



# Port Huron Housing Regular Commission Meeting

Port Huron Housing Commission

May 21, 2024 at 6:00 PM EDT to May 21, 2024 at 7:00 PM EDT

905 Seventh Street. Port Huron Michigan 48060

## Agenda

### I. Roll Call

Presenter: Executive Director

#### Present

President Scott R. Urmy, Vice President Dale Hemmila, Commissioner(s) Natacha Hayden, Andrew Kercher, Tyler Moldovan

#### Also

Executive Director James A. Dewey, Deputy Executive Director/Legal Corporation Counsel Gregory T. Stremers, Financial Manager Suzanne Ward and Program Assistant Specialist Anne Landschoot

#### Absent

None

### II. Public Comment for anything on the agenda

Presenter: President Urmy

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

### III. Presentation

Presenters: Dee McIntyre, Nicole Gourlay

- Property Managers Presentation

### IV. Approval of Agenda to include any Changes/Additions

Presenter: President Urmy

1. Changes
  1. None
2. Additions
  1. None

### V. Approval of Consent Agenda

Presenter: President Urmy

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**
- April Regular Commissioner Meeting Minutes

## VII. Financial Reports:

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

#### CONSENT AGENDA

- April

### B. Public Housing General Fund Cash Disbursement and Wire Transfers

Presenter: President Urmy

#### 1. Cash Disbursement - April 2024

#### 2. Wire Transfers - April 2024

### C. Section 8 Cash Disbursements and \*Utilization Report

Presenter: President Urmy

#### 1. Cash Disbursements - April 2024

#### 2. \*Utilization Report

- CONSENT AGENDA

### D. Account Submitted for Write Off Approval

Presenter: President Urmy

### E. \*Tenant Account Receivable Report

- CONSENT AGENDA
- April 2024

### F. \* Quarterly Investment Report

- CONSENT AGENDA
- Issued - January, April, August and October of each year
- Due in August 2024

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

Presenter: President Urmy

- Discussion only

## VIII. Monthly Reports

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

Presenter: Executive Director

#### 1. NAHRO Professional Development

NSPIRE for Public Housing

Training: 4-day interactive zoom training

Date: TBD

Cost: \$886.00 per person includes certification  
Attendees: Dee, Nicole and Liz

## **D. Approval of Contracts**

Presenter: President Urmy

### **1. Hannah R. Bond CPA PLLC**

2954 Goehmann Lane  
Fredericksburg, TX 78624  
Cost: \$10,500 (14% increase)  
Contract Extension: 2024, 2025 & 2026

### **2. Interface Americas Inc.**

1503 Orchard Hill Road  
LaGrange, GC 30240  
Total: \$16,607.17  
(\$166.07 average cost per box)  
Service: Senior Flooring

### **3. HD Supply Firestop Bid Tabulation**

HD Supply- Sonya Godette  
Cost: \$10,10457  
Service: 25 pairs of Firestop oven/fire extinguisher  
Life Expectancy: 5-6 years, requires zero maintenance

## **E. Miscellaneous**

Presenters: President Urmy, Executive Director

### **1. \*Correspondence/Communication**

#### **CONSENT AGENDA**

Village Voice

### **2. \*Written Reports**

#### **a. Executive Director Report**

Presenter: Executive Director

#### **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

#### **b. YTD 3 Year Comparison Move out**

##### **CONSENT AGENDA**

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

**c. \*Five (5) Year Goal Achievement**

**CONSENT AGENDA**

- March, June, September and December 2024
- Due June 2024

**IX. Report of Committees**

Presenter: Executive Director

None

**X. Unfinished Business**

Presenter: Executive Director

None

**XI. New Business**

**A. Resolution**

Presenter: President Urmy

**1. PHHC Resolution No. 2024-06, 2025 Operating Budget**

**B. Discussion on Richard Pack Community Center - Computer Lab**

**C. Discussion of East Tawas**

**D. Re-appointment for Peter Eppley to Housing Matters Inc.**

- Term expiration June 2024
- Re-appointment for a 3-Year term June 2027

**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: President Urmy

**XIV. Adjournment**

Presenter: President Urmy

The next Regular Meeting is scheduled for June 18, 2024 at 6:00 PM located at the 905 Seventh Street Port Huron MI 48060