

Minutes of June 29, 2022

Commissioner Henry called the meeting to order at 5:31 p.m. Mr. Fleming called the roll.

PRESENT AT ROLL CALL: Commissioners Emma Henry, Don Sober left at 7:23 pm, Loria Hall, and Heather Taylor, Ashlee Barker was absent.

STAFF:

Douglas Fleming

Marcus Hardy

Kim Shirey

Jennifer Burnette

Steven Raiche – Contractor

Sam Spadafore - Contractor

Guests: None

Commissioner Hall moved and Commissioner Taylor seconded a motion to approve the minutes of the May 4, 2022, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

Jon Horford – Wanted to know the total number of properties to be sold, how it was to be decided which house was to be sold, and if duplexes include the entire duplex, and does certification substitute application for section 8

Charla Burnett – Residents came to her a few months ago stating they were uncertain what was happening and requested for her to advocate for them. She wants to be sure each person who lives in the house has an opportunity to purchase their home if they can and choose to. She began knocking on the doors of LHC residents to be sure they know what is happening. She would like to know if LHC will extend home purchase deadlines so that some have additional time to potentially purchase their home. Also, she is concerned about the state of some of the homes. She wants to be sure that all are working together to be sure repairs are made. She also wants clarification on if they are recertifications or if they roll over into the voucher program or if they need to reapply. Provided a study and concerns.

Shannon Norris – Has been speaking with residents in their homes. Questions that she states residents have, is there a place on the LHC website that has the Section 18 program voucher application, and what is the deadline for the voucher application? Inquired about how many residents are not in good standing and what not in good standing means. How many residents



are required to pay a flat rate instead of income-based, what financial empowerment assistance have you given residents to become mortgage ready, wants to see call list for work orders, who is assessing and placing value on homes, and how many are red tagged, pink tagged, see RFP criteria, proposal, who answered RFP's and what score was received, and contract with SK Investments?

Jody Washington – Has been knocking on doors and feels homes are in ill repair. States a resident told her that if she cleaned her home, it would be considered that she could move. She is concerned that the LCH is not maintaining units and they will manage when the SK sale is completed. LHC has taken over every voucher program since the closing of Holy Cross and she feels LHC has too much on its plate. Wants to know who is inspecting the units yearly.

Kim Shirey – Director of Housing Programs at LHC addressed some of the concerns: personally spoke to individuals that were mentioned in public comment. The one resident she spoke to at the meeting with residents previously received a new refrigerator this afternoon. Spoke to them again today and residents were thankful and understood the timeframe to address the remainder of their repairs according to the call. Also, provided contact info as we have a staff member that can assist with any possible language barriers if their interpreter is unavailable. Also answered all questions regarding purchasing the home. The family stated that would have to clean their home in order to move, Kim states that was not the conversation she had with them. She states they had a good conversation: she fixed her garbage disposal while present, and assisted with putting her smoke detectors up, we take those calls very seriously when we are made aware of them. She explained to the family that LHC was going to move her into a larger unit, but that she would be back in a few days, and we needed about 30 days to make that happen.

Action Items:

- Resolution 1336 – Approval of Annual Plan.

Each year our annual plan must be submitted to HUD for approval. We update current policies and proper HUD updates. Jennifer and Marcus provided the updates that differentiated from the previous year's annual plan. (See attached)

Commissioner Hall moved and Commissioner Sober seconded a motion to approve Resolution 1336 Annual Plan. **The Motion was approved by all members present.**



- Resolution 1337 – approval of revised Education Reimbursement Policy.

Updates LHC's existing education reimbursement policy, which was passed in 2010. The update changes the reimbursement amount from \$1,500 per fiscal year to \$4,000 per calendar year. Financial considerations for the board are \$4,000 per employee should an employee participate at its fullest capacity. The policy indicates that the classes are related to a current job or a job they are looking to expand within the agency. It must be approved by Supervisor and Director.

Commissioner Taylor moved and Commissioner Hall seconded a motion to approve Resolution 1337 Education Reimbursement Policy. **The Motion was approved by all members present.**

- Resolution 1338 – approval to submit an application for the disposition of 235 units of scattered site public housing.

