Minutes of the Allen Park Housing Commission of September 17, 2018

President Miller called the meeting to order at 4:00 pm

Present: Hoover, Miller, Tochman, Weiss
Excused: Draper
Also in Attendance: Andrew Hill (Executive Director), Shelley Woodworth (Executive Assistant)

Pledge of Allegiance

Motion by Weiss, support by Tochman to approve the Agenda for the September 17, 2018 Regular Meeting. Motion adopted 4-0
Motion 18-09-17-00745

Motion by Miller, support by Tochman to approve the August 20, 2018 Regular Meeting Minutes. Motion adopted 4-0
Motion 18-09-17-00746

Motion by Miller, support by Weiss to approve the Monthly Financials for the month of August, 2018 as presented.
Motion adopted 4-0
Motion 18-09-17-00747

Motion by Tochman, support by Miller to approve the Claims and Accounts for the month of August, 2018 as presented.
Motion adopted 4-0
Motion 18-09-17-00748

Motion by Miller, support by Weiss to approve the Conflict of Interest Policy and Conflict of Interest Disclosure Form as presented.
Motion adopted 4-0
Motion 18-09-17-00749

Motion by Weiss, support by Tochman to approve the Crime Prevention/Tracking Policy as presented.
Motion adopted 4-0
Motion 18-09-17-00750
Allen Park Housing Commission

Motion by Weiss, support by Miller to approve the Disposition Policy as presented.
Motion adopted 4-0
Motion 18-09-17-00751

Motion by Hoover, support by Tochman to approve the Drug-Free Workplace Policy as presented.
Motion adopted 4-0
Motion 18-09-17-00752

Motion by Miller, support by Tochman to approve the Executive Director Evaluation Form as presented.
Motion adopted 4-0
Motion 18-09-17-00753

Citizens comments: Helen Schellang commented that it would be nice if microphones were available at the Board meetings. Lois Koehler commented about how many people were present for the Memorial Luncheon held for Silvia Maldonado. Arlene Guy commented that everything went great for the Memorial Luncheon.

Motion by Miller, support by Tochman to adjourn the meeting at 4:51 pm.
Motion adopted 4-0.
Motion 18-08-20-00754

Rupert Miller III, President, Allen Park Housing Commission
Minutes of the Allen Park Housing Commission of August 20, 2018

President Miller called the meeting to order at 3:59 pm

Present: Draper, Hackney, Miller, Tochman, Weiss
Excused:
Also in Attendance: Andrew Hill (Executive Director), Shelley Woodworth (Executive Assistant)

Pledge of Allegiance

Motion by Miller, support by Weiss to approve the Agenda for the August 20, 2018 Regular Meeting.
Motion adopted 5-0
Motion 18-08-20-00739

Motion by Draper, support by Tochman to approve the July 16, 2018 Regular Meeting Minutes.
Motion adopted 5-0
Motion 18-08-20-00740

Motion by Miller, support by Weiss to approve the Monthly Financials for the month of July, 2018 as presented.
Motion adopted 5-0
Motion 18-08-20-00741

Motion by Tochman, support by Miller to approve the Claims and Accounts for the month of July, 2018 as presented.
Motion adopted 5-0
Motion 18-08-20-00742

Motion by Draper, support by Tochman to grant the request for President Miller, Commissioner Weiss, Executive Director Hill, and Executive Assistant Woodworth to attend the MHDA Fall Conference.
Motion adopted 5-0
Motion 18-08-20-00743

Citizens comments: Helen Schellang commented that she really enjoyed the last Presentation that was scheduled in the Community Room for the Residents.
Motion by Miller, support by Weiss to adjourn the meeting at 4:31 pm.
Motion adopted 3-0.
**Motion 18-08-20-00744**

[Signature]
Rupert Miller III, President, Allen Park Housing Commission
Minutes of the Allen Park Housing Commission of July 16, 2018

Vice President Draper called the meeting to order at 3:59 pm

Present: Draper, Tochman, Weiss
Excused: Hackney, Miller
Also in Attendance: Andrew Hill (Executive Director), Shelley Woodworth (Executive Assistant)

Pledge of Allegiance

Motion by Weiss, support by Tochman to approve the Agenda for the July 16, 2018 Regular Meeting.
Motion adopted 3-0
Motion 18-07-16-00729

Motion by Tochman, support by Weiss to approve the May 21, 2018 Regular Meeting Minutes.
Motion adopted 3-0
Motion 18-07-16-00730

Motion by Tochman, support by Draper to approve the Monthly Financials for the month of May, 2018 as presented.
Motion adopted 3-0
Motion 18-07-16-00731

Motion by Tochman, support by Draper to approve the Claims and Accounts for the month of May, 2018 as presented.
Motion adopted 3-0
Motion 18-07-16-00732

Motion by Tochman, support by Draper to approve the Monthly Financials for the month of June, 2018 as presented.
Motion adopted 3-0
Motion 18-07-16-00733

Motion by Tochman, support by Weiss to approve the Claims and Accounts for the month of June, 2018 as presented.
Motion adopted 3-0
Motion 18-07-16-00734
Motion by Tochman, support by Weiss to approve expenditure of $110.56 (remaining funds donated to our Emergency Charitable Account) as directed by our Fee Accountant Darnell & Meyering to purchase tables and chairs for the Community Room to be used by all Tenants.
Motion adopted 3-0.
Motion 18-07-16-00735

Motion by Draper, support by Tochman to accept the Audit Report as presented.
Motion adopted 3-0.
Motion 18-07-16-00736

Motion by Tochman, support by Weiss to approve the attached Budget Transfer as presented by the Fee Accountant.
Motion adopted 3-0.
Motion 18-07-16-00737

Citizens comments: Peggy Graham discussed the frequency of the apartment fire alarms going off. Bob Hoover discussed the quality of the upkeep of our property and his gratitude to our entire staff for their hard work.

