

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY October 10, 2017
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN**

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES August 2017

ACCEPTANCE OF FINANCIAL REPORT September 2017

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- August and September 2017

OLD BUSINESS

Board Bios for website/pictures
Fundraising ideas discussion continued
Audit Bids for 2018-2020 – must award
Reaffirm the electronic vote to accept ESG-Eaton and Clinton
Update on Clinton County PSH application
Follow up on anti-discrimination statement

NEW BUSINESS

New Board of Director's application- Sandra Dennis
SEMAP score and upcoming open application period for additional vouchers
Notice concerning funding from DCH- now DHHS – REACH program
SSVF funding-close out
JHLPR close out
PATH renewal
Audit Report
Sugar Mill PILOT reduction update
Land donation

	Financial Statement Legend		
CAPR	Capital Area Prisoner Re-entry	MICAH	Michigan Coalition Against Homelessness
CRCF	Capital Region Community Foundation	MSHDA	Michigan State Housing Development Authority
EFSP	Emergency food and shelter program (FEMA)	NDC	Neighborhood Doors Corporation
ESG	Emergency Solutions Grant (MSHDA)- Eaton and Clinton	NMFC	Neighborhood Works (foreclosure) funds
ESG-Vet	Emergency Solutions Grant – Veterans	PSH	permanent supportive housing
HEART	HUD funding for permanent supportive housing	REACH	seriously mentally ill PSH
HEP	Homebuyers Education Program (MSHDA)	SSVF	Supportive Services for Veteran Families
HUD	Housing and Urban Development	PATH	Homeless Outreach- DHHS
IDA	Individual Development Account		
HC	Housing Counseling-HUD		

Next Meeting – December 12, 2017 - Meeting to be held at the 551 Building at NOON- lunch with Staff. If you will not be able to attend, please advise Denise Dunn, (517) 541-1180.

HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
August 8, 2017

Call to order by President Bob Brown at 2:06 p.m.

Present: Doug Kelsey, Sarah Martin, Tom Fuller, Bob Brown, Jim Dexter, Nicole Shannon, Richard Ballard, Denise Dunn (ex officio), Christie Harry (ex officio). Benjamin proxy to Dexter. Reich to Shannon. Cotter to Shannon. Hoffman to Brown. L. Martin to Brown. Absent: Michael Blau and B.J. Benke.

President Brown introduced Doug Kelsey. Has spent his career working for trade associations. Currently working for Dispute Resolution Services and also enjoys working part time at stables in West Lansing. A resident of Vermontville.

President Brown also introduced Richard Ballard. Ballard worked for MSHDA until 2010 and is currently doing affordable housing development work. Worked together with Dunn on the King Street project. A resident of East Lansing.

Approval of Minutes: Changed to revise Richard Ballard's name as "Rick." Dexter moved to accept the minutes. Fuller second. Motion carried.

Financial Report: Dunn and Dexter discussed using a pro rated budget in lieu of the budget variance column. The Board also discussed using a percentage as opposed to a dollar figure, but ultimately agreed the dollar figure made the most sense. Shannon asked about the net income figures, and Dunn stated she will review with the financial staff. Brown stated the board will continue to look at improving the format. Fuller moved to accept the report. Shannon second. Motion carried.

Executive Director's Report: Dunn explained that "relocation" under the Client Emergency Status is for situations where the client is not being evicted, but the housing is unsustainable. It does not involve payments of past due rents and the funds are used for relocation, such as first month's rent. Relocation also includes couch homeless, but they can be moved into the homeless category when the documentation is complete. Shannon asked about leveraged funds. Dunn explained that leveraged funds are from other services such as VOA, DHHS, Salvation Army. Dunn explained she is starting to capture referral sources.

Dexter asked about no shows. If you call in, no penalty. If there is a no call no show, they will not see people for two weeks. This allows HSMM to prioritize clients, though Harry explained they will make exceptions depending on the urgency of the situation.

Brown asked about clients who were known to cause problems. Dunn and Harry explained that clients who do something like commit fraud have their files "red-tagged" and will likely not receive assistance.

Old Business:

Building: Cotter and Dunn explored the old Michigan National Building with Weichert Realty. Dunn stated it would be complicated to divide up in a useful way because of the odd current layout. Dunn also reported that the City of Charlotte is concerned about having a non-business storefront. Dunn reports there is a currently vacant church that was previously an office building that might be more suitable. Weichert will keep his eye out on that one.

Name change on retirement plan: Dunn reports this is complete.

Board bios for website/pictures: Dunn reported wanting to put bios and photos on the website. Dunn plans to do photos at the December meeting. Bios are due by the next board meeting. Bios are to be written in first person.

RR units for Eaton County: Shannon reported that the Eaton COC awarded the funds to SIREN/Eaton Shelter. The COC has not traditionally chosen between organizations and this was the first time in several years they have been forced to do so.

Continued issues with SAGE: Dunn reported that there are continuing problems, but it has taken at least six tries to deal with the issues. The transition to the 13th month has been a challenge but it appears that the financial staff has it under control.