It was explained that this resolution is just specific to the approval of the Section 18 application being submitted to HUD for approval, not to the sale of the homes.

Commissioner Taylor requested a deferment to obtain further information. Commissioner Hall has concerns about paragraph 5 in regard to the notification to residents to purchase homes. Kim Shirey stated that we reached out by phone to all residents at scattered sites, we reached a large percentage of them. Some did not have a current phone number with us, those residents were visited by staff members to get updated phone numbers. If not able to connect we left a letter on the door. We have had additional resident meetings and made it clear to everyone they spoke to that if they just became aware or were in the process of approval July 1st is not a hard deadline, that if they keep in communication on where they are in the process, we will work with them to take advantage of this opportunity. They have had approvals as recently as yesterday. We have a detailed spreadsheet as to who we spoke to, who didn't have working numbers etc. We adjourned while Kim obtained those spreadsheets from 6:26 pm to 6:39 pm. Motioned by Sober and Seconded by Taylor. Kim provided that two letters were sent to all residents in early June and early July. This letter included what the future would consist of it gave options if they were interested in purchasing their home, taking a voucher, or staying in their home. Have had resident meetings beginning in June, made 228 phone calls, conversations with 109 residents, and left 58 messages, there were 68 disconnected phones or unable to leave messages, of those 68 homes we have knocked on 40 of those doors to obtain updated numbers and make contact with them. Due to the nature of the information on this spreadsheet, it was asked that if the board wanted to review it further or have further conversations regarding it that there would be a motion to go into a closed session for the privacy of that information.



This resolution was motioned by Hall with no Second. It was then deferred after a closed session from 6:42 pm motioned by Commissioner Henry and seconded by Commission Taylor. Session re-opened at 7:11 pm, motion by Commissioner Taylor and seconded by Commission Hall.

- Resolution 1339 – approval to grant 235 project-based vouchers to SK Michigan Real Estate Development

This resolution was deferred along with resolution 1338.

- Resolution 1340 – approval of FY2023 Operating Budget

The budget was sent out with the board package. Changes for this year is the 4 amps in the LIPH program, but we have elected to report them as one consolidated unit in the current year due to the transition of the RAD program. COCC level activity has been the main reporting area for most unrelated HUD items and most of these have been moved to the business activity budget this year related to not only RAD entities, but also the de minimis units and work being done with Habitat for Humanity. That does not include PSH or activity that was taken over from Holy Cross. It is the goal that the COCC is back in a position that reflects the management of the core business in the LIPH and HCV program. Commissioner Henry asked how this will affect what the board receives to review next year as we go through the RAD process. Steve stated that historically we provided individual AMP information that was summarized by him and going forward we can continue with that approach or provide information in a different format if something else is needed by the board.

Commissioner Hall motioned Commissioner Taylor to second a motion to approve Resolution 1340 FY2023 Operating Budget. **The Motion was approved by all members present.**

This board discussed in December and January at the board meeting that when the HARA took over for Holy Cross, we accepted some of that responsibility along with them. We give confirmation that we would support that program for up to \$100,000. Our fiscal year ends tomorrow, and we would like to fulfill that commitment and would like a motion from the board that you approve this to help offset some of the losses they incurred related to the assumption of the Holy Cross activities. This was motioned by Commissioner Sober and seconded by Commissioner Hall. Commissioner Henry abstained. **The Motion was approved by all members present.**



Informational Items:

Finance Report May 2022

Steven Raiche

- Tomorrow is our Fiscal Year End, working on finalizing books as well as communicating with our 3rd party accounting service and our external auditors to begin our annual audit process. We feel good about the year we have accomplished with all the activity that has taken place.

Housing Choice Voucher May 2022

Jennifer Burnette

Jennifer Burnette provided a brief overview of the May 2022 HCV Reports.

