%	2.7%		End of Year Results		
Set Aside Funding	\$0			Admin. Proration/Offset Fees						Projected 12/31 Total HAP Reserves	\$50,710	\$26,818	
New ACC Units Funding	\$0	\$0	\$0		84.0%	% leased in 90 to 120 days	17%			HAP Reserves as % of ABA (Start: 8.9%)	24.2%	15.0%	
Total ABA Funding Provided	\$209,867	\$178,475	\$202,367		90.0%	% leased in 120 to 150 days	0%			Excess Reserves Subject To Offset	\$17,326	\$0	
PHA Income	\$0	\$0								End of Year Results (2023)			
Total Cash-Supported Prior Year-End Reserves	\$18,781	\$50,710	\$26,818	HUD-Held Reconciliation Cash Sufficiency Check						Projected Total HAP Reserves	10.4%		
				HUD-established CYE HRR	\$14,253	HUD-established CYE HRR			Reserves % EA				
Total Funding				\$4,528	\$41,857	PHA-Held Cash 12/31/2020 (VMS)				See Detail			
Total Funding Available	\$228,648	\$229,185	\$229,185	\$18,781	\$56,110	HUD-Reconciled (Cash Support)				Administrative Fees Analysis	2021	2022	
				Lower of H17/H17 (May Override)	\$18,781	Lower of H17/H17 (May Override)			<= 7,200 UMLs (No Proration)	Admin Fees Earned (FY: 2021-2023)	\$22,827	\$24,196	
										\$66.12	\$61.70	\$21,048	
										Expense	100.2%	87.0%	
Based on the most recent official (end of fiscal year) UNP, MI070 has a projected 2021 Calendar Year-End (CYE) UNP of \$23,591 (or 103.3% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of \$26,739 (or 110.5% of CY 2022 Earned Admin Fees)													

Policy Agenda 2023-24

During the 2023-24 legislative session, CEDAM will focus its advocacy efforts on the State of Michigan and our state agencies achieving the following goals:



EXPAND ACCESSIBLE, AFFORDABLE, QUALITY HOUSING OPTIONS FOR ALL MICHIGAN RESIDENTS

- Sustainably invest in Michigan's Housing and Community Development Fund to build and rehabilitate homes for extremely-low to middle-income households
- Fund regional collaboration to implement the **Statewide Housing Plan**
- Implement and roll out the **Qualified Allocation Plan (QAP)** and **Racial Equity Impact Assessment (REIA)** process robustly and transparently



STRENGTHEN PROGRAMS THAT PROMOTE ECONOMIC INCLUSION

- Expand investments in **Children's Savings Account** programs across the state
- Increase the state **Earned Income Tax Credit (EITC)** and state funding for **Volunteer Income Tax Assistance (VITA)**
- **Cap rates on predatory payday loans** and increase access to **responsible lending** products
- Advance policies that improve equitable access, adoption, and use of **broadband**



INCREASE CAPACITY FOR MUNICIPALITIES AND LOCALLY-BASED COMMUNITY ECONOMIC DEVELOPMENT NONPROFITS

- Fund locally-based nonprofits to increase capacity to carry out **small-to medium-sized revitalization projects**
- Invest in **capacity building programs** that help communities increase local collaboration, remove barriers to development, and expand community services (including CEDAM's **Community Development Fellowship** and **AmeriCorps** programs)



About PHADA Fact Sheet

Q1. Who belongs to PHADA?

- PHADA's members include 1,900 Housing Agencies representing over 1.9 million low-income housing units throughout the United States.
- Members manage small, medium, large, rural, and urban housing authorities that run programs including public housing, housing choice vouchers, Rental Assistance Demonstration (RAD), and a variety of other innovative public-private partnerships.

Q2. What does PHADA do?

- PHADA membership supports and advances Housing Authorities' missions to protect and improve low-income housing options for the senior citizens, disabled persons, and families in communities nationwide.
- PHADA provides its members with important information, professional development, and advocacy to help them administer adequate, safe housing for Americans in need.
- PHADA works closely with members of Congress to develop sensible and effective public housing statutes and to obtain adequate funding for low-income housing programs.
- PHADA advocates before HUD on a variety of regulations governing public housing nationwide.

Q3. Why should a Housing Authority Agency/Director join PHADA?

- Be informed. Receive our top member benefit, the *Advocate* newsletter, which includes insights into HUD and Congressional actions, funding opportunities, major developments in the public housing field, and more.
- Be heard. PHADA represents your voice, uniquely and forcefully, as we advocate before Congress and HUD. Your membership amplifies our message.
- Advance your knowledge and leadership skills through PHADA's top-rated publications.
- Stay up-to-date on operating policies and practices, educational opportunities at our conferences, industry breaking news and more through online, members-only information.
- Influence the direction of Federal Rental Assistance programs through committee participation and contact with the PHADA staff. Members have the opportunity to articulate how national policies will impact local programs.
- Receive special discounts on PHADA conference registration for each member of your staff and for your Board of Commissioners.
- Build relationships with professionals making a difference in communities throughout the United States.

Q4. What types of membership are available?

1. **Housing Agency:** a member agency's representatives (Executive Director or Designee).
– *Pricing is based on the number of units.*
2. **Affiliate:** Private companies, consultants, law firms, and other businesses with an interest in public and assisted housing policy are eligible for affiliate membership.
– *Fee is \$1,000 per year.*

Q5. How can a Housing Agency or Affiliate become a PHADA Member?

Three options:

1. Online: www.PHADA.org/join
2. By phone: 202-546-5445
3. By email: membership@phada.org

Q6. How can someone connect with PHADA on social media?

Twitter: @PHADA_USA

Facebook: www.facebook.com/PHADAUSA

LinkedIn: www.linkedin.com/company/phadausa

YouTube: <http://bit.ly/YouTubePHADA>

Marquette Housing Commission

Strategic Plan DRAFT

December 2022

Mission: The mission of Marquette Housing Commission (MHC) is to provide and maintain quality, affordable housing free from discrimination.

Who We Serve: MHC currently serves residents of the city of Marquette at Pine Ridge Marquette and Lake Superior Village. MHC also serves residents throughout Marquette County with the Housing Choice Voucher program.

Programs:

- Pine Ridge Marquette—MHC manages 140 income-based apartments
- Lake Superior Village—MHC manages 116 income-based townhomes
- Lake Superior Youth and Family Center—MHC employs program staff to provide year-round activities for youth and their families
- Housing Choice Voucher Program—MHC issues and administers vouchers that pay a portion of participants' monthly rent for privately-owned units

Goals for 2023-2028

1. Maintain and/or improve physical condition of properties managed and/or owned.
2. Position MHC as go-to organization for property management
3. Add affordable housing units to MHC portfolio
4. Strengthen Board of Directors
5. Fund Youth and Family Center programming annually
6. Project base existing vouchers as allowed by federal statutes

Goal for 2022-2032

1. Develop succession plan for Executive Director position

Background and Context

In recent years, Marquette Housing Commission has undergone significant restructuring via the Rental Assistance Demonstration (RAD) Program. Participating in the RAD program allowed the housing commission to sell Pine Ridge Apartments and Lake Superior Village to Affordable Housing Solutions of the Upper Peninsula (AHSUP), a 501c3 nonprofit. When sold, the buildings were no longer public housing and could leverage the properties to utilize tax credits, loans, and bonds to renovate the buildings. MHC manages Pine Ridge Marquette and Lake Superior Village and has maintained the same employees to operate the projects. The MHC Executive Director (ED) is also the ED of AHSUP and MHC. The restructuring has opened opportunities for

public/private partnerships and different ways of adding additional housing units. There are currently four MHC board members. Three are new to the board. Two are also on the board of AHSUP.

A strategic planning retreat with the board and executive director was held at Lake Superior Village Youth and family Center on Dec. 10, 2022. Linda Remsburg of Grow & Lead facilitated a revision of the mission statement, creation of a vision statement, identification of core values and a SWOT analysis. Out of that, the group identified priorities for action and set goals for the next 3-5 years and 10 years.

Mission review: The new mission statement (above) was agreed on after discussion and revisions from the prior mission statement.

Vision: A vision statement describing the future MHC is working toward was developed and agreed upon.

MHC vision: A community where all people have access to quality housing.

Core Values: Developed and agreed on list of core values which are principles, attributes, beliefs we hold which form the foundation on which we perform work and conduct ourselves. These include:

- Fiscal responsibility
- Innovation
- Compassionate and inclusive delivery of services in compliance with Fair Housing Regulations
- Positive community impact

SWOT Analysis: The following strengths, opportunities, weaknesses and threats were identified.