New Business:

Fair Housing and Equal Opportunity Annual Resolution: The board wants to replace the fifth paragraph of the Continuing Resolution Policy with:

Housing Services Mid Michigan does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Ballard moved. Shannon second. Motion carried.

Clinton County PSH application: Eaton is a true COC, but Clinton goes through the balance of state. Dunn reports she is applying for 10 PSH units in Clinton. This would be around \$150,000. HSMM would pay 100% of the rent and the household would pay 30% of their income to HSMM. That money will be used as the cash match and that can increase the capacity going forward. They currently have nothing like this up there and no one has gone after balance of state dollars. Ballard asked about case management. Dunn explained that our staff is the case

manager who makes the necessary referrals. Ballard moved to support the application. Shannon second. Motion carried.

HUD and ESG funding and applications: Dunn reports HSMM receives ESG funds for Eaton and Clinton Counties. Dunn has put in the applications and there is a bump in funds this year. The Eaton funds are shared with SIREN/Eaton Shelter. The HUD application is for Eaton only and it goes through the COC. Dunn reported that in Eaton, HSMM, SIREN/Eaton Shelter, and Peckham generally receive funds. There is an MOU that splits the dollars between the agencies that do the bulk of the work. Dunn is also working on the Coordinated Entry document which is a policy and procedure manual that's due to HUD in January.

Moved to apply for and accept any funds by Fuller. Second by Dexter. Motion carried.

New fundraising ideas: Dunn reported that we are looking for approximately \$15,000 in unrestricted funds annually. The Dutch Brothers suggested doing a breakfast/lunch with table captains who are vested in reaching the fundraising goal. They invite people who are interested in contributing and there is a presentation. St. Vincent and Ele's Place have done similar fundraisers. The Dutch Brothers are willing to be table captains and we could use the Dolson as the venue.

Shannon asked about fundraising at a larger foundation such as Jackson National Life or Consumers. Dunn reported she has investigated and they are typically for specific projects. Ballard discussed approaching utility companies and financial companies. Brown discussed that it is important to explain to donors that they're becoming a part of something bigger than themselves to encourage participation.

Audit Bids for 2018-2019: Shannon abstained from participation citing a family relationship with Maner Costerisan, a potential bidder. Brown decided to table the conversation until the third bid is received with plans for an electronic vote.

Housing in Charlotte/Eaton Rapids: Ballard is currently involved in housing in the area and gave a presentation of some projects that are happening. The community is interested in senior housing, which is typically an easier sell. These projects are generally expensive because things are built to last. The buildings have the advantage of being in central locations, which is important to seniors who want to walk the community. Eaton County (and Eaton Rapids) are generally underserved communities.

The project in Charlotte is 40 units where the current IGA is located. They are interested in assistance from HSMM in filling those units. The building is expected to start in Spring. Four units will be accessible.

Next meeting is October 10, 2017 at 2:00 p.m.

Dexter moved to adjourn. Shannon second. Motion carried.

Meeting adjourned at 3:56 p.m.

Respectfully submitted,

Nicole Shannon
Secretary

August 2017

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
8/1/17	HUD			Strats Meeting – writing HUD grant, discussed planning grant MOU. Prepared MOU for partnership signing: HSMH to receive \$8,354 (\$1,000 admin, \$2,225 AmeriCorps, \$1,000 mileage, & \$4,129 salary).			
8/2/17				Posted Clinton HARA position. Current staff is leaving Oct. 23, 2017. She is having a baby.			
8/2/17				Chaired the meeting of the Tri-County Outreach team. Decided to hold monthly meetings, on the 1 st Wednesday, to discuss the team's progress.			
8/3/17				Sent out Region 7 agenda			
8/4/17	HUD			Worked on Path application for 2017-2018. Worked on HUD grant. Worked on ESG grant.			
8/7/17				Completed & submitted the Corrective Action Plan for SSVF audit. There were 3 findings at the last monitoring session: <u>Finding #1</u> - Had not hit target number of those served (42 instead of 45). <u>Response</u> - Have already increased to 52 by the end of July (74% of target). <u>Finding #2</u> - Did not have procedures on maintenance of accounting records sufficient to meet SSVF requirements. <u>Response</u> - Will add to policy manual. <u>Finding #3</u> - One of the 6 files reviewed was missing a "move-in" date. <u>Response</u> - Have added a new procedure to prevent this in the future. Submitted Eaton ESG grant application. Worked on HUD grant application			
8/8/17				Interviewed applicants for Clinton AmeriCorps position.			
8/9/17				Turned in budget amendment for SSVF to do more on marketing.			
8/10/17				Submitted PATH grant.			
8/11/17				Vacation days			
8/14-8/18				Strats meeting – writing HUD grant			
8/21/17				Worked with IDA clients to complete home purchase. IDA case manager's last day is August 21 st .			
8/22/17				Performed 90-day review on new data entry staff person.			
8/23/17				Completed 6 HUD grant projects and submitted them into the system to proceed to the next step: 5 renewals and 1 new project – bonus for \$54,000 for Permanent Supportive Housing units.			
8/24/17				Chaired the Region 7 meeting.			
8/25/17				Completed CoC planning grant MOU 2016 – award to disburse funds to CoC partners.			
8/28/17				Strats meeting – working on grants			
8/29/17				Worked on developing CE Clinton County			
8/30/17				Site review – JLHPR			
8/31/17				Completed HUD APR (June 1 st start). Submitted APR in the new SAGE system.	Target of housing 70%. HSMH housed 88%		

