

HOUSING SERVICES MID MICHIGAN BOARD OF DIRECTORS MEETING

Tuesday, April 14, 2015

Location: MSU Extension Office, Charlotte, MI

Call to Order by Vice President Cotter at 2:00 p.m.

Members Present: Sean Cotter, Tom Reich, Janice Land, Jim Dexter, Nicole Shannon, Denise Dunn, Susan Hoffman, Tom Fuller, Denise Dunn (ex officio).

Minutes: The Board did not approve the February 2014 minutes because they were not included with the board packet. The matter was tabled until the June meeting.

Client Hearing Request (discussed prior to the rest of new business): The Board asked to hear about the client request for a hearing. Dunn had requested that three board members participate in the hearing per the terms of the grant. Cotter, Reich, and Dexter participated. Client was in noncompliance with the terms of Permanent Supported Housing. The board representatives at the hearing determined that the organization acted appropriately in terminating assistance to the client. The board agreed that HSMM's own internal documents should not be provided to the client.

Financial Report: Dunn advised that the budget has been revised to reflect actual rather than estimates on some items now that we have better information. Hoffman moved to accept the report. Land supported. Motion carried.
-Money is coming in (and going out) on a regular basis.

Executive Director's Report: Dunn reviewed the spreadsheet regarding grant outcomes and the status of applications. The Board suggested that it be revised to include current and previous year outcomes to allow comparison across years.

Dunn explained that HUD has decreased administrative fees which is how we attend to our 75 Section 8 vouchers. We are currently being funded at approximately only 79% and Dunn has cut hours as a result. HUD no longer requires a budget or a year end settlement, which will save approximately \$800-900. Dunn explained that right now we have an outside vendor do 1099s and we are weighing the benefits of doing this in house. The downside would be that this is one more thing that would need to be reviewed by the auditors. Contractor in Kalamazoo who currently does this work for us is taking a reduction.

Old Business: Dunn obtained conflict of interest signatures for Board members.

Dunn reported that for this year's Golf Outing we have 12 teams and \$13,000 committed. This is the highest number of teams committed this early on. Dornbos

is doing signage for free. This year will include new games and prizes, along with a silent auction.

Officers Shannon and Dexter executed their signatures on banking documents.

New Business: Dunn reported that we have a new potential member for the Board of Directors. BJ Behnke is a community member who works for Hillard Lyons. He is a graduate of Olivet College and a past employee of Peckham. Dexter moved to accept Behnke onto the Board. Land second. Motion carried.

Client hearing request was addressed prior to the rest of New Business.

The Board reviewed potential health insurance premiums. This year the options available are a better value. Cotter moved to use the PHP Exclusive PFC00600 Platinum at a 1.8% reduction from current rates. Land second. Motion carried.

The Board discussed ensuring that the Assistant Director shadows responsibilities of the Executive Director. Assistant Director is currently taking the initiative in pursuing a large scale grant. Dunn is working with Assistant Director on a variety of tasks such as personnel, especially interns and admin staff.

Cotter requested for volunteers for people who want to sit on the evaluation committee. Dexter can do it if he can schedule time prior to the next board meeting. Brown will participate as President.

Budget Preview:

Dunn reported a strong increase in FEMA dollars this year. The Board reviewed the various grants and salary along with amounts that are direct client dollars. Because of the positive financial situation we are looking at ways to effectively use the funds. Previous uses included bonuses and purchase of office equipment such as chairs. The Board Discussed amount subject to recapture versus amount that is relatively unrestricted, as well as the potential for capital improvements such as windows, brick work, and the parking lot. Dunn will review and report back.

Fuller moved to accept the budget. Cotter second. Motion carried.

Meeting adjourned at 4:05.

Respectfully submitted,

Nicole Shannon