



Port Huron Housing Regular Commission Meeting

Port Huron Housing Commission

Nov 14, 2023 at 6:00 PM EST to Nov 14, 2023 at 7:00 PM EST

905 Seventh Street, PH MI 48060

Agenda

I. Roll Call

Presenter: Executive Director

Present

President Scott R. Urmy, Commissioners Dale Hemmila, Natacha Hayden and Andrew Kercher

Also

Executive Director James A. Dewey, Financial Manager Suzanne Ward, Program Assistant Specialist Anne Landschoot and Program Operations Manager Pam Moses

Absent

None

II. Public Comment for anything on the Agenda

Presenter: Moderator

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda.

III. Presentation

Presenter: Moderator

None

IV. Approval of Agenda to include any Changes/Additions

Presenters: Moderator, Motion/Support for discussion, Discussion/Vote

1. Changes
2. Additions

V. Approval of Consent Agenda

Presenters: Moderator, Motion/support for discussion, Discussion/Vote

Agenda items considered routine are marked with an asterisk (*) and will be considered for adoption by one motion with no separate discussion. A Commissioner may request an item to be removed from the consent agenda and the item will be considered in its normal sequence.

VI. *Approval of Minutes - CONSENT AGENDA

VII. Financial Reports:

Presenter: Moderator

A. * Balance Sheet, Statement of Operating Income and Expense and Budget Versus Actual Expenses

CONSENT AGENDA

B. Public Housing General Fund Cash Disbursement and Wire Transfers

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

1. Cash Disbursements

- October 2023

2. Wire Transfer

- October 2023

C. Section 8 Cash Disbursements and *Utilization Report

Presenters: Moderator, Motion/Support for discussion, Discussion/Vote

1. Cash Disbursements

- October 2023

2. *Utilization Report

CONSENT AGENDA

D. Account Submitted for Write Off Approval

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

CONSENT AGENDA

E. *Tenant Account Receivable Report

- October 2023

F. * Quarterly Investment Report

- **CONSENT AGENDA** Issued - January, April, August and October of each year
- None

G. CFP (Capital Fund Project) Obligation/Expenditure Status (E-LOCC)

VIII. Report of the Director

Presenter: Executive Director

A. * Occupancy Report

CONSENT AGENDA

1. *Current Vacancy Report and move out reasons

CONSENT AGENDA

B. * Capital Fund Report

CONSENT AGENDA

C. Travel and Training

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

- NCRC Chicago Board Retreat

D. Approval of Contracts

Presenters: Moderator, Motion/Support to discuss, Discussion/Vote

1. Health Insurance for Full time staff

Staff Choice of Insurance BCBS 500 or 1000

Deductible: \$500/\$1000 or \$1000/\$2000

Monthly Premium: \$21,425.53 or \$21,228.82

Total Annual Cost: \$257,106.36 or \$25,745.84

2. Dental Insurance for full time employee

Delta Dental

Annual Maximum \$1,000.00

Ortho: \$1,000.00 lifetime

Annual Cost: \$22,533.00

3. Life, Short Term and Long Term Disability Insurance for full time employees

Lincoln Financial Group

Annual Premium: \$2,297.40

E. Miscellaneous

Presenter: Moderator

None

1. *Correspondence

CONSENT AGENDA

- November/December Village Voice

2. *Written Reports

CONSENT AGENDA

a. Executive Director Report

b. *Elderly Disabled Service Coordinator Report

CONSENT AGENDA

c. *Ross Grant Report

CONSENT AGENDA

3. *Quarterly Report - CONSENT AGENDA

a. *Maintenance Activity Report on Operations

CONSENT AGENDA - Due in **January**, April, August and October 2024

- None

b. YTD 3 Year Comparison Move out

CONSENT AGENDA - Due in **January**, April, August and October 2024

- None

c. *Five (5) Year Goal Achievement

CONSENT AGENDA - March, June, September and **December** of each year

- None

4. Strategic Planning - Phase 1 Review of last five year goals

IX. Report of Committees

Presenter: Executive Director

- None

X. Unfinished Business

Presenter: Executive Director

- None

XI. New Business

A. Resolution

- None

B. Appointment to Housing Matters Inc.

- Appointment of Ms. Karly Hurley for Housing Matters Inc.

XII. Public/Open Comment for all items NOT listed on the agenda

- Please limit your comments to one time, 5 minute speaking opportunity for only items listed on this agenda

XIII. Open Board Discussion

Presenter: Moderator

XIV. Adjournment

Presenters: Moderator, Motion and support to close meeting, Vote

The next Meeting is scheduled for December 12, 2023 at 6:00 PM located at the 905 Seventh Street Port Huron MI 48060