Strengths	Weaknesses
<ul style="list-style-type: none">• Flexible, caring employees. Quality staff• Strong executive director• History (operating since 1968)• Consistent, equitable treatment of residents—fair housing• Staff knowledge to administer private/public partnerships• Resilience of staff• Longevity of staff (little turnover)• Good benefits provided to staff	<ul style="list-style-type: none">• Utilization of existing communication pathways for residents to leadership• Some tenants misunderstanding their roles• Some tenants feel they're not being heard• ED concerned about tenants going over her head to board• Existing complaint procedure exists, but is not being followed re: tenant handbook

<ul style="list-style-type: none"> • Relation with City of Marquette and other entities • Play well with others • Strong partnerships, collaborations • Flexible open-minded leadership <ul style="list-style-type: none"> ◦ Board members are diverse and include those served by MHC • Increase in community awareness of need for affordable housing • Updated, well-maintained properties • Community's perception of MHC has improved • Safe communities 	<ul style="list-style-type: none"> • Role confusion – AHSUP versus MHC versus Board Members • Don't own buildings • No longer public housing units available in city of Marquette • Low funding levels from government – no multiplier based on rental rates • Lack of landlords who accept vouchers • Stigma of low-income housing and area still exist • Board inexperience, need to recruit • City appointment process, restrictions
<p>Opportunities</p> <ul style="list-style-type: none"> • Need more units • Rental Assistance Demonstration (RAD) way for public housing to become private. All administrations have supported • MHC could do more marketing of its management services including public housing outside of city; community could maintain its own board and share an ED. Less expensive than hiring ED • Vouchers are allowed outside city • Review board restrictions and possibly change so board members do not have to be residents <ul style="list-style-type: none"> ◦ (as part of city, beneficial for staff i.e. benefits) • Jacobetti collaboration • Tall Pines motel renovation, studio apartments • Greater demand for housing • Build more public housing. MHC has 256 RAD units out of 257 	<p>Threats</p> <ul style="list-style-type: none"> • Thrivent finances purchases/management – competitor • Cannot use LSV or Pine Ridge buildings to generate income • Big fish. Others have more money than us • NIMBY (Not In My Neighborhood) attitude toward low-income housing • Michigan Rental laws –Mgt companies cannot sign leases without broker on staff. We would need broker on staff and would need to be licensed real estate agents to sign leases. • Confusing laws allow room for error in becoming go-to management org. Cannot happen at this point with what we have. Management fees would have to cover broker and agents. • Zoning laws – duplexes not allowed in most areas.

<p>Faircloth limit for city. Government has decided to say no to additional. However, government may reallocate unused allocations on other cities, do a slow grab of these to create new public housing. New will be RAD again.</p> <ul style="list-style-type: none"> • Learn process for getting units elsewhere reallocated here • High homelessness rate • Additional vouchers are available for foster children and veterans • Grant funding – housing is hot topic right now • Possible collaboration with investors i.e. churches etc. Multi-unit building outside of Marquette with less restrictions. Use a few as Air BNB and rent others as affordable housing units • Land near Fox Negaunee – Brownfield money • Habitat for Humanity, CAAM, other collaborations • Eminent domain blighted property • Brownfield provides \$ for streets/utilities so building can be done • Purchase foreclosure properties • Focus on existing buildings • Allies in Jacobetti neighborhood • Other ways to generate income – solar farm, etc. – community friendly/sustainability • Marquette BLP property • Support LSV Youth and Family Center with annual funding 	<ul style="list-style-type: none"> • Air BNB and VRBO • Slumlords • College town. Lots of money to be made renting to students. • Limited land. God isn't making any more.
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Based on the SWOT Analysis, the following priorities were determined:

1. Maintenance of properties at current level or better
2. Position MHC as go-to organization for property management
3. Adding housing units
4. Bolster board of directors
5. Financial support for Youth and Family Center
6. Succession plan for Executive Director position

Evaluation

- Review documentation of each grievance
- Ask executive director whether she feels sufficiently supported in this regard

Goal 1: Maintain properties at current level or better

Action Steps:

1. Establish current level of work orders and turn-around time as baseline and compare annually
2. Review annual inspections

One year milestone – All items found in annual inspections are corrected within 30 days.

Evaluation

- Track number of work orders and turn-around time

Goal 2: Position MHC as the go-to organization for property management

Action Steps:

1. Executive director obtains real estate license
2. Contract with real estate broker once executive director obtains realtor license
3. Keep line of communication open between MHC and City of Marquette regarding

new housing developments.

4. Maintain contact with area municipalities regarding new housing developments.

One year milestone – ED obtains realtor license, MHC contracts with Real Estate Broker.

Evaluation

Goal 3: Add affordable housing units

Action Steps:

1. Explore purchasing existing housing within the city and township of Marquette to convert into apartments.
2. Explore buying a multi-unit building with units (possibly 2) to be operated as Airbnb to help fund additional units (possibly 3) to be operated as affordable housing.

One-year milestone –Create long term plan to determine financial feasibility of developing housing without government funding.

Evaluation

Goal 4: Strengthen Board of Directors

Action Steps:

1. Educate board members on roles of AHSUP/MHC
2. Provide board members with training on nonprofit board roles and responsibilities
3. Develop and/or distribute board handbook
4. Address board member terms with city
5. Develop plan for recruitment of additional board members

One year milestone – Board members clear on roles of ASHUP/MHC. Board

members attend training on nonprofit board roles and responsibilities. Board handbook developed. City approached regarding board member terms. Plan in place to recruit new members.

Evaluation

- Board member survey

Goal 5: Help fund Youth & Family Center programming

Action Steps:

1. Determine where funding will come from
2. Bring to an annual vote of the board

One year milestone –\$25,000 for salaries built into the budget

Evaluation

10-Year Goal 1: Develop Leadership Succession Plan

Action Steps: Obtain drafts for other housing commissions

One year milestone –

Evaluation



Grow & Lead
Community and Youth Development

Client Satisfaction Survey - Marquette Housing Commission

1. Preparing for the Service:

Prior to delivering a service, Grow & Lead normally has one or more interactions with clients to prepare for the work. How would you rate your overall experience with Grow & Lead in preparing to receive services?

Poor

☐

Fair

☐

Good

☐

Excellent

☐

2. Please use this space to provide feedback or comments about the pre-service preparation process.

1 / 3

33%

Submit



Grow & Lead
Community and Youth Development

Client Satisfaction Survey - Marquette Housing Commission

3. Delivery of Service:

How would you rate your overall satisfaction with the service you received from Grow & Lead: Community and Youth Development?

Not satisfied

☐

Somewhat satisfied

☐

Satisfied

☐

Very satisfied

☐

4. How would you rate your interactions with the Grow & Lead staff who delivered this service?

Poor

☐

Fair

☐

Good

☐

Excellent

☐

5. How would you rate your satisfaction with the performance of Grow & Lead staff during this service? (e.g., professional, timely, helpful)

Poor

☐

Fair

☐

Good

☐

Excellent

☐

6. Did you (and/or someone else in your organization) learn something as a result of this service? (e.g., new skills, attitudes, ideas, knowledge)

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Additional Comment

7. If yes, have you applied it in your work?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Additional Comment

8. Please use this section to provide comments about the Delivery of Service you received.

2 / 3

67%

Prev

Submit



Grow & Lead
Community and Youth Development

Client Satisfaction Survey - Marquette Housing Commission

9. Follow-up to Service:

How would you rate Grow & Lead's follow-up, if any, to the service you received?

Poor

☐

Fair

☐

Good

☐

Excellent

☐

Not applicable

☐

10. If follow-up was problematical for you, how would you recommend we improve it?

11. Based on this service, how likely are you to refer us to a friend or colleague?

Not
likely

☐☐☐☐

Neutral

☐☐☐☐☐

Very
likely

☐



RESOLUTION 2023-1 PERSONNEL POLICY

WHEREAS, the Marquette Housing Commission has a Personnel Policy to promote the orderly and peaceful labor relations for the mutual interest of the MHC and its employees; and

WHEREAS, circumstances change that require an amendment to such Personnel Policy; and

NOW, THEREFORE, BE IT RESOLVED, to adopt this Personnel Policy for all employees of the Marquette Housing Commission.

Motion by _____, seconded by _____, to adopt this resolution this 28th day of February, 2023.

AYES:

President Marquette Housing Commisison

NAYS:



2023-1
RESOLUTION ~~2010-23~~
PERSONNEL POLICY

WHEREAS, the Marquette Housing Commission has a Personnel Policy to promote the orderly and peaceful labor relations for the mutual interest of the MHC and its employees; and

WHEREAS, circumstances change that require an amendment to such Personnel Policy; and

WHEREAS, telecommuting and inclement weather are not addressed in the policy; and

WHEREAS, the Union Agreements and the Personnel Policy are not in agreement in regards to vacation carry over hours; and

WHEREAS, a Union Agreement and the Personnel Policy may not agree; and

WHEREAS, the Union Agreement for the job class will govern;

NOW, THEREFORE, BE IT RESOLVED, to adopt this Personnel Policy with above stated revisions for all employees of the Marquette Housing Commission.

Motion by Rose, seconded by Metz, to adopt this resolution this 28th day of February, 2023.

AYES:



President

NAYS:



MARQUETTE HOUSING COMMISSION PERSONNEL POLICY

I. PURPOSE

The policies contained herein constitute the official personnel policies and procedures of the Marquette Housing Commission (hereinafter referred to as Commission). They are intended to promote orderly and peaceful labor relations for the mutual interest of the employer and the employees.

Provisions of this policy may vary for the Executive Director in which case, the written Contract with the Executive Director will govern. All provisions not identified in said contract will be covered in this Personnel Policy.

It is further the purpose and intent of this policy to promote the general efficiency of the work force of this Commission to provide courteous, prompt and efficient services to the projects and to the tenants.

To these ends the Commission endeavors to obtain the fullest degree of friendly and cooperative relations between the Commission and the employees at all levels.

These personnel policies and procedures may be reviewed and amended periodically to assure compliance with applicable state and federal laws. These policies may also be amended to correct errors or omissions and to eliminate obsolete or undesirable practices or procedures. Provisions of this policy may vary from Union Agreement(s) in which case the Union Agreement will govern. When a practice or procedure is silent in the Union Agreement; this policy will govern.

At hiring, the Executive Director of the Commission shall have the same benefit schedule that applies to the City of Marquette Department Heads (which is in effect at date of hire). Any additional city benefits shall apply during the term of employment. Initial salary, salary increases and additional benefits will be at the discretion of the Board of the Commissioners.

At retirement, the City of Marquette's Department Head benefits shall apply to the Executive Director (hereinafter referred to as Director), including full compensation for accrued vacation, personal and sick days.

II. PERSONNEL ADMINISTRATION

1. AUTHORITY. The Commission shall be the ultimate policy-making authority in matters pertaining to personnel.

2. ADMINISTRATION. The Commission shall name a Director who shall have general supervision over the administration of the business affairs of the Commission's personnel policies on a day-to-day basis. The Director may exercise discretion within the personnel policies and Employee Handbook, but may not contradict to avoid the personnel policies. Ambiguities in the personnel policy shall be resolved by the Commission at a regular or special meeting.



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III. MANAGEMENT RIGHTS.

1. Rights of the Commission. The Commission retains and reserves all powers, rights, authority, duties and responsibilities, conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and the United States, including, but not limited to, the right:

- a. To manage its affairs efficiently and economically, including the determination of quantity and quality of the work and services to be performed, the control of materials, tools and equipment to be used, and the discontinuance of any services, materials or methods of operation;
- b. To introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- c. To subcontract or purchase the construction of new facilities or the improvement of existing facilities, and to contract and subcontract out work;
- d. To determine the number, location and type of facilities and installations;
- e. To establish work standards, and the means, methods, processes and procedures by which work is to be performed
- f. To determine the size of work force and increase or decrease its size;
- g. To hire new employees, to assign and lay off employees, and to reduce the work week or the work day
- h. To maintain discipline and efficiency, and to discharge, discipline and demote employees for just cause;
- i. To determine lunch, rest periods and cleanup times, starting and quitting times and the number of hours to be worked;
- j. To establish work schedules;
- k. To direct the work force, to assign the type and location of work assignments and related work to be performed, and to determine the number of employees assigned to operations;
- l. To transfer, promote and demote employees with proper justification;
- m. To assess the qualifications and competency of employees to perform available work;
- n. To establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification;
- o. To establish training requirements for purposes of maintaining and improving professional skills of employees and for purposes of advancement;
- p. To adopt, revise and enforce rules, policies and procedures governing its operations, and to carry out cost and general improvement programs; and
- q. To take the steps determined to be necessary by the Commission to obtain and maintain high housing standards specifically as it relates to inspections, evictions and lease enforcements, turnaround time, occupancy, re-certifications, rent collections, completion of work orders and other relevant factors.

IV. POLICY ON PUBLIC STATEMENTS

The Director and the President of the Commission are the only official spokespersons for this Commission. All inquiries from the media or media issues should be referred to the Director or President of the Commission who may delegate this authority in his/her absence or in special cases.

V. BASIC PRINCIPLES

1. Employee Selection. The Commission is an equal opportunity employer. Employment with this commission shall be based on information from applications for employment and interviews when deemed appropriate. The selection for employment shall be made on the basis of relative ability, knowledge, and skills needed for the particular position available.

2. Application Process. All potential employees must go through the application process.

- a. Persons desiring employment shall submit a written application provided by the Commission. A resume will also be required for applicants, specifying their qualifications, experience, education, references, and other necessary information which may be required. All applications must be signed and dated by the applicant and false statements shall be a cause for rejection or dismissal
- b. The Commission may require an applicant to appear for a personal interview or utilize videography to further evaluate training, experience, skills and personality. The Commission may negotiate reimbursement of all or a portion of costs associated with interviewing for the position of the Director
- c. The Commission will require a physical examination and drug screening from a doctor of the Commission's choice as part of the hiring process to insure the applicant is capable of performing the duties of the position. Examinations will be paid for by the Commission. As drug screen results may be delayed, an employee may be hired prior to the receipt of results if the Commission has reasonable expectation the applicant will pass the drug screening. Under such circumstances, the applicant and the Commission will sign a statement stating the person will be terminated if the drug screening reveals inappropriate drug use.

3. Drug testing. Drug testing will be required where the Commission has reasonable suspicion that the employee is currently using drugs or is under the influence of drugs or alcohol while on duty on or on Commission premises. In the event of an accident on the job causing any personal or property damage will require drug (including alcohol) testing.

4. Probationary period. All employees of the Commission, whether full or part-time, shall be on probation upon employment.

- a. All employees will be on probation for nine months of continuous employment from the first day of work for the Commission.
- b. All promotional appointments shall be tentative and subject to a probationary period of ninety (90) calendar days of continuous employment. The probationary period shall be extended for a period of time equal to the time that an employee is absent from duty due to sickness or other reason.
- c. The initial probationary period of nine months shall be utilized by the Commission as an opportunity to observe the employee's performance, to train and aid the employee in adjustments to the work assigned, and to reject any employee whose work performance fails to meet the required work standards.
- d. The promotional probationary period of three months shall be utilized by the Commission as an opportunity to observe the promoted employee's performance, to train and aid the promoted employee in the new work assigned, and to rescind the promotion of any employee whose work performance fails to meet the required work standards.
- e. At any time during the initial probationary period, the Commission may demote or dismiss an employee without cause.
- f. At any time during the promotional probationary period the Commission may rescind the promotion of the employee without cause, but the employee's wage and position prior to the promotion cannot be diminished without cause.
- g. An employee who is demoted or dismissed during the initial probationary period shall not have the right to appeal such action under the Grievance Procedure
- h. Part time, temporary, or seasonal employees will, for these purposes, be considered new employees bound by the 180-day probationary period (8-hour days).

5.Driver's license. A valid Michigan driver's license will be required for all employees who will need to drive to perform the functions of their job or to perform any other work assigned from time to time.

VI. NON-DISCRIMINATION

Fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, gender, religious creed, age, sexual orientation or handicap, and with proper regard for their privacy and Constitutional Rights as citizens is assured. This Fair Treatment Principle includes compliance with the Federal Equal Employment Opportunity and Non-Discrimination Laws. The Director is charged by the Commission with insuring the fair administration of the Commission's Personnel Policy.

VII. Limits on Employee Activities

1. **Nepotism.** To ensure the Commission will remain free of favoritism through family, the following rules shall limit employment with the Commission. For the purposes of these rules, family members shall include a husband, wife, father, mother, sister, brother, son, daughter, significant other, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, step mother, step father, step siblings, step children, step grandchildren and foster children.

- a. No person shall hold a job while (s)he or a member of his/her immediate family serves on the Commission.
- b. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.

2. **Gifts and Gratuities.** No employee shall be allowed to accept, nor allow any member of his/her immediate family to accept any gifts, money, gratuities from (a) persons receiving benefits or services under a Commission Program, or (b) any person or agency performing services for the Commission under contract, or (c) persons who are otherwise in a position to benefit from the actions of any employee or board member with a value greater than \$25.00.

3. **Outside Employment.** Employees may accept outside employment, or may engage in professional or proprietary activities for profit, during times other than normal duty hours, provided there is no interference with their total responsibilities to the Commission, also provided such activities are conducted with no involvement of Commission-owned equipment, materials, or personnel. In the event such activity results in conflict of interest, or in neglect or interference with their responsibilities to the Commission, or would involve bringing discredit to the Commission, the Commission shall require that such activity be partially or totally curtailed. Any plan for outside employment must be reported to the Director prior to involvement.

4. **Solicitation.** No peddling, solicitation, or sales for charitable or religious purposes or any other reason shall be allowed among or by Commission employees during working hours, unless specifically approved by the Director. It is recognized that for the Director, it is important for him/her to be involved in the community which could involve some of these activities. This provision will not apply to the Director.

5. **Political Activities.** Political Activities shall be restricted to the rules and regulations governing employees on government funded programs. (Hatch Act-Section 1502(a) of Title 5.)

6. Use of Commission Property. Any employee found responsible for damage to or loss of Commission property through negligence or abuse, shall be subject to disciplinary action and may be required to reimburse the Commission for such damage or loss. No Commission equipment, facilities, materials, or supplies shall be used by any employee for his/her personal use or activities without written authorization from the Director.

7. Dress Code. Administrative employees must provide their own clothing. Under no circumstances will an employee be allowed to work barefooted or without a shirt or other comparable top covering and full trousers, slacks or skirts. No bare midriffs. Undergarments are required. In all circumstances the apparel must be clean and neat. Body jewelry shall be limited to necklaces at the neck, watches and bracelets at the wrist, ankle bracelets at the ankle, rings on the fingers that don't interfere with the operation of equipment (which includes office equipment), and earrings in the ears. No jewelry shall be worn in eyebrows, nose, tongue, lips, chins or other clearly visible body areas while at the place of business. Applicants may be denied if these items are worn during the application process or interview. Present/current employees may be subject to discipline up to and including discharge for violation of this policy.

Safety glasses must be worn at all times while an employee is performing work where there is danger of dust or flying objects. Ear noise protectors (will be furnished by the Commission) must be worn when operating noisy equipment.

VIII. ORGANIZATION

1. Position Descriptions. The position descriptions of the Director and all of the other Commission employees shall be on file at the Commission office at all times. The Board shall be provided with copies and any updates.