- LHC issued eighteen (18) vouchers that were issued in the month of May. We had one (1) VASH orientation for the homeless Veterans program for the month of May 2022 we had one (1) voucher issued with the assistance of community partners. There are currently an additional eleven (11) vouchers issued and out searching.
- Emergency Housing Vouchers: 19 of the 32 Emergency Housing Vouchers have been leased up and are housed, 2 are pending calculation or inspection. We have 2 that are issued and are out searching for housing, 8 are awaiting issuance. 375 regular HCV applications were mailed out during the month of May, 87 households are out searching for units, 125 applications are pending documentation or final approval, 1 applicant is pending a hearing, 9 units are approved and pending inspection and 10 are pending lease-up

Asset Management Report – May 2022

Public Housing (PH) Scattered Sites – Marcus Hardy

- **Public Housing Scattered Sites** had an occupancy rate of 94% at the end of May. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 19 vacancies, 4 of which are ready for lease-up. There are 80 open work orders. As of two weeks ago, the 2-bedroom waiting list opened for a week, which is what the majority of the vacancies are for. After closing, we ended with 140 applications for scattered sites and there are 180 for Forest and Hoyt applications.



Discussion Items:

- RAD Construction Update

Waverly Place is about to be completed. All 140 units have been rehabbed or are almost complete. Now working on site improvements such as playgrounds, landscaping, and parking lots which will continue over the next 30-60 days. This will be the first full completion. They plan to have a grand re-opening in August when all is completed.

Capital City has 167 units of 187 completed. The next 20 units and site improvements will continue over the next 60-90 days.

Hildebrandt Park began in the spring. The first 22 units have been completed, the next 15 have been turned over to the general contractor. We still have about 6-9 months of construction to complete that project.

LaRoy Froh was the last of the properties to come under the RAD conversion. The first set of unit rehabs is underway. This will also be approximately a 9–12-month construction project.

Other Items: None

Executive Director's Comments: Provided by Kim Shirey

- **Scattered Site Improvements** – Scattered sites included Forest and Hoyt; we have partnered with a local company that is going to install attic insulation. This will be assessed based on energy standards. This will be free of charge to LHC and its residents, this will improve and hopefully lower utility bills for residents. Those inspections have been underway this week to determine which homes will need this upgrade. Furnaces and hot water heaters will also be evaluated to see if this is also qualified as part of this rebate program.
- **Section 18** – Since the last board meeting staff has contacted residents to see if there are additional questions or to address any maintenance concerns. We also held a resident meeting yesterday to continue the communication of this process. An additional meeting will take place in August.



- LHC is working with the City of Lansing on planning and scheduling formal inspections. In the interim, we are conducting informal inspections of all scattered sites to complete a general assessment to confirm or address safety conditions. These inspections will be completed by a 3rd party and will begin after the holiday.
- After the transition to PBV on our scattered sites, residents will be able to take advantage of the FSS (HCV Advantage) Program. Working with a case manager who pairs them with resources in the community to achieve specific goals over 5 years to achieve self-sufficiency. Recently had a graduate of this program which received an escrow check in the amount of over \$30,000.

Other Activities: none

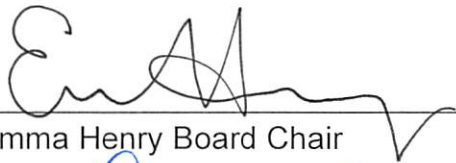
Other Items: none

President's Comments:

- Thank you to everyone for sharing. We are all here because we care about the people of Lansing, the underserved, and people that may not be able to advocate for themselves. It's appreciated that you all shared your concerns with us, and your comments have been taken very seriously and further conversations will take place regarding the comments.

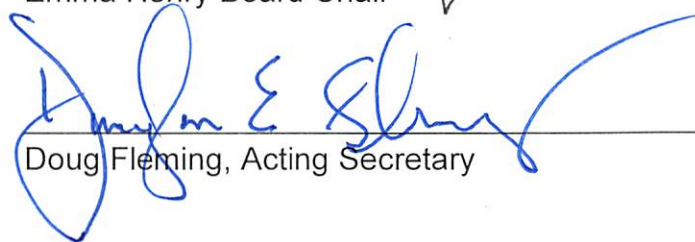
Other Business:

Adjournment: The meeting was adjourned at 7:36 p.m.



Emma Henry Board Chair

Date 8/22/22



Doug Fleming, Acting Secretary

Date 9-2-22