Motion by Weiss, support by Tochman to adjourn the meeting at 4:38 pm.
Motion adopted 3-0.
Motion 18-07-16-00738

Robert Draper, Vice President, Allen Park Housing Commission
## ALLEN PARK HOUSING COMMISSION

**BUDGET TRANSFERS**

July 16, 2018

**FOR YEAR ENDING DECEMBER 31, 2018**

<table>
<thead>
<tr>
<th>Low Rent Fund</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD Grant Revenue</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Tenant Income</td>
<td>590</td>
<td></td>
</tr>
<tr>
<td>Non-Tenant Income</td>
<td>305</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>10,895</td>
<td>-</td>
</tr>
<tr>
<td>Net Revenue Budget Adjustments</td>
<td>10,895</td>
<td></td>
</tr>
</tbody>
</table>

| **Expenditures:**           |          |          |
| Legal fees                  | 800      | 3,000    |
| Travel expense              |          |          |
| Petty cash                  | 200      |          |
| Accounting fees             |          |          |
| Office supplies             | 800      | 500      |
| Advertising and marketing   |          |          |
| Maintenance materials       | 14,595   | 2,000    |
| Maintenance service         |          |          |
| **Subtotal**                | 16,395   | 5,500    |
| Net Expenditure Budget Adjustments| 10,895   |          |

Be it resolved that the Board of Commissioners approve the above Budget Transfers for the Low Rent Program on Monday the 16th day of July 2018.

*Signature*

By: [Signatory Name]
July 12, 2018

Andrew Hill  
Executive Director  
Allen Park Housing Commission  
17000 Champaign Road  
Allen Park, MI 48101

SUBJECT: Closure of Independent Auditor Report MI053-12312017

Dear Mr. Hill:

Thank you for the submission of the independent audit report for the fiscal year ending December 31, 2017. The audit was performed by Barry Gaudette, PC and contained no findings. As a result, there is no further action required of your agency and the audit is officially closed.

Congratulations! The efforts from you and your staff to implement sound financial practices are greatly appreciated. We wish you continued success in the current fiscal year.

If you have any questions or comments, please feel free to contact Patricia Hairston, Portfolio Management Specialist, at 313-234-7464, or myself at 313-234-7463.

Sincerely,

[Signature]
Douglas C. Gordon, Director
Detroit HUD Field Office of Public Housing
Signed by: DOUGLAS GORDON

cc:

Herbert Weiss  
President, Board of Commissioners  
Allen Park Housing Commission  
17000 Champaign Road  
Allen Park, MI 48101
Allen Park Housing Commission

Agenda
Rupert Miller III, President
Robert Draper, Vice President
Betty M. Hackney, Commissioner
Peter Tochman, Commissioner
Herb Weiss, Commissioner

A Regular Meeting/Budget Hearing of the Allen Park Housing Commission will be held on Monday, June 18, 2018, at 4 pm at 15915 Southfield Road, Allen Park, MI.

1.) Roll Call
2.) Pledge of Allegiance
3.) Suspension of By Laws (action)
4.) Approval of the Agenda (action)
5.) Audit acceptance (action)
6.) Approval of the May 2018 Minutes (action)
7.) Approval of monthly financials May (action)
8.) Approval of the claims and accounts May (action)
9.) Communications
    Resolution to use expend remaining $101,55 from emergency fund (action)
10.) Executive Director Reports
    Vacancy: 0 Waitlist: 195
    Vacation days: 4/15.
    Policy Committee presentation
    a.) Conflict of Interest Policy
    b.) Conflict Disclosure Form
11.) Maintenance Report
12.) New Business
13.) Unfinished Business
14.) Citizen Comments (please limit to 3 minutes)
15.) Adjournment (action)

Policy Reports Calendar
June: Conflict of Interest Policy
July: Crime Prevention Policy, Disposition Policy, Drug Free Workplace
August: Ethics Policy, Equal Housing Opportunity Policy, Facilities Use Policy
September: FOIA Policy, FOIA Request Form, Funds Transfer Policy
October: Governance Policy, Hazardous Materials Policy, Internal Control Policy
November: Investment Policy, Job Descriptions for all positions
December: Bylaws
January: Maintenance Plan, No Weapons Policy, Painting Policy
February: Personnel Policy
March: Pest Control Policy (New) Bed Bug Policy, Pet Policy
April: Procurement Policy
May: Recruitment Package, No Smoking Policy, Travel/Training Policy
June: Trespass Policy, Unit Transfer Policy, Video Camera Monitoring Policy

17000 Champaign Road, Allen Park, Michigan, 48101-1778  • Phone (313) 928-5970  • Fax (313) 928-0488