Eaton/Barry August 2017

Total Inquiries	257
Intakes	41
Number of "No Shows"	21
Rescheduled	10
Cancelled	7
File Updates	23
Foreclosure Follow Ups	2
Inspections	3
Veterans	4
Homebuyer Education	10
Financial Capabilities	0
PATH Contacts	16
PATH Enrolled	5
Total Appointments	126
Total Payments	23

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	2	2	2%
Charlotte	21	23	12	51%
Delta Township	5	6	5	12%
Eaton Rapids	6	7	9	15%
Grand Ledge	2	2	2	5%
Lansing	3	4	6	7%
Nashville	1	2	2	2%
Olivet	1	1	2	2%
Springport	1	1	1	2%
				0%
				0%
				0%
				0%
				0%
Totals	41	48	41	100%

CLIENT EMERGENCY STATUS		
Homeless	14	34%
Eviction	5	12%
Relocation	19	46%
Foreclosure	2	5%
Back Property Taxes	1	2%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$5,074.67	23%
Leveraged Funds	\$3,917.64	18%
HSMM	\$13,124.29	59%
Total Payments Made	\$22,116.60	100%

Outreach Response	
Agency	15
Facebook	
Lender	
Mailer	
Walk in	5
Newspaper	
Website	1
Word of mouth	15
	211
No Response	3

STATUS						
H	E	F	R	T	O	Total
			1			1
11	1			9		21
	2			3		5
1	2			3		6
				2		2
1			1	1		3
					1	1
1						1
				1		1
						0
						0
						0
						0
						0
14	5	2	19	1	0	41

Clinton August 2017

Total (Screening) Inquiries		89	
Intakes	24	44%	
Number of "No Shows"	5	9%	
Rescheduled	3	6%	
Cancelled	7	13%	
File Updates	12	22%	
Inspections	3	6%	
Veterans	0	0%	
		0%	
		0%	
		0%	
Total Appointments	54	100%	
Total # Payments	3		

Client Emergency Status			
Homeless	8	33%	
Eviction	5	21%	
Relocation	11	46%	
		0%	
		0%	
		0%	
CLIENT PAYMENTS			
ESP	\$1,495.00	34%	
Client Paid	\$596.32	14%	
Leveraged Funds	\$1,463.70	33%	
HSMIM	\$2,324.92	53%	
SSVF	\$0.00	0%	
Total Payments Made	\$4,384.94	100%	

Outreach		Response	
Agency			13
Facebook			0
Lender			0
Mailer			0
Walk in			1
Newspaper			0
Website			1
Word of mouth			6
211			3
No Response			0

COUNTY BREAKDOWN						
City	Intakes	Adults	Children	%		
Bath	1	1	2	4%		
Dewitt	4	6	8	17%		
Eagle	1	2	0	4%		
East Lansing	2	3	4	8%		
Elsie	1	1	1	4%		
Fowler	0	0	0	0%		
Lansburg	1	2	0	4%		
Lansing	1	2	2	4%		
Maple Rapids	1	1	0	4%		
Ovid	0	0	0	0%		
St. Johns	11	16	16	46%		
Pewamo-Westphalia	1	2	4	4%		
Totals	24	36	37	100%		

STATUS						
H	E	R	Veteran	Total		
0	0	1	0	1		
0	2	1	0	3		
0	0	1	0	1		
0	0	2	0	2		
0	0	1	0	1		
0	0	0	0	0		
1	0	0	0	1		
2	0	0	0	2		
0	0	1	0	1		
0	0	0	0	0		
1	0	0	0	1		
0	0	1	0	1		
0	0	0	0	0		
4	3	4	0	11		
1	0	0	0	1		
8	5	11	0	24		