2. Delegation of Authority. Every employee shall be given the authority to perform his/her assigned duties within the position description and within the scope of this policy.

3. Employee Records. The Director shall be responsible for maintaining records on each employee to include pertinent personnel data such as name, address, telephone numbers, position description, and current salary. Records shall also include information relative to completion of training programs, professional designations, awards, employee evaluations, notices of disciplinary actions with attachments and any other data which may impact the employment status of the employee. Medical information must be maintained in a file separate from the personnel file. Employee records must be kept in a locked file.

4. Employee Record Review. All employee records shall be for official use only and shall not be made available for public use. Any individual employee is entitled to review his/her employee records, as provided by the Bullard-Plawecki Right to Know Act, by submitting a written request to the Director specifying the material the employee wishes to review. The Director, or designee, shall respond, in writing, to the employee providing the personnel material requested, within three (3) working days of the employee's written request. Original employee records shall NOT be removed from the Commission office. Employee personnel material will be available under direct supervision to protect the integrity of the file.

IX. STAFFING

The Commission will operate under a uniform and equitable compensation plan. Rates of pay will be directly related to the classification plan and will be determined with regard to the duties or responsibilities of each position description and the ability to perform the task therein.

1. **Director.** The compensation of the Director will be fixed by the Commission Board and will be determined based on factors such as education, experience, ability, performance, and relative effectiveness in the interpretation of and the administration of the regulations governing programs administered by the Commission.

2. **Staff.** The Commission shall establish and maintain pay schedules for all Commission employees. All employees shall be paid at a rate no lower than the current Federal minimum wage. Starting wages or salaries will be negotiated and general increases will be awarded based upon prevailing wage rates in the locality and Commission approval (via the budget). Merit pay may also be awarded subject to the approval of the Commission Board and amounts approved on the budget in accordance with the Merit Pay Policy. The compensation rates and employee benefits of all Commission employees will be reviewed annually and adjustments will be recommended by the Director through the budget process.

3. **Vacancies.** In the event a full time job vacancy or new position occurs in any classification, a notice of said vacancy or new position shall be posted on designated bulletin board at Commission managed properties. The notice shall contain the prerequisites for the job and said prerequisites shall be consistent with the requirements of the job classification. The notice shall remain posted for five (5) calendar days and each interested employee who meets the prerequisites will be considered for the job.

In making promotions and filling vacancies or new jobs, the policy of seniority shall prevail, provided that the senior employee considered for the job is able and qualified to perform the work.

Should no applicant be considered qualified, the Commission may then fill the vacancy or new position from part time, temporary or seasonal employees or new applicants for employment.

The applicant chosen shall demonstrate his/her ability to perform the work over a three month period of time, including previous part time, temporary or seasonal employees which shall be considered probation. The time spent in the part time, temporary or seasonal position, shall not count toward the probationary period of the new full time promoted position. If the employee and the Commission agree that the six month probation period has been successful, said employee will then be permanently assigned to the position. Should such employee not qualify within this period or should (s)he desire, (s)he shall be reassigned to his/her former position without the loss of seniority rights. In this event, the applicant next in line of seniority shall be given the opportunity to qualify and this procedure shall continue until the position has been filled.

Any dispute or difference of opinion as to the employee's ability or qualifications shall be adjusted through the Grievance Procedure.

No employee shall suffer a reduction in pay as a result of a promotion.

4. **Pay Periods.** The payroll of the Commission will be processed by the accounting department of the City of Marquette. The pay period and pay dates will at all times coincide with the dates established by this department and will be bi-weekly.

5. Time and Attendance Reports. An accurate time and attendance report must be maintained by each Supervisor. Supervisors will be responsible for documenting the accuracy of each employee's time sheet. The Director will monitor supervisory time and attendance records and will review all time and attendance records of other employees.

6. Deductions on Payroll. The Commission payroll is prepared by the City of Marquette and any deviations must be requested in writing by the employee and approved by the accounting department of the City of Marquette.

7. Working Hours. The normal hours of work shall be from 8:30 A.M. to 5:00 P.M. Monday through Friday. The Commission reserves the right to change work hours.

8. Flex Time. Flex time will be permitted from time to time with consent from the Director and provided the tenants' needs are being met. Flex Time is defined as the ability to "trade hours" (hour for hour) within a week, yet putting in a full work week. (Ex: Work 8 hours on Sunday so employee can take 8 hours off on Friday.)

9. Lunch and Rest Periods. Full time employees are entitled a thirty-minute lunch period each day without pay and two fifteen-minute rest periods with pay, one in the A.M. and one in the P.M. If preferred, the employee may take an hour lunch break, 30 minutes unpaid and two 15-minute breaks.

10. Overtime. Overtime work shall be avoided as far as possible but may be required, by the Director, or designee, in the interest of efficient operations, in which case the administrative employee shall be granted time off at the rate of one- and one-half times the actual overtime hours worked or be compensated at the rate of one and one half times the actual overtime hours worked.

11. Work from Home or Telecommuting. Telecommuting allows employees to work from home, or at a satellite location for part of their workday or workweek. MHC considers telecommuting to be a flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not an entitlement, it is not an organization-wide benefit, it is not an expectation, and it in no way changes the terms and conditions of employment or union contract. Temporary telecommuting arrangements may be approved for limited circumstances. These arrangements are approved on a case-by-case basis, focusing first on the business needs of the organization

Formal telecommuting is a recurring schedule of working from a remote location.

A. Eligibility:

1. Individuals requesting formal telecommuting arrangements must have a satisfactory performance record and a position with duties suitable to telecommuting.
2. Telecommuting is approved as needed with a three-day notice by the direct supervisor.
3. Maintenance positions are not eligible for telecommuting.

4. MHC is a small operation and cannot provide extensive telecommuting schedules. Remote work is limited to one or two days per week to ensure proper office coverage, excellence in customer service, and sufficient coordination with colleagues.
5. Any telecommuting arrangement may be discontinued at will, with or without reason, and at any time at the request of either the telecommuter or MHC.
6. Employees seeking a formal telecommuting arrangement should make their request in writing through the direct supervisor.

B. Expectations:

1. Telecommuting employees must have prior approval of their telecommuting schedule.
2. Telecommuting employees must have an established, approved work plan that details the types of work, projects, assignments, etc. will be completed remotely.
3. Telecommuting employees must coordinate and communicate regularly with colleagues.
4. Telecommuting employees must plan sufficiently to have suitable work on hand, and the necessary equipment and resources to complete assigned work.
5. Telecommuting employees must meet the same customer services standards as staff working in the office (i.e. return voice mail or email within 24-48 hours.)
6. Telecommuting employees may be asked to provide "work completed" reports to the direct supervisor at the end of each work week in which telecommuting occurred.
7. Telecommuting employees must be honest about the hours they are productively working and receiving pay. Any misrepresentation of worktime will be considered theft, subject to immediate termination. Similar to working at the office, telecommuting employees may take short breaks of less than 15 minutes twice per day without clocking out. Breaks longer than 15 minutes, including meals, are unpaid.
8. Vacation, personal time or sick time will be applied as appropriate to make up the difference between actual time worked and 40 hours/week to preserve full-time benefit status.
9. Telecommuting employees are expected to alter their remote schedule as needed to accommodate organizational needs. For example, a staff training session.
10. Telecommuting employees must abide by all confidentiality requirements of their position and may only access online information according to established regulations pertaining to protected systems and security protocols.
11. Telecommuting employees must care for MHC equipment and ensure its safety and security at all times.

C. The following may result in revocation of telecommuting privileges, disciplinary action and/or immediate termination.

1. Theft of time. (Intentionally being paid for hours not worked.)
2. A breach in safety, security, or confidentiality protocol.
3. Failure to clock in/out consistently and accurately.
4. Missing, inaccurate or insufficient weekly productivity reports.
5. Decline in work productivity or late work.
6. Increase in reports of customer dissatisfaction with staff responsiveness.
7. Telecommuting is creating more work for others or otherwise negatively impacting other staff, for example "I can't do that because I'm working from home."

8. Telecommuting is impacting effective team coordination, office coverage, or overall customer service, for example "I'm not available because I'm working from home."

D. Equipment & Supplies

1. MHC may supply equipment to support a telecommuting schedule but MHC is not obligated to purchase or replace any equipment to support an optional remote schedule.
2. MHC accepts no responsibility for damage or repairs to employee-owned equipment utilized for telecommuting.
3. MHC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary, and will also reimburse the employee for business-related expenses, such as ink cartridges for a personal printer used for MHC business.
4. Reimbursements require prior approval and will be made through payroll as a miscellaneous non-taxable reimbursement of expenses.

E. Security. Consistent with policies on information security while working at the office, telecommuting employees must ensure the protection of confidential information and secure systems that are accessible from their home office. Steps include secured networks, encryption for electronic communications, multi-stage authentication, secure portals, regular password maintenance, and any other measures required to ensure security.

12. Inclement Weather Pay Policy. In the event of inclement weather, administrative offices managed by Marquette Housing Commission will be closed at such time Northern Michigan University is closed. When Northern Michigan University is not in session, the Executive Director will determine whether or not the offices will remain open, and will notify employees via text or email. If not officially closed or delayed, all employees are expected to report to work on time as usual. If an employee deems weather conditions to be unsafe, he or she should notify the Executive Director and will be charged vacation or personal time for any time missed from work or, alternatively, with the approval of the Executive Director, employees may make up missed time by working extra hours during the remainder of the pay period.

