

**MINUTES FOR THE REGULAR MEETING
OF EAST TAWAS HOUSING COMMISSION
August 21, 2024, meeting was held at:
Community Room – South Tower
304 W. Bay Street, East Tawas, MI 48730
Beginning at 10:03 AM**

1. Call to Order:

President Ann Balfour called the meeting of the East Tawas Housing Commission to order at 10:03 AM with Roll Call completed by PHHC/ETHC Executive Director James A. Dewey.

2. Roll Call:

Present: President Ann Balfour, Vice President Todd Ronan, Commissioner(s) Joseph Cano, Dr. Cary Lichtman and Tim Freel
Also: East Tawas City Manager Brent Barringer, Community Property Manager Melissa Nickell and Maintenance Staff Evan Buysens, Executive Director James A. Dewey
Via Zoom: Program Assistant Specialist Anne Landschoot, Financial Manager Sue Ward and Operational Manager Pamela Moses
Absent: Deputy Executive Director Gregory T. Stremers

3. Public Comment for anything on the agenda
None

4. Approval of Agenda to include any Changes/Additions

- A. Changes: Clerical Correction to month of reporting on agenda only from May 31, 2024, to June 2024
- B. Additions: None

With review and discussion complete, Commissioner Cano motioned to approve the changed agenda as discussed. This motion was supported by Commissioner Lichtman.

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

5. Approval of the Minutes – July 11, 2024, Regular Commissioner Meeting Minutes:
Review and discussion were held.

With discussion complete, Commissioner Cano motioned with support from Commissioner Lichtman to approve the minutes of the July 11, 2024, Regular Commissioner Meeting as presented.

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

6. Review of the Financial Reports

- A. Financial Summary Report – June ~~May 31,~~ 2024
North Tower
South Tower

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Discussion was held that this may be the final financial summary report presented by former Management Company KMG. Future financial reports will appear differently and will be presented by the City of East Tawas with a secondary approval by PHHC Financial Manager Suzanne Ward. PHHC and City of East Tawas continue to work on this transition to see what may work best for all parties involved.

With review and discussion complete, Commissioner Freel motioned with support from Vice President Ronan, to approve the North and South Tower Financial Summary Reports of the East Tawas Housing Commission as presented.

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

- B. Balance and Operating Statement Report North and South Tower– June ~~May~~ 31, 2024
Discussion was held regarding ETHC ability to drawdown HUD Subsidies which was explained that PHHC has been successful with gaining access to all HUD funding. There has been no lost subsidy. The Board of Commissioner were advised that this Balance and Operating Statement Report will appear differently as we transition from KMG Management Software to PHHC/ETHC software.

North Tower:

With review complete of the Bay Park Tower North Balance Sheet and concerns addressed, Commissioner Cano motioned with support from Commissioner Lichtman to receive and file as presented.

Roll call vote was held as follows:

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

South Tower:

With review complete of the Bay Park Tower South Balance Sheet and concerns addressed, Vice President Ronan motioned to receive and file this report which was supported by Commissioner Cano as presented.

Roll call vote was held as follows:

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

- C. Cash Disbursement ending July ~~May~~ 31, 2024
The Board of Commissioner reviewed the North Tower cash disbursements for month ending July 2024.

With review and discussion complete, Commissioner Cano motioned for approval of the cash disbursement as presented. Commissioner Lichtman supported this motion with roll call as follows:

Ayes: Balfour, Ronan, Cano, Freel, Lichtman
Nays: None

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Absent: None
Motion Carried.

D. E-LOCCS – Capital Fund Program

Executive Director James A. Dewey explained the current status with Capital Fund Program (CFP) noting obligation end dates, reporting and PHA cumulative expended amounts. This report will be offered monthly for the Commissioners knowledge. No approval is necessary as this is for transparency purposes only.

7. Executive Director Report/PHHC Management Reports:

1. **PHHC Executive Director James A. Dewey – Verbal Report**

Executive Director James A. Dewey reviewed the written report to the Board of Commissioner highlighting building maintenance repairs, CFP as previously discussed, HUD Updates in regards to having access to TRACS for the North Tower reporting, current status of independent audit for 2023 and miscellaneous items on the ongoing transition from KMG to PHHC software programs.

8. Unfinished Business
None

9. New Business:

A. Contract Approvals:
None

B. Resolution(s):

1. Resolution No. 2024-03 Check Signing Policy and Procurement Policy

Discussion was held regarding approval of this resolution noting the necessity of these items. It is unknown if ETHC had previous policy approved therefore, upon approval of this resolution any previous resolution shall be rescinded, and new policies will go in effect on 09/01/2024.

Upon further review of the resolution, two changes were suggested in the Check Signing Policy to include a dollar amount threshold of anything over \$5,000.00 shall require two signatures for approval. An additional change suggested by Commissioner Freel was in the resolution itself under paragraph four “NOW THEREFORE BE IT RESOLVED.... approved Resolution No. 2024-03 Check signed Policy and Procurement Policy” be replaced with approved the Check Policy and Procurement Policy as presented. Changing this statement will be for clarification purposes that policies presented are being approved vs just the resolution.

These suggested changes have been made and a roll call vote followed for final approval.

With modification made to the Check Signing Policy and the Resolution, as discussed, Commissioner Freel motioned to approve Resolution No. 2024-03 Check Signing Policy and Procurement Policy, and was supported by Commissioner Cano. Roll call vote followed:

Ayes: Balfour, Ronan, Cano, Freel, Lichtman
Nays: None
Absent: None

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Motion Carried.

C. Travel and Training
None

D. Miscellaneous:
None

10. City Council Liaison Comments:
No comments

11. Commissioner's Comments:
President Ann Balfour expressed her pleasure with the ongoing transition from KMG to PHHC and City of East Tawas along with working with City Staff Members.

Executive James A. Dewey informed the Board of Commissioner that KMG failed to report employee payroll to the IRS and ETHC incurred a penalty for this unreported payroll. PHHC has worked closely with the IRS to have this error fixed and all penalties waived. We are waiting an official notification from the IRS.

The ETHC Consumer Energy transformer will be replaced on Monday August 19th, 2024. The South Tower will be without power for a number of hours for this repair. Consumers Energy is absorbing the cost of this transformer with ETHC being held responsible for the electrician labor fee to reconnect to the new transfer gear..

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 10:40 AM. The next meeting is scheduled for Wednesday September 18, 2024, 10:00 AM located at South Tower 304 W. Bay Street East Tawas Mi 48730.

X

President/Vice President
Ann Balfour/Todd Ronan

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X

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