September 2017

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
9/1/17							
9/4/17				Holiday			
9/5/17				<p>Attended the HUD Ranking & Review presentation for our 6 projects. Approximate values:</p> <p>HUD CE \$179,000 PSH \$58,000 HEART \$150,000 HEART 5 \$52,000 HEART 6 \$54,000 CoC \$27,000</p>			
9/6/17				<p>Completed three interviews for Clinton HARA position</p> <p>Turned in FSRs</p> <p>Held a Tri-County Outreach team meeting</p> <p>Sent staff to the Clinton CoC meeting – wrote up reports for staff to present at the meeting.</p>			
9/7/17				<p>Attended the Ingham/Eaton EFSP meeting</p> <p>MHAAB</p> <p>Worked with Clinton County CoC on their CE (Coordinated Entry) policy.</p> <p>Held a PATH team meeting to discuss processes and next steps with using SOAR</p> <p>Conference call with SSVF on grant close-out</p> <p>Meetings to get business and workman's comp insurance quotes</p> <p>CoC Strats meeting – HUD grant writing (Denise & Christie) totaling 15 hours writing.</p> <p>Submitted Clinton PSH grant to MSHDA</p>			
9/8/17				Dept. of Ag - Rural Development site review – building inspection			
9/11/17				Sent 4 staff members to Poverty Simulation Training			
9/12/17				HUD grant writing			
9/13/17				HUD grant writing			
9/14/17				Conducted a lender referral – first time homebuyer's class – training Anne for future opportunities			
9/15/17				Chief's meeting at the Eaton County Sheriff's office to explain the new outreach team			
9/18/17				Interviewed Olivet College student for internship with our CAPR program			
9/19/17				Interviewed for the Clinton HARA position			
9/20/17				Spoke with SSVF office on grant close-out items. Submitted the required action plan			
9/21/17				HUD grant – 6 hour session to completely review the grant app prior to submission			
9/22/17				Admin team meeting to lay out the next 3-month calendar.			
9/25/17				Interviews for the Clinton HARA position.			
9/26/17				Interviews for intern position.			
9/27/17				Completed grant closing for JHLPR – collected Travis' office items, files, etc.			
9/28/17							
9/29/17				<p>Worked on SSVF close-out issues.</p> <p>Signed ESP grant for Clinton County.</p>			

Eaton/Barry September 2017

Total Inquiries	231
Intakes	35
Number of "No Shows"	13
Rescheduled	4
Cancelled	8
File Updates	15
Foreclosure Follow Ups	3
Inspections	3
Veterans	6
Homebuyer Education	0
Financial Capabilities	0
PATH Contacts	14
PATH Enrolled	3
Total Appointments	90
Total Payments	21

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Charlotte	9	11	5	26%
Eaton Rapids	3	5	1	9%
Delta Township	4	5	3	11%
Grand Ledge	7	12	3	20%
Hastings	1	1	0	3%
Lansing	6	6	4	17%
Olivet	1	1	1	3%
Potterville	2	3	1	6%
Vermontville	1	1	3	3%
Grand Rapids	1	1	3	3%
Totals	35	46	24	100%

CLIENT EMERGENCY STATUS		
Homeless	13	37%
Eviction	5	14%
Relocation	12	34%
Foreclosure	1	3%
Back Property Taxes	2	6%
Other	2	6%

CLIENT PAYMENTS	
Client Paid	\$2,409.92
Leveraged Funds	\$2,370.00
HSM	\$14,104.85
Total Payments Made	\$18,884.77

Outreach Response	
Agency	8
Facebook	
Lender	
Mailer	
Walk in	4
Newspaper	
Website	
Word of mouth	15
	211
No Response	4

STATUS						
H	E	F	R	T	O	Total
6			3			9
1			2			3
1	3					4
3	1	1	2			7
					1	1
1	1		3		1	6
					1	1
1			1			2
			1			1
					1	1
						0
						0
						0
						0
13	5	1	12	2	2	35

Clinton September 2017

Total (Screening) Inquiries	68	Client Emergency Status	
Intakes	13	Homeless	3
Number of "No Shows"	3	Eviction	5
Rescheduled	3	Relocation	5
Cancelled	4		
File Updates	7		
Inspections	2	CLIENT PAYMENTS-completed	
Veterans	0	ESP	\$950.00
		Client Paid	\$3,935.48
		Leveraged Funds	\$3,907.21
		HSMIM	\$4,625.44
		SSVF	\$0.00
Total Appointments	32	Total Payments Made	\$12,468.13
Total # Payments	3		

Outreach	Response
Agency	5
Facebook	0
Lender	0
Mailer	0
Walk in	2
Newspaper	0
Website	0
Word of mouth	4
211	2
No Response	0

COUNTY BREAKDOWN		STATUS					Total		
City	Intakes	Adults	Children	%	H	E	R	Veteran	Total
Bath	1	1	0	8%	0	0	1	0	1
Dewitt	2	2	0	15%	1	0	1	0	2
Eagle	0	0	0	0%	0	0	0	0	0
East Lansing	1	1	2	8%	0	1	0	0	1
Elsie	0	0	0	0%	0	0	0	0	0
Fowler	0	0	0	0%	0	0	0	0	0
Lansburg	0	0	0	0%	0	0	0	0	0
Lansing	2	3	2	15%	1	1	0	0	2
Maple Rapids	0	0	0	0%	0	0	0	0	0
Ovid	1	1	2	8%	0	1	0	0	1
St. Johns	6	6	11	46%	1	2	3	0	6
Pewamo-Westphalia	0	0	0	0%	0	0	0	0	0
Totals	13	14	17	100%	3	5	5	0	13



