

Housing Services for Eaton County Board of Directors Meeting

Tuesday, June 17, 2014 2:00 pm

Location: MSU Extension Office Charlotte, MI

Call in Number 517-541-1180 (only 1 person)

Call to Order by President Brown

Members Present: Tom Fuller, Dar Benjamin, Karen Hathon, Nicole Shannon, Sean Cotter, Jim Dexter, Bob Brown, and Denise Dunn Ex-Officio

Minutes: The April 2014 minutes were reviewed with two minor changes. Karen Hathon moved to accept with corrections. Jim Dexter supported.

Financial Report: Brown asked question in regards to CAPR. Cotter moved to accept and Fuller seconded the motion. Motion carried.

Executive Director's Report: Monthly Statistics and Activities for April and May 2014 were reviewed by Dunn. .

Old Business:

Name change work- Articles of Incorporation have been approved by the State of MI Dunn reported she received the affidavit to use for notifying going forward. Cotter moved and Fullerton supported.

Golf outing Profit- Dunn gave report with the profit statement

MSHDA-HEP award received- Dunn discussed, with the assistance of Cotter, what HOP is (a down payment assistance program through the Federal Home Loan Bank) and how HSMM can partner with Eaton Federal on mortgages using our IDA program and other homebuyer education platforms. Dunn also explained what the HEP award will allow HSMM to provide to first time homebuyers during the 2014-15 year.

Counselor of the Year Award- Dunn gave report will put PR out.

New Business:

Barry County Issues- Brown went over the situation. He felt Dunn was hasty to move and should have spoken with the Barry County UW Director first. Brown read his draft letter and Board agreed to support the letter.

AmeriCorps Member Award- Dunn reported that HSMM had secured a ½ time member again and that the same person from last year was staying for a second year.

Payroll Proposal- Dunn gave the overview of the proposal Cotter discussed. Cotter and Shannon requested Dunn ask for references and report back to the Board.

Budget Discussion pieces- Dexter moved and Cotter seconded. Approved.

Health insurance- Brown explained

Increased Eaton UW award- Dunn reported

New grant for homeownership classes

CRCF award

Section 8 administrative fees-reduction-Brown asked for actual costs
Renewals of HUD awards-Dunn reviewed current budget items

Executive Director's Annual Review- The Board went over Dunn's annual review after Dunn was asked to remove herself from the room.

Budget 2014-2015 Review and Approval

Board approved 2.5% increase across the board for all employees
Bonuses were discussed and awarded. Dunn was given \$7,000 to use as employee bonuses at her discretion.

Dexter moved to approve and Cotter seconded, Budget approved.

Next meeting August 12, 2014 Meeting adjourned.