Maintenance staff is expected to work their normally scheduled shift when the administrative offices are closed due to inclement weather. To provide equity for all employees, maintenance staff will receive comp time equal to the number of hours regularly scheduled. Comp time may be taken anytime with their supervisor's approval.

X. EMPLOYEE BENEFITS

The following employee benefits will be awarded to full-time employees of the Commission. Additional benefits may be provided subject to the approval of the Commission.

1. Holiday Vacation Days:

- a. January 1, New Year's Day
- b. President's Day
- c. Good Friday
- d. Memorial Day
- e. Independence Day (July 4)
- f. Labor Day
- g. Thanksgiving Day
- h. Friday after Thanksgiving
- i. Christmas Eve Day
- j. Christmas Day

k. New Year's Eve

If one of the holidays listed in this section should fall on a Saturday, the previous Friday shall be observed as a holiday. If one of the holidays listed in this section should fall on a Sunday, the next Monday shall be observed as a holiday. Any employee on layoff, suspension (not subsequently overturned), drawing worker's compensation benefits, or on any other leave will not receive pay for the holiday.

2. Vacation leave. The vacation year for vacation purposes shall be the anniversary date of the fiscal year of the Commission employee's most current date of hire with the Commission. Vacation will accrue per pay period. Vacation will be earned for years of continuous service, for all full-time employees, as follows:

<u>Employment</u>	<u>Amount</u>
0-1 Year	10 work days
1-5 Years	14 work days
6 Years	15 work days
7 Years	16 work days
8 Years	17 work days
9 Years	19 work days
10-13 Years	22 work days
14-17 Years	24 work days
18-20 Years	26 work days
21-30 Years	1 day ea. add'l year

Vacation will be granted at such times during the year which are requested by the employee and approved by the Director, provided forty-eight (48) hours advance notice is given except in case of emergency. An emergency must be defined in order for waiver of the 48-hour notice to be given.

There may be times that vacation will not be approved due to workloads or too many employees requesting the same time for vacation.

When a holiday is observed by the Commission during a scheduled vacation, the vacation will be extended one (1) day continuous with the vacation.

A vacation leave may not be waived by an employee and extra pay received for work during that period.

If an employee becomes ill and is under the care of a duly licensed physician during his/her vacation, his/her vacation will be rescheduled. Vacation will accumulate from year to year if the employee is on sick leave. A note from the physician may be required.

There will be one (1) additional day of vacation for each year of service for years of service 21 years to 30 years with a maximum Vacation of 30 days. In the event an employee terminates employment before completing one (1) full year of work, (s)he shall receive prorated Vacation compensation for the time which (s)he has worked, provided the employee has completed his/her probationary period.

A maximum of ³⁰twenty (25) days ²⁴⁰(200 hours) may be carried over from year to year. The Director has no restrictions on the number of hours or days carried over. If an employee is refused

vacation and his/her accumulation is placed in jeopardy, the employee's vacation accumulation shall be extended an additional six (6) months or receive said time in the form of pay. Any accumulated Vacation leave hours that are over the allowed carry-overs listed in the personnel policy must be divested. Any amounts over 200 hours annually must be used in the year earned (except for Director). Vacation day totals are based on the Commission's fiscal year of October 1 to September 30.

3. Personal Days. For the purpose of this article, the term year, as used herein shall refer to the employer's fiscal year, presently October 1 through September 30.

Employees shall be entitled to one (1) day of personal leave after their initial date of hire. Employees shall be entitled to three (3) days of personal leave after they have worked for the Commission for three (3) years. Employees shall be entitled to five (5) days of personal leave after they have worked for the Commission for six (6) years. Personal leave will accrue on the employee's anniversary date. One (1) day of personal leave may be carried over into the next anniversary year. All others must be used in the year earned unless a waiver is granted to extend their use into the next anniversary year. The Director shall be entitled to 5 personal days beginning October 1 of each year beginning with date of hire, with no restriction of number of days carried over into the next year.

Request for use of personal days must be reported to his/her supervisor by 8:00 A.M. of the day he/she will be absent from work or earlier if he/she knows in advance of the day she/she plans to be absent. Failure to give proper notification is classified as "absent from work without leave" misconduct and is subject to disciplinary action.

4. Sick leave. Sick leave will accrue at the rate of one and ½ days per month or eighteen days per year. Sick leave will be granted after the three months of probationary period is completed with 4 1/2 days accumulated at that time. In case of illness or injury, the employee shall promptly notify his/her supervisor. Sick leave shall be allowed only when an employee is too ill or disabled to be able to work safely. Minor ailments which would not affect the health or safety of persons or property do not qualify an employee for sick leave. Sick leave is herein defined as any regularly scheduled working day, or part thereof, lost due to illness, medical examination or treatment, dental examination or treatment, or optical examination or treatment. A certification from the attending physician, dentist, or optometrist is required as evidence of absence before compensation is allowed after 3 days of absence. The use of sick leave is limited to applications herein and is not convertible for any other purposes. Sick leave must be reported to your supervisor by 8:00 A.M. of the day you will be absent or earlier if employee knows in advance of the day employee plans to be absent. Failure to give proper notification is classified as "absent from work without leave" misconduct and is subject to disciplinary action.

Upon retirement or separation from employment of any employee in good standing after at least ten (10) years of service, one-half of such sick leave accumulated at that time shall be paid to the employee. The Director receives compensation for all accumulated sick leave. In the event of an employee's death, the employer will pay one-half of such sick leave to the employee's designated beneficiary or full amount in case of the Director. Said payments shall be allowed for all employees presently employed. The maximum amount to be paid will be one hundred twenty (120) days (except for the Director). This payment shall be made in accordance with the above terms.

The employer may at any time notify the employee and the Commission in writing with an attached copy of the employee's sick leave record, that it suspects possible abuse of sick leave by

an employee and may thereafter require a physician's certificate or other competent evidence certifying to such employee's inability to work due to illness even if for less than three days. The Commission may, at any time, notify the employee in writing that it suspects possible abuse of sick leave by that employee and may thereafter require a physician's certificate or other competent evidence certifying to such employee's inability to work due to illness. An employee will be required to furnish a physician's certificate whenever three (3) or more consecutive sick leave days are claimed. Employees failing to provide required medical certification shall not be entitled to paid sick leave and such days may constitute Unexcused Absence.

An employee who is required to be absent from work due to serious illness in the immediate family may use accumulated sick leave benefits for this purpose. Immediate family shall be defined as spouse, child, significant other or parent.

Days or portions thereof lost as a result of injury on the job, where not covered by Workers' Compensation, shall be deducted as sick leave days until such time as Workers' Compensation benefits become effective. If applicable, an employee's sick leave payment will be limited to only the amount of difference between that received from Workers' Compensation and regular pay due the employee from the Commission.

No sick leave shall accumulate during a sick leave of absence of thirty (30) calendar days or more. When an employee's accumulated sick leave has been exhausted, (s)he may use accrued Vacation leave or Personal leave. After an employee has used all accumulated sick leave and accrued Vacation and Personal leave, a written request may be made for a special leave of Absence.

5. Family and medical leave. See Appendix "A."

6. Bereavement leave. An employee shall be allowed three (3) days with pay as funeral leave days, not to be deducted from sick leave, for a death in the immediate family. Immediate family is to be defined as follows: mother, father, step-parents, brother, sister, wife, husband, son, daughter, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, step-brother, step-sister, step-grandchildren, significant other, foster children or a member of the employee's household. Any employee selected to be a pallbearer for a deceased employee will be allowed one day bereavement leave with pay.

7. Leave Without Pay; special leave of absence. leave without pay, not to exceed one month in any one calendar year, may be granted by the Director after accumulated Vacation and Personal leave is exhausted.

8. Military leave. Employees who enter the military service, either voluntarily or involuntarily will be granted a military leave. If not accepted for such duty, the employee shall be reinstated without loss of seniority, status, or reduction in pay. This policy also applies to employees who are active members of a military reserve unit and who are required to participate in periodic summer encampments. Employee shall notify his/her supervisor at least four (4) weeks in advance when possible and shall indicate in writing their intentions and anticipations with regard to participating in periods of active duty. Such written notification shall be made a part of the employee's personnel file.

Reservists and National Guard members will be granted time off to fulfill their duties and will be reimbursed for the difference between their base salaries and any compensation they receive

from the military, for up to two weeks in any calendar year. All benefit programs for which they are eligible will continue in effect during their Military leave. Employees who participate are encouraged to schedule vacation time to coincide with their assigned periods of summer training.

For employees who are voluntarily or involuntarily inducted into the armed services, all compensation and benefit programs will be suspended for the duration of their military leave.

An employee may elect continued health/dental/vision coverage for themselves and their eligible dependents. The maximum coverage period is the shorter of the 18-month period beginning on the individual's date of absence, or the period ending on the day after the date on which the person fails to apply for or return to employment. The employee will be required to pay 102 percent of the premium for the continued coverage, which is determined in the same way as COBRA health care continuation. An individual who performs military service for fewer than 31 days may not be required to pay more than the employee share, if any, for health care continuation coverage. If coverage under a health plan was terminated because of service in the uniformed services, no exclusion or waiting period will be imposed upon the employee's return to employment. This provision does not apply to injuries or illnesses determined by the Secretary of Veterans' Affairs to have been incurred or aggravated during military service.

For pension purposes (both MERS and ICMA), military service is not counted as a break in service.

Vacation/Sick/Personal Days/or Benefit Days (if applicable):

- * When an employee is called to duty, any unused vacation/sick leave/personal days or benefit days (if applicable) he or she may have will be paid out, according to Commission policy.
- * If an employee returns during the same vacation year, (s)he may be allowed to take non-paid-time-off, if the requested time off is approved by the employee's immediate supervisor.
- * On return, time spent in the military will count toward future benefit days or vacation/sick leave eligibility (not accrual).

Re-employment: The obligation for re-employment is contingent upon:

- * advance notice of the military service,
- * an absence of less than five years, and
- * notice at the end of military service of the employee's availability to return to work.

Upon returning to work, employees will be asked to show documentation of Honorable Discharge and the date of discharge. A less than Honorable Discharge can be the basis for denial of re-employment. An employee who leaves a position in order to perform military duty and who is relieved or discharged from duty under honorable conditions may apply for re-employment within 90 days after being relieved from military duty or from hospitalization continuing after discharge for a period of not more than one (1) year and shall:

- * If still qualified, be restored to the same position if it exists and is not held by an employee with greater seniority, or
- * If the position is not available upon return, the Commission will offer the employee the first comparable position that becomes available.
- * Upon return, employee will be compensated at not less than the salary (s)he was paid at the time (s)he left for Military Service.

An employee restored to a position after taking Military leave shall not be discharged from the position without cause within one (1) year after restoration, unless all employees in the same classification with less seniority are first laid off.

Reinstatement following Military Service will entitle the employee to participate in all Commission benefit plans, including promotion and other advancement rights, to the same extent as if they had not been on Military leave.

The MHC reserves the right to make additions, deletions or changes to this policy at its discretion and as allowed by law.

10. Court leave.

- a. Summons. When a summons or subpoena is legally served upon a Commission employee, it shall be presented to the Director in order to obtain Court leave for witness or jury duty.
- b. Reimbursement. The pay of any employee who has received a subpoena for jury duty or as a witness will continue at the regular rate of pay. All payments received by the employee are to be credited against the regular rate of pay. Payments by the court to the employee for travel expenses, at the prevailing rate, may be retained by the employee.

11. Maternity leave. A maternity leave of absence will be handled in accordance with the Commission's Sick leave Policy, and in conformance with applicable Federal Law.

12. Hospitalization medical coverage (City of Marquette Master Plan). This coverage shall be applied to all full-time employees covered by the terms of this agreement. The Commission will pay hospital/medical coverage premiums contributions made by staff as determined on an annual basis: (unless otherwise specified in the employee's contract).

13. Vision/eye care: Full-time employee pays any amount of vision/eye care premium greater than \$50.00 per year. For the Director, it is fully paid with no employee contribution.

14. Life insurance coverage. The employer agrees to pay the full premium for Life Insurance plan for each employee, face value of \$20,000 while employed. The Life Insurance plan for the Director will be equal to his/her salary to the nearest dollar.

15. Longevity. Each full-time employee covered by this agreement shall be paid Longevity according to their seniority, to be paid the first pay period of December. Longevity will be based on the higher of the supervisory or non-supervisory contract. However, the Director will be paid as indicated below. Effective 10-1-21 it is as follows:

<u>Years of Service</u>	<u>Amount</u>	<u>Director</u>
3 years to 5 years	\$225.00	\$375.00

6 years through 9 years	\$475.00	\$625.00
10 years through 14 years	\$550.00	\$700.00
15 years through 19 years	\$625.00	\$775.00
20 years through 24 years	\$700.00	\$850.00
25 years through 29 years	\$775.00	\$925.00
30 years and over	\$850.00	\$1,000.00

~~11/19/2018, 11/19/2019, 11/19/2020, 11/19/2021, 11/19/2022, 11/19/2023~~

16. Pensions. All permanent full-time employees are required to participate in the Municipal Employees Retirement System as a condition of employment. Employee contributions to the M.E.R.S. plan shall be withheld from their pay in amounts stated in the Plan Handbook, Current Edition. The Director's retirement is fully paid by the Commission commensurate with City of Marquette Department Heads.

The Commission may from time to time, offer and approve benefits not identified here if in the best interest of the Commission (such as but not limited to reimbursement of travel expenses for employment interview, moving expenses, financial incentives) to accept a position outside the normal paycheck.

17. Employee Relations. All employees of the Commission shall be evaluated annually, or as necessary, on a form approved by the Commission. All employee evaluations are to be reviewed with the employee for comment or employee interpretation of the evaluation, and signed by the employee and the Director or supervisor. All employee evaluations shall be measured against the position description of the individual employee and shall be classified as outstanding, above average, average, fair or inadequate. For the Director, the Board of Commissioners shall use a system they decide upon.

18. All employees of the Commission are considered members of a team working together for the main purpose of serving our tenants and maintaining our property.

19. Termination of Employment

a. Employee resignation: An employee who desires to terminate employment must prepare a letter of resignation stating the effective date and reason for leaving. The letter should be received by the supervisor/Director not less than two weeks before the effective date in order to process any pay and benefits due. Verbal resignations will be confirmed in writing by the Director.

b. When an employee is terminated for cause or misconduct, the employee shall be given a written notice indicating that their employment is terminated, the effective date of termination, and the reasons for termination. When termination is for cause or misconduct, the termination shall be immediate. An employee so terminated will have access to an appeal and hearing before the Commission Board in accordance with the Grievance Policy.

An employee terminated under the provisions of Subsection b. will have an opportunity to provide a written response to the termination to be included in his/her personnel file.

c. The Director may terminate or reduce working hours of any employee when such termination or reduction of working hours is due to reorganization, change or reduction of staff. Reorganization, change or reduction may occur through voluntary action of the Director or through involuntary action due to lack of funding or for other reasons. When such termination occurs, criteria for retention or termination of employees will be based upon seniority, qualifications and service record.

An employee who is terminated under Subsection c. shall be given a letter indicating that their employment is terminated, the effective date of termination, and the reason(s) for termination. When termination is due to voluntary action of the Director, the effective date of termination must be at least 30 days from the date the employee is notified of the termination. When termination is due to involuntary conditions, the effective date of termination may be at any time, however, every effort will be made to give terminated employees 30 days notice.

20. Progressive discipline-See disciplinary policy

XI. GRIEVANCE PROCEDURE

Policy Statement. Good relationships between the employees, supervisors and the Commission are of prime importance to the effective operation of the programs of the Commission. Maximum enthusiasm and esprit de corps among and between employees and the Commission must be generated, encouraged, and maintained. One way to maintain a satisfactory relationship between staff members and supervisory personnel is to insure that employees are kept informed and that communication channels remain open. Basic grievances should be resolved informally by the parties involved whenever possible.

It is recognized, however, that in any organization there are times when a more formal procedure for resolving grievances is necessary. For this reason the following procedure is established to quickly and effectively resolve employee/employer conflicts. All employees (except probationary) and all grievances are covered by this procedure.

What qualifies as a grievance. When an employee feels that an action has been or is being taken which adversely affects her/his wages, hours or conditions of employment, (s)he may file a grievance in accordance with the Grievance Procedure. Grievances must be initiated within two weeks (14 calendar days) of the alleged grievable incident or issue.

Employees will have no adverse actions or sanctions taken against them as a result of participating in the Grievance Procedure.

Steps of the Grievance Procedure.

Step One: If an employee feels that (s)he has been aggrieved, the employee will request a conference with the immediate supervisor.

Step Two: If the grievance cannot be satisfactorily resolved between an employee and supervisor, the employee shall present the grievance in writing to the Director, within ten (10) working days of the conference provided in Step One. The Director, after conferring with the supervisor, shall respond in writing within five (5) working days of receipt of the written grievance.

Step Three: If the employee is not satisfied after completion of Step Two a grievance shall be presented to the President of the Commission within ten (10) working days of receipt of the written response. Within thirty (30) days after receiving this written request for appeal, or at the next regularly scheduled meeting, whichever is earlier, the matter will be considered by the full Board of Commissioners with parties involved having the right to produce and examine witnesses. Within ten (10) working days of the meeting, the Board of Commissioners shall issue its decision in writing and a copy of this decision shall be given to the aggrieved employee. The decision of the Board of Commissioners shall be final and binding on all parties.

XII. SUMMARY

The personnel policies and procedures as contained herein were written with the intent to conform to State and Federal laws and the rules and regulations submitted by the Department of Housing and Urban Development for the management of Federally funded housing programs. If any provision of these policies is inconsistent with the current applicable laws or regulations then the latest is the final and controlling factor and deemed to be incorporated into these personnel policies and procedures.

**MARQUETTE HOUSING COMMISSION
POLICY AND PROCEDURES REGARDING
FAMILY AND MEDICAL LEAVE**

A. Eligibility

Under the Commission's Policy and Procedures Regarding Family and Medical leave Act, employees are eligible for family and medical leave if they have been employed for at least 12 months, and have worked at least 1,250 hours during the 12-month period preceding the start of the leave.