Housing Services Mid Michigan

**Proposal for
Audit Preparation Services**

Presented by

**Cathy Adcock, CPA, MPA
Owner
Adcock CFO Solutions, LLC**

September 20, 2017

Cathy D. Adcock • 544 Avocet Dr, East Lansing, MI 48823 • 517.285.5809 •
cadcock@adcockcfosolutions.com



Ms. Denise M. Dunn, MA, CFLE
Executive Director
Housing Services Mid Michigan
319 South Cochran, PO Box 746
Charlotte, MI 48813

Dear Ms. Dunn:

Thank you for the opportunity to present this proposal to assist with year-end reconciliation and audit preparation work for Housing Services Mid Michigan. Your request-for-proposal letter and the prior year's audited financial statements were very helpful in proposing my fees for a three-year bid beginning in 2018. I was also able to confirm my understanding of the Organization's needs in a discussion with your auditor, Aaron Stevens. Based on this knowledge, I propose the following services:

- **Review previous year's post-closing entries and audit schedules.** In order to understand the scope and types of year-end adjustments, I will conduct a review of the audit preparation work done for the fiscal year ended in 2017. While this step is not necessarily reflective of all of a new year's issues, it will serve as a foundation for moving forward with those items that are recurring.
- **Gain understanding of grant transactions during the year.** Through discussions with management and a review of grant documents and reimbursement requests, I will gain an understanding of grant revenues and expenses for the year. I will review the general ledger to track how those transactions are recorded, providing a basis for understanding what year-end grant receivables, payables, and deferrals should be.
- **Reconcile and adjust balance sheet accounts.** Each balance sheet account, including accounts receivable, grants receivable, accounts payable, and deferred revenue, will be analyzed and adjusted to actual with post-closing entries.
- **Reconcile and adjust grant revenue and related accounts.** In connection with the adjustment of grant-related balance sheet accounts, an analysis will be done to determine the accuracy of related grant revenues and grant expenditures. This step is vital to the preparation of the Schedule of Expenditures of Federal Awards needed for the Organization's audit of Federal grant expenditures.

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- **Review preliminary balances with Executive Director.** The adjusted trial balance and preliminary financial statements will be reviewed with you to identify any inconsistencies or open issues.
 - **Prepare working trial balance and lead schedules for the audit.** Once the accounting records have been adjusted to reflect accurate balances as of the fiscal year end, a working trial balance and supporting lead schedules will be prepared for the auditors.
 - **Act as a liaison between the auditor and the Organization's management.** In addition to being available during the audit fieldwork to answer questions from the auditor, I will coordinate and compile auditor requests. For items not directly associated with the trial balance and audit schedules, I will work with the Organization's management to ensure everything is ready when the audit begins.

Experience and Background

The audit preparation services being sought by Housing Services Mid Michigan align very well with my experience and background, and represent the kind of work I do for other nonprofits. I am a Certified Public Accountant with over 30 years of financial management experience. The first half of my career was as an auditor in public accounting, which gave me the opportunity to work across a broad spectrum of organizations. After that, I was a Chief Financial Officer, affording me greater hands-on opportunities as part of strong executive management teams. All of my CFO positions were in the nonprofit sector, including Make A Wish Foundation of Michigan, Capital Area United Way, and United Way for Southeastern Michigan. In 2009, I started Adcock CFO Solutions, providing CFO services to nonprofit organizations on an as-needed, contract basis.

A majority of my nonprofit clients receive grant funding from government sources and private foundations. I assist in the management of the grants, including the preparation of budget proposals and interim and final reports. In the case of federal and state funding, I have been responsible for managing draws for reimbursement, and I have a working knowledge of basic regulations and cost allocation plans. I work regularly with my clients to ensure that their accounting systems provide the information necessary for compliance with grant requirements. I also support my clients in examinations by state monitors and coordinate year-end audits.

I serve my clients in two capacities, both as an ongoing contract CFO and, as in this case, a specialist providing project services. I am happy to provide client references for both types of clients, if needed.

Proposed Fees

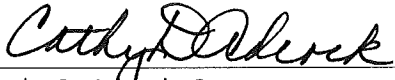
In serving my clients, I make sure we work on a "no surprise" basis for my fees. The best way to do this is to propose a ceiling on fees. The agreement between us will be that we will never exceed this ceiling unless you specifically request more of my time related to additional services.

The proposed fee for the listed services is \$3,900, per year, for the three fiscal years ended in 2018 through 2020. I understand that the work will be done in early June of each year. I bill monthly for actual time worked and invoices are due 15 days from the invoice date.

In providing services to Housing Services Mid Michigan, Adcock CFO Solutions will be acting as independent contractor and in no event will our relationship be that of joint venturer, partners, employer and employee, principal and agent or any similar relationship.

I would very much like the opportunity to lead the Organization's audit preparation efforts, and welcome any questions you have regarding this proposal. Thank you for your consideration of my services.

