HOUSING SERVICES MID MICHIGAN

August 9, 2016

**Call to order**: President Bob Brown called the meeting to order at 2:05 p.m.

**Present**: Brown, Sean Cotter, Nicole Shannon, Tom Fuller, Susan Hoffman, and Denise Dunn (ex officio). Dar Benjamin proxy to Brown. Aaron Stevens present for audit presentation.

**Minutes**: Approval of the HSMM Minutes for August 2016. Move to approve minutes by Hoffman. Fuller seconded. Motion carried.

**New Business**:

Audit Presentation: Aaron Stevens of Abraham and Gaffney gave the audit presentation. This year’s audit is an unmodified opinion with no material weaknesses or significant deficiencies. Next year we will qualify as a low risk auditee.

Move to accept audit by Fuller. Shannon second. Motion carried.

**Acceptance of Financial Report**: Dunn pointed out that many of the line items with $0 are new grants that have not yet started or been funded. Acceptance of financial report by Hoffman. Cotter second. Motion carried.

**Executive Director’s Report**: Dunn reported submitting the ESG grant for Eaton and Clinton counties, as well as the HUD grant.

**Old Business:**

HARA for Clinton County: Dunn reports staff are making appointments for Clinton County clients. Brown asked for a status update on the MOU with DHHS for shared office space. Dunn reports she will check back with DHHS to write it up.

Transportation Policy: Tabled

Investment Discussion: Per instructions from the prior meeting, Dunn renewed one matured CD for another seven years. Two more CDs mature this month. Board discussed whether the money should be cashed in to fund one time purchases such as software or invested in a mutual or index fund. Cotter moved to roll the two maturing CDs into seven year CDs. Shannon second. Motion carried.

Electronic vote affirmation for ESG funds: The vote was placed into the record. Fuller moved to reaffirm the vote. Shannon second. Motion carried.

**New Business:**

New proposed Board Member – Levi Martin: Dunn reports Martin contacted her after hearing a radio advertisement. The board reviewed Martin’s resume. The board requested that Dunn extend an invitation to Martin for the next meeting so Martin can learn about the organization and the board can meet Martin ahead of making a membership decision.

New Golf Outing Idea: Tabled.

Policy Updates: Dunn reports she established LEP and Active Shooter policies. She partnered with Hayes Green Beech Memorial Hospital for HR expertise and materials. They have agreed to provide additional materials. Motion to approve new policies by Hoffman. Shannon second. Motion carried.

HUD Section 8 Changes: Dunn explained that FMR changed to 120% from 110%. Motion to adopt the changes outlined in the HUD letter of September 26, 2016 by Hoffman. Cotter second. Motion carried.

Brown adjourned at 4:00 p.m.

Respectfully submitted,

Nicole Shannon

Secretary