

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
MONDAY, MARCH 16, 2009

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, March 16, 2009 at 4:30 p.m. The meeting was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360. Vice Chairperson Ronald Strauss called the regular meeting to order at approximately 4:40 p.m. Commissioners who attended the meeting included Commissioner Hazel Thomas, Commissioner Eric Overcash, Commissioner Yolanda Thomas-Davis, Commissioner Eddie Wilson, Commissioner Bill Fine, and Housing Authority Attorney Michelle Bazin-Johnson. Chairperson Mock did not attend this meeting. Public meeting attendees included ALCO-TV representative Andre Steele and Boulevard Gardens Resident Thomas Jessie. Housing Authority personnel attendees included Executive Director Lenda Wilson, Financial Assistant Norma Thomas and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:
February 17, 2009

Vice Chairperson Strauss called for approval of the Regular Board meeting minutes and resolutions dated February 17, 2009. Because the minutes and resolutions were not placed in the board packets for review before the Board meeting, the Board decided to table said minutes until the next Board meeting.

TABLED

APPROVAL OF MANAGEMENT REPORTS:

Vice Chairperson Strauss called for approval of management reports as presented to the Board. In reference to the Incident Report, Commissioner Davis inquired about incident involving drugs at 320 S. Karwick Road at Lakeland Estates and asked if an arrest had taken place. Executive Director Wilson said that there was no arrest and that the Housing Authority's investigation is ongoing.

Commissioner Thomas commended activities involving homework activities and group sessions in preparation for ISTEP testing at the ESN Learning Center as reported on the monthly occupancy Board report. Executive Director Wilson said that tutoring sessions have prepared individuals for ISTEP testing. Commissioner Thomas asked for correction on the February 2009 Contract Report regarding "Friedman & Associates." With no further discussion, Commissioner Overcash motioned approval of the management reports as presented to the Board; Commissioner Wilson seconded the motion.

CARRIED

COMMITTEE REPORTS

NEW BUSINESS

Resolution for Urban Park

Vice Chairperson Strauss called for approval of the Resolution monitoring of proposed Urban Park by Michigan City Housing Authority. Attorney Bazin-Johnson explained to the Board that based on a conference call last week between Executive Director Wilson, HUD representative, and herself, HUD requested that the Housing Authority clarify the policy and procedure for monitoring for the development of the urban park of Harborside. She said that the resolution for monitoring the urban park project includes (1) Housing Authority to request bi-monthly progress report from Office of Mayor; (2) prior to deadline on March 2012 for urban project completion the Housing Authority will send a reminder letter to Office of Mayor requesting status and ramifications of the said project development; (3) one year prior to deadline if no development of urban park continues to exist, the Housing will send another letter to Office of Mayor warning of legal ramifications, and (4) six months prior to deadline Housing Authority will enter talks with Office of Mayor to ensure completion of urban project and finally pursue litigation if needed.

Commissioner Overcash expressed concern to ensure that Mayor's Office continue with bi-monthly progress reports regarding the urban project and that language in resolution "for the use and enjoyment of the citizens of Michigan City by January 2012" is too broad. Executive Director Wilson said that the resolution should include the urban park project allowing access to the Boulevard Gardens residents. With no further discussion Commissioner Fine motioned approval of resolution for Housing Authority to monitor proposed urban park. Commissioner Thomas seconded the motion.

After discussion, Vice Chairperson Ronald Strauss introduced the following resolution:

RESOLUTION NUMBER 2009-14

A RESOLUTION MONITORING OF PROPOSED URBAN PARK BY MICHIGAN CITY HOUSING AUTHORITY

The resolution was moved by Commissioner Bill Fine and seconded by Commissioner Hazel Thomas.

AYES

Ronald Strauss
Hazel Thomas
Eric Overcash
Yolanda Thomas-Davis
Eddie Wilson
Bill Fine

NAYS

Chairperson Carla Mock did not attend this Board meeting.