Sincerely,



Cathy D. Adcock, Owner
Adcock CFO Solutions, LLC

Member name	Eaton ESG 2017-18	
	YES	NO
Robert Brown	1	
Sean Cotter	1	
Nicole Shannon	1	
Jim Dexter		
Sarah Martin	1	
Sue Hoffman		
Dar Benjamin	1	
Michael Blau	1	
Richard Ballard	1	
Tom Reich	1	
Tom Fuller		
Levi Martin	1	
Doug Kelsey	1	
William Behenke		
	totals	10

HSMM POLICIES AND PROCEDURES

POLICY REVIEW

The Board of Director's Personnel Committee shall review personnel policies annually and submit recommendations for change to the Executive Committee. Prior to such review, it shall request comments from the Executive Director and staff concerning possible changes in personnel policies. The Personnel Committee may meet between annual personnel policy reviews to consider and make recommendations to the Executive committee on personnel matters as they arise.

AFFIRMATIVE ACTION

Housing Services Mid Michigan is an equal opportunity employer and is committed to affording equal opportunities for all employees and applicants. The agency will not discriminate against any applicant for employment because of, race, color, national origin, religion, creed, gender, sexual orientation, gender identity, gender expression, age, disability, veteran's status, marital status, family status, or receipt of public assistance, in interviewing and selection for clients and recruiting, interviewing and selection or setting initial rates of pay for all employees.

The agency is also committed to maintaining a productive work environment free from harassment on account of, race, color, national origin, religion, creed, gender, sexual orientation, gender identity, gender expression, age, disability, veteran's status, marital status, family status, or receipt of public assistance. The agency will continue to comply with all local, state, and federal laws relative to Fair Employment Practice, Equal Employment Opportunity, and Affirmative Action.

BACKGROUND CHECK POLICY

The Board of Directors is committed to providing a safe environment for its employees and volunteers, as well as the clients served. In addition, the agency is committed to avoiding actions and/or situations by its employees or volunteers that may compromise the security and/or integrity of the organization. To this end, the Board has adopted Background Verification Policy as a guide for management of the Agency to use in selecting and retaining employees and volunteers for the agency.

Background verification may include a criminal investigation of the individual, as well as a credit history on those individuals whose duties include the financial transactions for the Agency.

Housing Services Mid Michigan Background Verification Policy

General Policy Statement

The Board of Directors for Housing Services Mid Michigan (the Agency) is committed to providing a safe environment for its employees and volunteers, as well as clients served. In addition, the agency is committed to avoiding actions and/or situations by its employees or volunteers which could compromise the security and/or integrity of the organization. To this end, the Board hereby adopts the Background Verification Policy as a guide for management of the Agency to use in selecting and retaining employees and volunteers for the agency.

Background verification will include a criminal investigation of the individual, as well as a credit history on those individuals whose duties who handle the financial who handle the financial transactions for the Agency.

Criminal Background Verification

Criminal investigations will be performed to assist Agency management in avoiding the employment or use of volunteers whose histories may hinder the goal of the General Policy Statement.

Brief Bio: Sandy Dennis

8491 W. Bath
Laingsburg, Michigan 48848
Home Phone: (517) 816-8668
Cell Phone: (517) 290-0837
Email: Sandy_Dennis@hotmail.com

Sandy Dennis graduated from high school and started working for the State of Michigan in 1972.

EMPLOYMENT HISTORY:

Sandy started working for the Michigan State Housing Development Authority in 1973. She started in the Finance Department and then went into the Asset Management Division a few years later. She was an asset manager who was responsible for the oversight of the financial and physical integrity of 25+ development. She was made a manager over the Compliance Section which audits for program compliance in both Department of Housing and Urban Development regulations and Low Income Housing Tax Credit for 300 developments. She was also on a team who wrote the Monthly Income and Expenditure Guidelines and the Annual Budget Guidelines.

In 2002 Sandy retired from the Michigan State Housing Development Authority. She immediately began working for First Housing Corporation as a Regional Manager. Sandy was responsible for compliance, operational and financial oversight for seven (7) properties located in the state of Michigan.

In 2013 Sandy left First Housing Corporation to take over the bookkeeping for her son's business. Sandy enters all deposits, checks, creates journal entry, reconciles bank and credit card statements, accounts receivable, accrued liability, prepaid expenses and calculates monthly depreciation in Quickbooks.

PERSONAL:

Sandy is also a Board Member of the Perry, Morrice, Shaftsbury Emergency Relief Council.

Sandy is married and has two adult children, three (3) perfect grandchildren and one foster dog.



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

September 18, 2017

Ms. Denise Dunn
Executive Director
Housing Services Mid Michigan
319 S. Cochran Avenue
Charlotte, Michigan 48813

Dear Ms. Dunn:

SUBJECT: Section 8 Management Assessment Program – Fiscal Year Ended March 31, 2017

The purpose of this letter is to notify you of your Section 8 Management Assessment Program (SEMAP) score. Based on the SEMAP certification you submitted for the fiscal year ended March 31, 2017, the Detroit Office of Public Housing have determined that the Housing Services of Mid Michigan’s overall SEMAP score is 100. This score is based on a score for each indicator rated during the assessed fiscal year and the total points after weighing each indicator. Public Housing Agencies (PHAs) that achieve a SEMAP score of 90 percent or more are designated a “high performers.” PHAs scoring less than 90 percent but not less than 60 percent are designated “standard performers.” PHAs scoring less than 60 percent are designated “troubled.” As a result of the Commission’s score, it is hereby designated a Standard performer.

Your overall SEMAP score is comprised of scores assigned to each of 15 SEMAP indicators listed below. In cases where an agency is small and expends less than \$300,000 in Federal Funds, Indicator Nos. 1-7 will not be rated. Indicator No. 14 - Family Self-Sufficiency will be scored only for PHAs receiving an award of Section 8 units between 1991 and 1998, excluding any units awarded for preservation developments. Indicator No. 15 - Deconcentration Bonus applies only to PHAs operating Section 8 programs within metropolitan FMR areas.

Table with 2 columns: Indicator No. and Score. Rows include: Indicator No. 1 – Selection from Waiting List (15), Indicator No. 2 – Reasonable Rent (20), Indicator No. 3 – Determination of Adjusted Income (20), Indicator No. 4 – Utility Allowance Schedule (5), Indicator No. 5 – HQS Quality Control (5), Indicator No. 6 – HQS Enforcement (10), Indicator No. 7 – Expanding Housing Opportunities (5), Indicator No. 8 – Payment Standards (5), Indicator No. 9 – Timely Annual Reexaminations (10), Indicator No. 10 – Correct Tenant Rent Calculations (5), Indicator No. 11 – Pre-Contract HQS Inspections (5), Indicator No. 12 – Annual HQS Inspections (10), Indicator No. 13 – Lease-Up (20), Indicator No. 14 – Family Self-Sufficiency (NA), Indicator No. 15 – Deconcentration Bonus (0)

The Housing Commission may appeal an overall SEMAP rating by providing justification and reason for appeal. To assure that an appeal receives a fair review, we recommend that the Commission provide documentation to support that the Commission has complied with required SEMAP standards during the assessed fiscal year. This letter will serve as your final notification letter unless the Commission chooses to file an appeal.

The Housing Commission must send this office a written report describing corrective action undertaken to remedy the deficiencies which resulted in a '0' rating for the above indicator(s) within 45 days of the date of this letter. If no response is received by this date, or the corrective action does not demonstrate that the deficiency has been corrected, you will be required to submit a corrective action plan in accordance with 24CFR 985.106(c) and 24CFR985.107(c).

If you have any questions concerning this assessment, or require technical assistance to correct the deficiencies identified in this assessment, please contact Angela Foster, Portfolio Management Specialist at (313) 234-7460.

Sincerely,

X 

Douglas C. Gordon, Director
Michigan HUD Field Office of Public Housing
Signed by: DOUGLAS GORDON

Time Sensitive Action Required: Mandatory Webinar HUD CoC application process –
August 15, 2:00



Fri 8/11/2017 12:56 PM

From: MDHHS Housing & Homeless Services (MDHHS-Homeless@michigan.gov)

Cc: "Yard, Jeanine (DHHS)" (YardJ@michigan.gov), "Tallarigo, Rebecca (DHHS)" (TallarigoR@michigan.gov), "Hendges, Lynn (DHHS)" (HendgesL2@michigan.gov), "Woolf, Michelle (DHHS)" (WoolfM@michigan.gov), "Troupe, Amber (DHHS)" (TroupeA@michigan.gov), "Altenbernt, Jessica (DHHS)" (AltenberntJ@michigan.gov)

Permanent Supportive Housing and Family Re-Housing Program Providers,

You are receiving this email because your agency is a MDHHS subrecipient of MHAAB HUD funds.

There have been some important recent developments in the FY 2017 HUD Continuum of Care (CoC) Program Competition for the MI-500-Michigan Balance of State CoC (MHAAB). As a result, we have very time sensitive updates to share with you regarding funding for FY19 program implementation.

Join us for a **REQUIRED** webinar on Tuesday, August 15, 2017 at 2:00 p.m. The purpose of the webinar is to provide you with an understanding of not only the HUD CoC funding process, but important developments in the application, review and allocation process that can have a direct impact on your program. Please ensure that at least one person from your organization participates on this call. Register at the following link: <https://attendee.gotowebinar.com/register/4195623506527026691>

Please contact us at MDHHS-Homeless@michigan.gov if you have any questions.



HOUSING SERVICES
M I D M I C H I G A N

"Opening doors for people in our communities"

319 South Cochran, PO Box 746
Charlotte, MI 48813

Phone: (517) 541-1180

Fax: (517) 541-0269

Dial 711 TDD

www.hsmidmichigan.org

ddunn@hs-mm.org

September 13, 2017

To Whom It May Concern:

This letter is a formal request to the SSVF program office to extend our original grant agreement from September 30, 2017 to October 30, 2017 to ensure the official closeout activities are carried out per the notification by the Program office of nonrenewal funding for the 2017-2018 year.

If you have any questions, please contact me at 517-541-1180.

Sincerely,

Denise M. Dunn, MA, CFLE
Executive Director



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"HSMM is an equal opportunity provider"



August 31, 2017

Mrs. Denise M. Dunn, Executive Director
Housing Services Mid Michigan
319 South Cochran
P.O. Box 746
Charlotte, MI 48813

Dear Mrs. Denise M. Dunn,

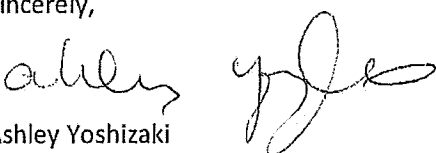
Please accept this as notice that Catholic Social Services of Washtenaw County will not be renewing the contract with Housing Services Mid Michigan set to end September 30, 2017.

Please submit all sub-contracts, agreements, and MOU's related to the execution of this contract that have not already been provided by September 8, 2017 to Ashley Yoshizaki, awhite@csswashtenaw.org per item 7. Supervision of the contract.

Per item 3. Services and subsection e. of the contract, please have a year-end report prepared within 30 days of the end of this agreement detailing the status of clients remaining in housing (their efforts to look for housing, employment status if known, additional barriers that staff were in process of resolving), efforts being pursued to expand housing, any notices of a contraction in current housing stock, and advocacy efforts made in the community that are expected to continue. Please also have staffing costs and breakdowns by month, any verifications as to services provided and job descriptions.

I will remain available for questions concerning this transition. Thank you for your dedication to this work.

Sincerely,


Ashley Yoshizaki

Community Coordinator, Region 9

C: Steve Matthews, Region 9 Manager, FOA Co-Chair
Melinda Braman, Warden, Parnall Correctional Facility, CFA Co-Chair
David Garvin, COO Catholic Social Services of Washtenaw County, Administrative Co-Chair

**Amendment Number: 0 to the
Health and Human Services Activities Master Agreement**

Between

Michigan Department of Health and Human

And

Housing Services Mid Michigan

1. Period of Agreement:

This agreement shall commence on October 1, 2017 and continue through September 30, 2018.

2. Program Budget and Agreement Amount:

This amendment does not change the total or Department's agreement amount of the original agreement.

<u>Project</u>	<u>Contract #</u>	<u>Institutional #</u>	<u>Project Title</u>	<u>Current Amount</u>	<u>Amended Amount</u>	<u>New Project Amount</u>
	E20180469-00		Projects for Assistance in Transition from Homelessness (PATH)	119,228	0	119,228
				119,228	0	119,228

3. Projects with Work Plan/Reporting Requirements/Budget Modifications Only:

24

Introduced: September 11, 2017
Adopted: September 25, 2017
Effective: October 15, 2017

CITY OF CHARLOTTE

ORDINANCE NO. 2017-09

AN ORDINANCE TO AMEND SECTION 64-5 OF CHAPTER 64 - TAX EXEMPTION, BY AMENDING THE SERVICE CHARGE FOR THE SUGAR MILLS APARTMENTS WITHIN THE CITY OF CHARLOTTE.

Mayor Pro-Tem Sanders moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 64-5 ESTABLISHMENT OF ANNUAL SERVICE CHARGE of Chapter 64 - Tax Exemptions - of the Code of the City of Charlotte is hereby amended to read as follows:

§ 64-5 ESTABLISHMENT OF ANNUAL SERVICE CHARGE.

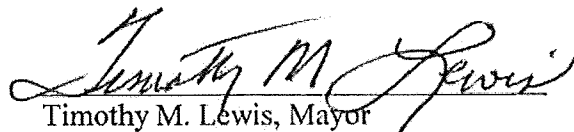
(A) The housing development identified as Sugar Mills Apartments and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The city, acknowledging that the sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this chapter, the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this chapter in consideration of the sponsors offer, subject to receipt of a mortgage loan from the Authority, to construct, own and operate the housing development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes.

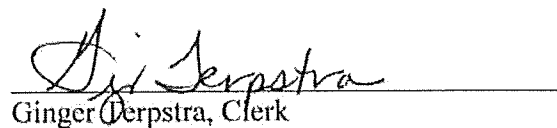
(B) The annual service charge shall be equal to ten percent (10%) of the difference between the Annual Shelter Rents actually collected and Utilities (the "Service Charge").

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Second, Russo. Carried (7) Yeas. (0) Nays.

Dated: September 26, 2017


Timothy M. Lewis, Mayor


Ginger Derpstra, Clerk

319 South Cochran, PO Box 746
Charlotte, MI 48813

Phone: (517) 541-1180
Fax: (517) 541-0269
IdendDial 711 TTY
www.hsmidmichigan.org



"Opening doors for people in our communities"

TO: Board

FROM: Denise

RE: Land donation

DATE: September 26, 2017

A Mr. Paul Long called to ask if we would consider accepting a piece of land as a donation. The land is located just outside of Charlotte in Eaton Township and was assessed at \$14,100. It is jointly owned by Mr. Paul Long and his brother Mr. Jack Long who according to Paul is in agreement to donate the land.

The land is located west of the home at 2871 Packard. And according to the tax information is .53 acres.