

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
MONDAY, DECEMBER 20, 2010

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, December 20, 2010 at 4:30 p.m. The meeting was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360. Vice Chairperson Ronald Strauss called the regular meeting to order at approximately 4:35 p.m. Commissioners who attended the meeting included Commissioner Hazel Thomas, Commissioner Eddie Wilson, Commissioner Yolanda Thomas-Davis, and Commissioner William Fine. Chairperson Carla Mock and Commissioner Hesham Khalil did not attend the meeting. Housing Authority Attorney Michelle Bazin-Johnson was also in attendance. Public attendee included Andre Steele from ALCO TV. Housing Authority personnel, who attended the Board meeting, included Executive Director Lenda Wilson and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:
November 15, 2010

Vice Chairperson Strauss called for approval of the regular Board meeting minutes dated November 15, 2010. Commissioner Thomas motioned approval of the minutes, and Commissioner Wilson seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Vice Chairperson Strauss called for approval of management reports as presented to the Board. In reference to the Homeownership Report, Commissioner Thomas asked for definition of scatter sites. In reply, Executive Director Wilson said that scattered sites are Housing Authority properties that are located throughout the City. Commissioner Davis inquired about the "Money Smart Workshop," an activity, listed on the Section 8 Housing Choice Voucher Program Board Report. In response, Executive Director Wilson informed the Board that the workshop is a 4-week financial session with the purpose of assisting Lakeland Estates residents with information about finances, and that Section 8 Housing Manager Kathy Wilson participated as a volunteer. With no further questions, Commissioner Davis motioned approval of the management reports as presented to the Board; Commissioner Fine seconded the motion.

CARRIED

COMMITTEE REPORTS:**OLD BUSINESS:****NEW BUSINESS:****Kaser Spraker – Final Payment**

Vice Chairperson Strauss called for approval of final payment to Kaser Spraker. Executive Director Wilson explained to the Board that final payment would not be issued due to pending construction work on the handicapped accessibility of the second door at the main office. She said that they would send someone out to make repairs tomorrow. She also mentioned availability of the construction observation report.

Vice Chairperson Strauss asked for an estimate of the final payment. Executive Director Wilson said final payment is approximately \$47,000. In reference to the observation report, Commissioner Thomas asked if cleaning paint off ceiling-mounted fixtures would be considered routine maintenance. Executive Director Wilson said yes. She informed the Board about a correction on the report from 121 Sycamore Street to 121 Seymour Street.

HQS Training – Louisville, Kentucky

Vice Chairperson Strauss called for approval of the HQS Training in Louisville, Kentucky. Executive Director Wilson explained to the Board that due to the illness of Inspector Danny Morgan, Maintenance Worker Luther Monroe has temporarily replaced Mr. Morgan, and that the Housing Authority is allowing him to attend training to become a certified inspector to perform inspection services until Mr. Morgan returns. Commissioner Davis asked if the maintenance department is capable to handle the workload since Mr. Monroe has acquired a new temporary position. Executive Director Wilson said that a new maintenance person has been hired. With no further inquiries, Commissioner Wilson motioned approval of the HQS training in Louisville, Kentucky, and Commissioner Thomas seconded the motion.

After discussion Vice Chairperson Ronald Strauss introduced the following resolution:

RESOLUTION NUMBER 2011-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA AUTHORIZING HOUSING QUALITY STANDARDS (HQS) TRAINING IN LOUISVILLE, KENTUCKY FOR CERTIFICATION OF INSPECTOR FOR HOUSING AUTHORITY.

The resolution was moved by Commissioner Eddie Wilson and seconded by Commissioner Hazel Thomas.

AYES

Ronald Strauss
Hazel Thomas
Yolanda Thomas-Davis
Eddie Wilson
William Fine

NAYS

Chairperson Carla Mock and Commissioner Hesham Khalil did not attend this Board meeting.

CARRIED

Existing Needs Assessment Update

Vice Chairperson Strauss called for approval of the existing needs assessment update. Executive Director Wilson explained to the Board that five years ago Forum Architects came out to conduct a needs assessment for all Housing Authority developments. She said that the United States Department of Housing and Urban Development (HUD) published a notice stating that housing authorities may update their present needs assessment, and then develop a new needs assessment when the new format is released by HUD. She said that the Housing Authority chooses to update their current needs assessment, and that Forum Architects will perform the update to the assessment at a cost not to exceed \$4,800. With no further discussion, Commissioner Fine motioned approval for the update of the Housing Authority's existing needs assessment, and Commissioner Davis seconded the motion.

After discussion Vice Chairperson Ronald Strauss introduced the following resolution:

RESOLUTION NUMBER 2011-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE AUTHORIZING UPDATE OF PHYSICAL NEEDS ASSESSMENT.

The resolution was moved by Commissioner William Fine and seconded by Commissioner Yolanda-Thomas Davis.

AYES

Ronald Strauss
 Hazel Thomas
 Yolanda Thomas-Davis
 Eddie Wilson
 William Fine

NAYS

Chairperson Carla Mock and Commissioner Hesham Khalil did not attend this Board meeting.

CARRIED

Vehicle Mileage Increase

Vice Chairperson Strauss called for approval of vehicle mileage increase. Executive Director Wilson explained to the Board that the Internal Revenue Service (IRS) has increased the rate per mile from 50 cents to 51 cents. Commissioner Wilson motioned approval of the mileage increase as deemed by the IRS from 50 cents to 51 cents; Commissioner Thomas seconded the motion.