B. Reasons for leave

1. Subject to the provisions of this policy, eligible employees may take a total of twelve (12) weeks of family and medical leave during any 12-month period for the following purposes:
 - (a) The birth of the employee's child, and to care for a newborn child,
 - (b) The placement of a child with the employee for adoption or foster care,
 - (c) To care for the spouse or significant other, or a child or parent, of the employee, if the spouse, significant other, child or parent has a serious health condition,
 - (d) A serious health condition that makes the employee unable to perform the functions of her/his job, and
 - (e) To permit an employee to take FMLA leave for "any qualifying exigency" arising out of the fact that a spouse, significant other, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
2. In addition to the reasons for family and medical leave set forth above, an eligible employee who is the spouse, significant other, child, parent or "next of kin" to a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may take up to twenty-six (26) work weeks of military caregiver leave during a 12-month period to care for the service member.
3. For purposes of leave eligibility, a "serious health condition" is defined as an illness, injury, impairment or physical or medical condition that involves inpatient care in a hospital, hospice or residential medical care facility or requires continuing treatment by a health care provider. A "serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.

4. An employee's entitlement to leave for the birth of a child or the placement of a child for adoption or foster care will expire at the end of the 12-month period beginning on the date of such birth or placement.
5. Military caregiver leave shall only be available during a single 12-month period; and during this 12-month period, an eligible employee shall only be entitled to a combined total of twenty-six (26) work weeks of family and medical leave and military caregiver leave.

C. Determination of 12-Month Period

The 12-month period for taking a family and medical leave will be a rolling 12-month period measured backward from the date leave is used. The single 12-month period for taking military caregiver leave is the 12-month period measured forward from the date that an employee's first FMLA leave to care for a covered service member begins.

D. Application for leave

In all cases, an employee requesting leave under this policy must complete an "Application for Family and Medical leave" and return it to the Executive Director as soon as possible. The completed application must state the reason for the leave, the duration of the leave, and the anticipated starting and ending dates of the leave.

E. Notice of leave

An employee must notify the Executive Director at least 30 days before the leave is to begin when the need for family and medical leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or a family member, or planned medical treatment for a serious injury or illness of a covered service member. If 30 days notice is not practicable, the employee must give such notice as soon as practicable.

When the leave is due to "any qualifying exigency" arising out of the fact that an employee's spouse or significant other, child or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation, and the need for family and medical leave is foreseeable, the employee must provide the Executive Director with such notice as soon as practicable.

F. Medical Certification Requirements

1. When family and medical leave is needed based upon the serious health condition of an employee or the employee's spouse, significant other, child or parent, a timely medical certification must be provided by the health care provider of the employee or family member, which includes the following information: date the serious health condition began; probable duration; appropriate medical facts regarding the condition; and, if applicable, a statement that the employee is needed to care for the family member, and an estimate of the time needed for such care. The certification must be provided within 15 calendar days unless that is not practical under the circumstances.
2. In the event of the employee's own illness, the certification must state that the employee is unable to perform the functions of her/his position. In cases of certifi-

cation for intermittent or reduced leave, the certification must include information regarding the dates on which treatment is expected to be given, the duration of such treatment and a statement of medical necessity.

3. In any case in which the Commission has reason to doubt the validity of the certification, the Commission (at its expense) may require the employee to obtain the opinion of second health care provider designated by the Commission. In the event of a conflict, the opinion of the second health care provider shall be final and binding.
4. The Commission may require that a request for military family leave (i.e. family or medical leave because of a qualifying exigency or military caregiver leave) be supported by a certification issued in the manner prescribed by the Secretary of Labor.
3. The Commission may also require the employee to obtain subsequent recertifications on a reasonable basis.

G. Intermittent leave or leave on a Reduced Schedule

1. In certain situations, family and medical leave or military caregiver leave may be taken intermittently or on a reduced schedule basis. For the birth or placement of a child, intermittent or reduced schedule leave may only be taken with the Commission's approval. Intermittent or reduced schedule leave because of an employee's own serious health condition, to care for a spouse, significant other, child or parent with a serious health condition, or to care for a covered service member with a serious injury or illness may be taken when medically necessary. Eligible employees may also take family and medical leave on an intermittent or reduced schedule basis when necessary because of a qualifying exigency.
2. If the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment for the employee, the employee's spouse, significant other, child, parent or a covered service member, including recovery from the employee's serious health condition, a serious health condition of the employee's spouse, significant other, child or parent, or a serious injury or illness of a covered service member, the employee must attempt to schedule the leave so as not to unduly disrupt the Commission's operations. The Commission may also require the employee to temporarily transfer to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave.

H. Pay and Benefit Coverage During leave

1. Unless an employee uses paid time off for all or part of the leave (or receives workers' compensation benefits), all family and medical leaves will be unpaid.
2. For the duration of any family and medical leave or military caregiver leave granted under this policy, any existing coverage under the Commission's group health plans (medical, dental and optical insurance) will be maintained under the same conditions that applied before the leave commenced. However, to maintain such coverage, the employee must continue to make the contributions that she/he

made to the plans prior to going on leave. Failure of the employee to pay her/his share of the premiums may result in loss of coverage.

3. If the employee fails to return to work after expiration of the leave, he/she will be required to reimburse the Commission for any premiums paid to maintain coverage under the Commission's group health plans (medical, dental and optical insurance) during the leave, unless the reason the employee fails to return to work is the continuation, recurrence or onset of a serious health condition that would entitle the employee to family and medical leave, or other circumstances beyond the employee's control.

I. Use and Designation of leave Time

1. If family and medical leave is requested and granted because of an employee's serious health condition, a serious health condition of the employee's spouse, significant other, child or parent, or a serious injury or illness of a covered service member, the employee must first use all of his/her accrued sick and personal leave, and all but forty (40) hours of accumulated vacation time. If family and medical leave is requested for any other reason, the employee must first use any available accrued personal leave time and all but forty (40) hours of accumulated vacation time. The remainder of the leave will then be unpaid, unless the employee elects to use any remaining vacation time, elects to use any accrued compensatory time off, or is eligible for workers' compensation benefits.
2. If an employee uses paid time off, is granted a leave during a period when workers' compensation benefits are received, or uses unpaid leave under circumstances which would qualify as family and medical leave, such leave will be substituted for (i.e. counted against) the employee's 12-week family and medical leave entitlement if so designated by the Commission.
3. If either the employee or the Commission designates leave as family and medical leave after leave has begun (e.g. when an employee requests an extension of a paid leave with unpaid family and medical leave), the entire or some portion of the paid leave may be retroactively counted as family and medical leave, to the extent that the leave period qualified as family and medical leave.

J. Restoration to Employment

1. Unless an employee has been designated as a "key employee," at the end of any family and medical leave, the employee will be restored to the position held when the leave commenced, or to an equivalent position with equivalent pay and benefits, unless he/she would have been laid off. However, an employee returning from leave has no greater rights to restoration than if the employee had been continuously employed during the leave period.
2. The taking of family and medical leave will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced. However, upon returning to work, the restored employee will not be entitled to the accrual of any benefits during any period of unpaid family and medical leave.

K. Return from leave

1. The Commission may require periodic reports from an employee on family and medical leave regarding the employee's status and intent to return to work. If the employee gives unequivocal notice of intent not to return to work, the Commission's obligations to provide benefits under its group health plan and to restore the employee to the same or an equivalent position end.
2. In accordance with the established policy, if an employee takes a family and medical leave due to her/his own serious health condition, the employee must provide medical certification that he/she is fit for duty and able to resume work in his/her previous position before returning to work. The employee may also be required to undergo a fitness-for-duty medical examination by a physician chosen by the Commission.
3. The failure of an employee to return to work upon the expiration of a family and medical leave will subject the employee to immediate termination unless an extension is granted or unless the employee has other available leave time. In addition, when an employee exhausts her/his FMLA leave entitlement, all of the Commission's obligations under this policy end.

L. Relationship to Other Laws, Policies and Agreements

1. The policy set forth above is intended to provide an overview of the general rights, obligations and conditions applicable to family and medical leaves. This policy does not alter or modify any of the Commission's rights or obligations under any other state or federal laws, or any of the Commission's rights or obligations under any contracts or agreements to which it is a party.
2. The Commission reserves the right to modify or amend this policy and the procedures stated herein, as well as any other policies or practices which could affect the rights and obligations of the Commission relating to family and medical leave, at any time.
3. Like all other matters relating to employee benefits, specific questions regarding the Commission's policies and procedures on family and medical leaves should be directed to the Executive Director.

Appendix "B"

MARQUETTE HOUSING COMMISSION DRUG AND ALCOHOL POLICY

In the interests of health and safety of employees, customers, guests and others who come in contact with the Commission's employees, and to promote efficiency and productivity in its operations, the Marquette Housing Commission has established the following policy regarding drugs and alcohol for all employees.

This policy will be implemented effective March 16, 2009.

1. General Statement of Policy

As a condition of employment, all employees must refrain from reporting to work or working with the presence of drugs or alcohol in their systems. Refusal to submit to any authorized drug or alcohol test, or having a confirmed positive test, will be grounds for disciplinary action, up to and including immediate discharge, and may also result in denial of worker's compensation and/or unemployment compensation benefits.

Employees are also subject to disciplinary action, up to and including immediate discharge, for using drugs, or for the distribution, dispensation, possession or sale of drugs or alcohol, while on duty or on Commission premises, or for drinking alcoholic beverages while on duty or on non-residential Commission premises.

