HOUSING SERVICES MID MICHIGAN

June 14, 2016

**Call to order**: President Bob Brown call to order at 2:10 p.m.

**Present**: Bob Brown, Sean Cotter, Jim Dexter, Sue Hoffman, Tom Reich, Tom Fuller, and Denise Dunn (ex officio).

Dar Benjamin, Nicole Shannon, and Janice Land gave proxies to Brown. B.J. Behnke gave his proxy to Sean Cotter.

**Minutes**:

Approval of the HSMM Minutes for April 2016. Move to approve minutes by Dexter. Support by Cotter. Motion carried.

**Financial Report**:

Dunn gave an annotated report to the Board going over various items to explain the year end budget to actual comparisons. She explained the recapture of the CRCF grant funds internally and the spending of the time sensitive EFSP dollars which affected the year to dates.

Motion to accept financial report. Hoffman moved. Cotter second. Motion carried.

**Executive Director’s Report:**

Dunn deferred going over her reports to the Board’s review so as to concentrate on the very full agenda.

**Old Business:**

Marketing update: Dunn handed out the new brochures for the Board to use in each of their communities. There was a short discussion of the use of an 800 number now.

Dunn to discuss with the marketing specialist.

Golf Outing: the profit and lost statement were reviewed. Dunn asked for a discussion about continuing the golf outing. The discussion was tabled until the next board meeting.

Annual E.D. Review: In a closed session, the present Board members went over the Executive Committee’s review of the received evaluations of the Director, both the 360 from the staff and Board members input. Prior to the formal review, Cotter and Brown had met with Dunn and went over the compilation of comments. They reviewed Dunn’s 2017 goals.

Following the closed session, the Board gave Dunn a dollar amount for raises and bonuses.

**New Business**:

HUD awards: Dunn reported that HUD had announced the awards from last year’s competition. Dunn noted that the Eaton County CoC made national notation- it scored in the top 10 nationally. The Board packet included the announcement.

HARA- Clinton County discussion: Dunn gave an overview of the discussions held at the Clinton County CoC regarding the vacating of the HARA position by Capital Area Community Services. The board members asked questions and discussion was held about continuing to apply for this position in Clinton County. Hoffman moved to approve applying for this position. Dexter seconded. Motion approved.

MSHDA funding resolution: Dunn announced that HSMM received an AmeriCorp member slot and with that slot came funding from MSHDA to pay ½ of the cost. The Board must resolve to accept the funds ($2000). Hoffman moved. Fuller supported. Motion approved. Dunn passed around the various documents requiring signature.

Transportation Policy: Dunn requested the Board review a transportation policy she had drafted. Dexter asked Dunn to check with the agency’s insurance agent on liability, uber usage, and other resources and to bring back that information along with a revised draft for possible consideration.

MSHDA HEP audit: Dunn reported that MSHDA had been into the office to do a file review and audit of the Housing Education Program files. No findings were cited, but one file was expected to be recaptured. Dunn planned to dispute the recapture as it is her belief that the recapture is based on an error the reviewed made on dates.

New Organizational Chart: Dunn gave the Board a new organizational chart to review. Some changes were suggested to clarify supervision. Dunn will make those changes and bring the chart back to the next meeting.

Partnership announcements: Dunn reviewed the various partnerships HSMM is currently involved with in the region.

Potential New Initiative: Dunn brought up a discussion about a very recent discussion she had with the Executive Director of the Center for Financial Health and potential merger with HSMM. The Board asked many questions, including the timing of this possibility with moving forward with the Clinton HARA position. It was determined that more answers would be needed to make any decision. Dunn was to relay that answer to the E.D., and then potentially bring more back to the Board in the future.

Meeting adjourned at 4:55p.m.

Respectfully submitted,

Denise Dunn, on behalf of Nicole Shannon