After discussion Vice Chairperson Ronald Strauss introduced the following resolution:

RESOLUTION NUMBER 2011-05

A RESOLUTION OF THE BOARD OF COMMISSIONER OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA AUTHORIZING THE RECENT INCREASE OF THE MILEAGE RATE FROM 50 CENTS PER MILE TO 51 CENTS PER MILE FOR STAFF EMPLOYEES EFFECTIVE JANUARY 1, 2011.

The resolution was moved by Commissioner Eddie Wilson and seconded by Commissioner Hazel Thomas.

AYES

Ronald Strauss
 Hazel Thomas
 Yolanda Thomas-Davis
 Eddie Wilson
 William Fine

NAYS

Chairperson Carla Mock and Commissioner Hesham Khalil did not attend this Board meeting.

CARRIED

Approval of Bills

Vice Chairperson Strauss called for approval of bills. Executive Director Wilson informed the Board about the annual Housing Authority Insurance (HAI) premium for insurance liability for Housing Authority properties and Housing Authority public officials. She said that the Housing Authority had no losses. Vice Chairperson Strauss requested previous year's cost for comparison purposes in the future. With no further comments, Commissioner Davis motioned approval of the HAI insurance premiums for commercial/public officials' liability for \$11,135.00 and for commercial property/equipment breakdown insurance premium for \$37,033.00. Commissioner Fine seconded the motion.

CARRIED

For Your Information

Attorney Bazin-Johnson requested an Executive Session at the next scheduled Board meeting for pending litigation on Tuesday, January 18, 2010 at 4:00 p.m. Executive Director Wilson invited all the Housing Authority Board of Commissioners to the City Hall Christmas Celebration on Thursday at noon at City Lanes. She also informed the Board of Commissioners about Judy Hanish retiring as Executive Director of Sand Castle Shelter for Children & Families with a celebration at Barker Mansion on December 29, 2010 at 4:30 p.m.

Public Comment

Adjournment

With no other business to present before the Board, Vice Chairperson Strauss adjourned the meeting at approximately 5:00 p.m.

Ronald Strauss, MCHA Vice Chairperson

ATTEST:

Lenda Wilson, MCHA Executive Director

RESOLUTION NUMBER 2011-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA AUTHORIZING THE RECENT INCREASE OF THE MILEAGE RATE FROM 50 CENTS PER MILE TO 51 CENTS PER MILE FOR STAFF EMPLOYEES EFFECTIVE JANUARY 1, 2011.

WHEREAS, it is necessary that officers and employees be adequately reimbursed for such expenses; and,

WHEREAS, the Board of Commissioners has reviewed the necessity for and the feasibility of establishing such expenses.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Michigan City Housing Authority, hereby adopt the following:

1. Per Diem and mileage expenses are hereby created and established pursuant to the provisions of IC 36-7-18-8 Section 8(2).
2. The mileage rate shall be 51 cents retroactive January 1, 2011 per IRS.
3. The per diem rate per day shall remain at \$50.

Passed and approved this 20th day of December 2010, by the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Commissioner Hazel Thomas

Vice Chairperson Ronald Strauss

ATTEST:

RESOLUTION NUMBER 2011-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA AUTHORIZING HOUSING QUALITY STANDARDS (HQS) TRAINING IN LOUISVILLE, KENTUCKY FOR CERTIFICATION OF INSPECTOR FOR HOUSING AUTHORITY.

WHEREAS, the present Housing Inspector has a prolonged leave of absence from the Housing Authority due to illness, and

WHEREAS, the Housing Authority has initiated a replacement to continue inspection of housing developmental units, and

WHEREAS, such replacement is in need of training in compliance to HUD rules and regulations.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved Housing Quality Standards (HQS) training for inspection certification in Louisville, Kentucky, February 8 – 10, 2011.

Adopted this 20th day of December 2010.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Commissioner Hazel Thomas

Vice Chairperson Ronald Strauss

ATTEST:

RESOLUTION NUMBER 2011-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE UPDATE OF PHYSICAL NEEDS ASSESSMENT.

WHEREAS, every five years the United States Department of Housing and Urban Development (HUD) requires housing authorities to obtain a physical needs assessment of their properties, and

WHEREAS, due to the new format, HUD allows housing authorities to either update their needs assessment and apply those updates to the new formatted needs assessment or complete an entirely new needs assessment and then complete another needs assessment when the new format is released, and

WHEREAS, the Housing Authority decided to update their present needs assessment and then apply those updates to the new needs assessment format when released, and

WHEREAS, the Housing Authority will hire Forum Architects to complete the update of the newly released needs assessment format, and

WHEREAS, the needs assessment cost to Forum Architects will not exceed the cost of \$4,800.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Housing Authority of the City of Michigan City, Indiana approved update of present needs assessment transferable to the newly needs assessment format when released from HUD with a not-to-exceed \$4,800 payment to Forum Architects to complete the needs assessment updates.

Adopted this 20th day of December 2010.

Resolution moved by:

Commissioner William Fine

Resolution seconded by:

Commissioner Yolanda Thomas-Davis

Vice Chairperson Ronald Strauss

ATTEST: