

**MINUTES FOR THE REGULAR MEETING
OF EAST TAWAS HOUSING COMMISSION
June 13, 2024, meeting was held at:
Council Chambers of City of East Tawas
760 Newman Street, East Tawas, MI 48730
Beginning at 8:36 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commissioner to order at 8:36 am with Roll Call to be completed by PHHC/ETHC Executive Director James A. Dewey.

2. Roll Call:

Present: President Ann Balfour, Vice President Todd Ronan, Commissioner(s) Joe Cano, Tim Freel and Dr. Cary Lichtman
Also: East Tawas City Manager Brent Barringer, PHHC Executive Director James A. Dewey, Deputy Executive Director/Legal Counsel Gregory T. Stremers, Program Assistant Specialist Anne Landschoot and KMG Management Representatives.
Absent: Property Manager Melissa Nickell, Financial Manager Suzanne Ward and Operational Manager Pamela Moses (all excused)

3. Approval of Agenda to include any Changes/Additions

- A. Changes: None
- B. Additions: None

With review and discussion of the agenda complete, Commissioner Cano motioned to approve the agenda as presented and was supported by Vice President Ronan.

Ayes: Balfour, Ronan, Cano, Freel, Lichtman
Nays: None
Absent: None
Motion Carried.

4. Approval of the Minutes – May 9, 2024, Regular Commissioner Meeting Minutes:
Review and discussion were held.

With discussion complete, Commissioner Freel motioned with support from Vice President Ronan to approve the minutes of the May 9, 2014, Regular Commissioner Meeting as presented.

Ayes: Balfour, Ronan, Cano, Freel, Lichtman
Nays: None
Absent: None
Motion Carried.

5. Public Comment:

President Balfour invited the members of the Port Huron Housing Commission to introduce themselves to the Board of Commissioners with an explanation of their roles and responsibility within their agency. PHHC Executive Director James A. Dewey Introduced Ms. Anne Landschoot and Gregory T. Stremers as PHHC support system along with Pamela Moses and Suzanne Ward who were not present during this meeting. Program Assistant Specialist Anne Landschoot discussed her roles with PHHC highlighting how she would be supporting East Tawas Housing Commission and Commissioner Board members with reports and requirements for open board meeting requirements. Deputy Executive Director (DED) Gregory T. Stremers explained his position and how he would be the lead council and deputy assistant to James Dewey while fully supporting East Tawas Housing Commission and Board

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Members. Missing from the meeting was Financial Manager Suzanne Ward who will be providing accounting services, funding and reporting requirement to HUD and Operation Manager Pamela Moses who will be overseeing staff support and policy/regulation procedures and requirements. PHHC members are happy to be part of the future success of East Tawas Housing Commission providing the necessary support and access to tools to make all members/programs successful.

- 6 Financial Reports:
- A. Bay Park Tower North April 2024 Report
Review and discussion held.

With review and discussion complete, Commissioner Freel motioned to approve Bay Park Tower North April 2024 Financial reports as presented. This motion was supported by Vice President Ronan.

A roll call vote followed:

Ayes: Balfour, Ronan, Cano, Freel, Lichtman

Nays: None

Absent: None

Motion Carried.

- B. Bay Park Tower South April 2024 Report
Review and discussion held.

With review and discussion complete, Commissioner Freel motioned to approve Bay Park Tower South April 2024 Financial reports as presented, this motion was seconded by Commissioner Lichtman.

A roll call vote followed:

Ayes: Balfour, Ronan, Cano, Freel, Lichtman

Nays: None

Absent: None

Motion Carried.

7. KMG Management Report/ Executive Director Verbal Report
- 1. **KGM -Jane Crawford**

Ms. Crawford reviewed in detail the written report issued to the Board of Commissioner highlighting the cooperation between the City of Tawas, Staff of East Tawas Housing Commission and Port Huron Housing Commission during this transitional period. Software programs are being extracted from the computer system owned by KMG while leaving important records, financial reports and necessary documents for the continued success of ETHC. KMG is asking for ETHC staff to continue to cooperate with KMG to ensure all parties are successful during this transitional period. The Board of Commissioners were reminded that the management contract does expire at midnight June 30th, 2024.

The board was updated on current/outstanding annual resident recertifications, pending signature requests and pending court action as occurrence and deadlines are schedule for July 2024 after the termination of the contract agreement with KMG.

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PHHC Executive Director James A. Dewey – Verbal Report

ED James A. Dewey addressed the Board of Commissioner with updates on the 2023 Annual Audit explaining that everything would be completed by month end with no finding to be reported. A final written report will be presented to the Board of Commissioners for review. The ETHC UEI number as been reinstated which allows for the “pull down” of subsidy and Capital Fund money to be dispensed. This funding will be released soon and will be reflected in financial reports.

8. Old/Unfinished Business

Commissioner Lichtman inquired about the location of the current Board Meeting being held in the city Chambers of the East Tawas City Hall Building while also inquiring if zoom meetings are allowed. Executive Director James A. Dewey explained Roberts Rules noting that a public meeting may change location as long as proper, public notification takes place. He further explained that devices have been ordered to ensure full compliancy for zoom meetings as well. Full access for members and public will be fully considered and followed.

9. New Business:

A. Approval of Intergovernmental Contract Agreement

Discussion was held regarding the number of entities that are involved within this Intergovernmental Contract. The Board of Commissioners were ensured that ETHC Board members will have control of policy approvals, financial decisions, vendor approval and oversee operational matters of the complex. The City of East Tawas will assist with accounts payables, employee staff benefits, human resource needs, payrolls, attendance and supervisory discussion with PHHC Management along with some cross training of DPW city employees to assist or offer staff coverages or shortage in an event of need. Additionally, PHHC will take care of regulation of financial, policies, inspection and all HUD regulations to ensure smooth operation of the complex. Discussion was also held regarding this agreement, being a 3-year contract with an opportunity to terminate as well as an annual market management fee study to ensure that all costs are within line of such service.

PHHC Executive Director James A. Dewey explained that should this Intergovernmental Contract Agreement be approved; it will then be presented to the PHHC Board of Commissioners for approval. This Contract Agreement could be presented for approval as early as Tuesday June 18, 2024. If approved, this agreement could start as early as July 1, 2024.

With concerns addressed, Commissioner Freel motioned to approve the Intergovernmental Contract Agreement to be approved as presented. Commissioner Cano supported this motion with roll call as follows.

Ayes: Balfour, Ronan, Cano, Freel, Lichtman

Nays: None

Absent: None

Motion Carried.

10. City Council Liaison Comments:

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City Manager Brent Barringer assured the Board of Commissioners that ETHC has the full support of the City Council and would like to strengthen its relationship with the Housing Commission, Staff, residents and Board Members.

11. Commissioner's Comments:

President Balfour personally thanked KMG Management services for their service during this time and for stepping in during the ETHC time of need. President Balfour also thanked City Manager Brent Barringer and City Council for their support.

12. Adjournment:

With the business of the agenda having been complete, Commissioner Lichtman made a motion and was supported by Vice President Ronan to adjourn the meeting at 9:17 AM. The next meeting is scheduled for Thursday, July 11, 2024, 8:30 AM located at 304 W. Bay Street East Tawas Mi 48730.

X

President/Vice President
Ann Balfour/Todd Ronan

X

Executive Director/Deputy Executive Director
James A. Dewey/Gregory T. Stremers