Although violations of this Policy will ordinarily result in discharge regardless of the employee's position, the Commission reserves the right to consider extenuating circumstances and impose lesser disciplinary action when such action is deemed appropriate and subject to such conditions as the Commission may impose.

2. When Testing May Be Required

Employees may be required to submit to the following types of drug and alcohol testing:

- (a) Pre-employment testing after an employee has been hired, prior to or within the first thirty (30) days of employment.
- (b) Reasonable suspicion testing, i.e. where the Commission has reasonable suspicion that the employee is currently using drugs, or is under the influence of drugs while on duty or on Commission premises, or is under the influence of alcohol while on duty or on non-residential Commission premises. The Commission shall make the determination of whether reasonable suspicion exists in its sole discretion.
- (c) Post-accident testing, i.e. where the employee has caused, contributed to or been involved in an accident while at work.
- (d) Testing which is part of a fitness for duty physical examination, or following an on-the-job injury requiring medical attention.
- (e) Testing which is made a condition of continued employment or reinstatement following an employee's participation in or completion of a Commission-approved drug and/or alcohol treatment, counseling or rehabilitation program, or is a condition

of reinstatement following a disciplinary suspension imposed for violation of this policy.

3. Drug and Alcohol Testing Procedures

All drug and alcohol testing will be conducted in conformity with the following standards and procedures:

- (a) Observed samples will be collected with due regard for employee privacy, and in a manner designed to prevent contamination, substitution or adulteration. (If medical personnel at the collection site have reason to believe that an adulterated or substituted sample has been or may be provided, the employee may be required to submit a second sample, or the original sample, under the direction of a same gender collection site person.)
- (b) A strict chain of custody procedure, initiated at the time of collection, will be observed to preserve the integrity of all samples.
- (c) Urine drug testing and breathalyzer alcohol testing will be the primary methods of testing. However, the Commission reserves the right to use other testing methods. All samples will be tested by a qualified laboratory or medical facility.
- (d) For purposes of this policy, refusal to submit to testing means that the employee fails to provide an adequate sample for testing without a valid medical explanation after he/she has received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process. Refusal to submit to testing includes, but is not limited to, refusal to execute any required consent forms, refusal to cooperate regarding the collection of samples, or submission or attempted submission of an adulterated or substituted urine sample.
- (e) An alcohol test will be considered to be positive if the employee has an alcohol concentration of 0.03 or greater. Drug tests will not be reported to the Commission as positive unless an appropriate confirmation test has been conducted and the results have been reviewed and verified by the Commission's designated Medical Review Officer (MRO). Employees will have the right to confidentially report the use of prescription and nonprescription medications to the MRO before drug test results are reported.
- (f) All information received by the Commission through its drug and alcohol testing program will be treated as confidential.

4. Drug-Free Awareness Program

Pursuant to the Drug-Free Workplace Act of 1988, the Marquette Housing Commission has established a Drug-Free Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The Commission will use this program in an ongoing educational effort to eliminate drug and alcohol abuse that may affect the workplace. The Drug-Free Awareness Program will inform employees about the dangers and effects of substance abuse in the workplace, the resources available to deal with problems of substance abuse, and the consequences of violating this policy.

Under the Drug-Free Workplace Act, an employee who performs work covered by a government contract or grant must notify the Marquette Housing Commission of a criminal conviction for drug-related activity occurring in the workplace within five days of the conviction.

See also Marquette Housing Commission Drug-Free Workplace Policy.

5. Drug and Alcohol Treatment and Rehabilitation

If an employee who is not otherwise subject to disciplinary action for use of drugs and/or alcohol voluntarily admits that he/she has a substance abuse problem, the supervisor will refer the employee to the employer EAP. No disciplinary action will be taken against an employee who voluntarily admits that he/she has a drug and/or alcohol abuse problem. However, the Commission shall have the following rights in such a situation:

- (a) The employee may be required to enroll in and successfully complete an approved inpatient or outpatient substance abuse program, and remain drug and alcohol free for its duration as a condition of reinstatement or continued employment.
- (b) If the employee is required to enroll in such a program, he/she must provide the Commission with progress reports from his/her therapist, or the agency running the program, on at least a monthly basis.
- (c) The employee will be required to agree to be subject to unannounced follow-up drug and/or alcohol tests, at the Commission's discretion for a period of up to 36 months.
- (d) If the employee tests positive for drugs or alcohol in a follow-up drug or alcohol test administered during this period, he/she will be subject to disciplinary action, up to and including termination.

The foregoing procedures and requirements will also apply in cases where an employee receives discipline other than termination for violation of the Commission's Drug and Alcohol Policy. Any requests for additional information or questions regarding this policy should be directed to the Executive Director.

Appendix "C"

DRUG-FREE WORKPLACE POLICY

The unlawful manufacture, distribution, distribution, dispensation, possession, possession for sale or distribution, or use of a controlled substance is prohibited on the premises of the Marquette Housing Commission. Also, the abuse of alcohol is prohibited. Appropriate disciplinary actions, which may include termination, will be taken against any employee for violation of these prohibitions.

A controlled substance for purposes of this Policy means a controlled substance listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by Federal regulations (21 C.F.R. Sections 1300.11 through .15). This list includes, but is not limited to marijuana, heroin, PCP, cocaine, and amphetamines.

A condition of employment for work under funds received by the Marquette Housing Commission from any Federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

- A. Abide by the terms of this policy, and
- B. Notify the MHC of his/her criminal drug statute conviction for any violation occurring in the workplace of the MHC no later than five (5) days after such conviction.
 - 1. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal drug statutes.
 - 2. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

A sanction will be imposed on any employee so convicted. Within thirty (30) days after receiving notice of the conviction.

- A. The MHC will take appropriate disciplinary action against such employee, up to and including termination; or
- B. The MHC will require such employee to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement, or other appropriate agency.



RESOLUTION 2023-02
HOUSING CHOICE VOUCHER PROGRAM
UTILITY ALLOWANCES

WHEREAS, the Marquette Housing Commission has adopted utility allowances for residents subsidized under the Housing Choice Voucher Program; and

WHEREAS, annually the Marquette Housing Commission looks at current rates and consumption to determine if utility allowances continue to reflect actual costs; and

WHEREAS, the Marquette Housing Commission has done such and determined revisions are in order;

NOW, THEREFORE, BE IT RESOLVED, to adopt the attached utility allowances shown on the attached Utility Allowances – Section 8 Existing HCV effective March 1, 2023.

Motion by _____, seconded by _____, to adopt these allowances this 28th day of February, 2023.

AYES:

President of the Board of Commissioners

NAYS:





RESOLUTION 2023-02
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NOW, THEREFORE, BE IT RESOLVED, to adopt the attached utility allowances shown on the attached Utility Allowances – Section 8 Existing HCV effective March 1, 2023.

Motion by Metz, seconded by Rose, to adopt these allowances this 28th day of February, 2023.

AYES:

President of the Board of Commissioners

NAYS:

2023 Marquette Housing Commission Utility Schedule

Structure Type includes: # BR's			Apartment					Attached					Detached					Calculation				
			High-rise, Low-rise					Townhouse, Duplex, Triplex					Single Family, Manufactured Home									
			OBR	1BR	2BR	3BR	4BR	5BR	OBR	1BR	2BR	3BR	4BR	5BR	OBR	1BR	2BR	3BR	4BR	5BR	Fill in the appropriate amounts	
Heating	Natural Gas	36	42	50	57	65	72	65	77	83	89	95	101	51	60	71	82	93	103	Heating \$		
	Bottle Gas	95	111	131	152	172	192	173	203	219	235	251	267	135	159	188	216	245	274			
	Electric	40	47	65	83	101	119	58	68	90	112	134	156	97	114	134	154	175	195			
	Fuel Oil	100	117	139	160	181	202	182	214	231	248	265	282	142	168	198	228	259	289			
Cooking	Natural Gas	3	4	5	7	8	10	3	4	5	7	8	10	3	4	5	7	8	10	Cooking \$		
	Bottle Gas	8	9	14	18	22	26	8	9	14	18	22	26	8	9	14	18	22	26			
	Electric	7	8	12	16	19	23	7	8	12	16	19	23	7	8	12	16	19	23			
Hot Water	Natural Gas	8	9	14	18	22	26	10	12	17	22	27	33	10	12	17	22	27	33	Hot Water \$		
	Bottle Gas	21	25	36	47	58	69	26	31	45	59	73	86	26	31	45	59	73	86			
	Electric	20	23	30	36	42	49	25	29	37	45	53	61	25	29	37	45	53	61			
	Fuel Oil	22	26	38	50	61	73	28	33	47	62	76	91	28	33	47	62	76	91			
Other Electric	26	31	43	55	67	80	32	38	53	67	82	97	39	46	63	81	99	117	Electric \$			
Water	37	41	68	109	150	190	37	41	68	109	150	190	37	41	68	109	150	190	Water \$			
Sewer	40	44	74	119	163	208	40	44	74	119	163	208	40	44	74	119	163	208	Sewer \$			
Trash	18	18	18	18	18	18	18	18	18	118	18	18	18	18	18	18	18	18	Trash \$			
Range*	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	Range \$			
Refrigerator*	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	2 \$			
Air Conditioning	1	1	2	3	4	4	2	2	3	3	3	4	5	1	1	3	4	6	8	A/C \$		
*Only if tenant supplies																					Total	\$

Adopted 2/28/2023 Effective March 1, 2023

Resolution 2023-2 Utilities