CARRIED

Fee Accountant

Vice Chairperson Strauss called for discussion and approval of the fee accountant. Commissioner Thomas informed the Board that because the current fee accountant for the Housing Authority is retiring, the Housing Authority has sought for quotes for other fee accountants. Executive Director Wilson explained to the Board that the fee accountant selected by the Asset Committee, Lindsey Housing Solutions, has been in business for 50 years and that because this Housing Authority will be the first housing authority for them in the state of Indiana, Lindsey Housing Solutions offered a 15 percent discount off of fees. She said that once hired, Lindsey Housing Solutions will conduct fee accountant activities along side of the current fee accountant for approximately a month and that Lindsey Housing Solutions also offers their own software in comparison with Tenmast software allowing the Housing Authority flexibility to change software from Tenmast to Lindsey Housing Solutions when contract expires.

Commissioner Overcash asked if this Housing Authority was obligated to conduct a formal bid for fee accountant. Executive Director Wilson said that most housing authorities have an accountant on staff and because this Housing Authority doesn't, a fee accountant is hired as a service provider. Commissioner Overcash asked how seeking bids for Tenmast software is any different in comparison with seeking bids for Lindsey Housing Solutions. Executive Director Wilson stated that fee accountant is not hired on a one-time fee basis but under a service agreement similar to telephone services and that current fee accountant ends this month.

Vice Chairperson Strauss asked if the Housing Authority has a present contract with the fee accountant. Attorney Bazin-Johnson said that Housing Authority has a yearly contract with the current fee accountant including 30-day notification stipulation. Executive Director Wilson said under procurement policy a bidding process is conducted for \$50,000 and above and that Lindsey Housing Solutions has a one year contract with Housing Authority for approximately \$12,000 at which time Commissioner Overcash considered his initial question regarding obligation to conduct formal bid answered. With no further questions, Commissioner Thomas motioned approval to hire Lindsey Housing Solutions as the fee accountant on behalf of the Michigan City Housing Authority; Commissioner Eddie Wilson seconded the motion.

After discussion, Vice Chairperson Strauss introduced the following resolution:

RESOLUTION NUMBER 2009-15

RESOLUTION TO APPROVE THE FEE ACCOUNTANT SERVICES PROVIDED BY
LINDSEY HOUSING SOLUTIONS ON BEHALF OF THE HOUSING AUTHORITY

OF THE CITY OF MICHIGAN CITY, INDIANA AND MICHIGAN CITY HOUSING DEVELOPMENT, INC. EFFECTIVE APRIL 1, 2009.

The resolution was moved by Commissioner Hazel Thomas and seconded by Commissioner Eddie Wilson.

AYES

Ronald Strauss
Hazel Thomas
Eric Overcash
Yolanda Thomas-Davis
Eddie Wilson
Bill Fine

NAYS

Chairperson Carla Mock did not attend this Board meeting.

CARRIED

Audit Results

Vice Chairperson Strauss called for discussion of the audit results. Executive Director Wilson informed the Board that auditor conducted a financial and compliance audit including testing of Section 8 files every three years. She said that bidding procedures must adhere to the Housing Authority's procurement policy, that rent reasonableness, a comparison study of neighborhood, is missing from Section 8 files. She said the Housing Authority should be aware of new fee accountant's procedure, update cell phone usage, asset usage, credit card usage policy, and current policy, implement a depository agreement from LaPorte Savings Bank and Fifth Third Bank regarding HUD transfers to said banks, and assure applicants are being housed from the waiting lists in proper order.

Executive Director Wilson also explained to the Board that the auditor said that because only 4 Housing Authority Board Commissioners are currently on the Michigan City Housing Development, Inc. (MCHDI) Board with a total of 7 members, the MCHDI Board requires 2 additional board members who do not reside on the Housing Authority Board.

Capital Fund

Executive Director Wilson informed the Board that the purpose of the Capital Fund awarded from the government stimulus plan entitled "Award of American Recovery and Reinvestment Act Capital Funds" is to refurbish existing Housing Authority properties in compliance with the Housing Authority's 5-Year plan. She said that the Housing Authority plans to utilize the funding for purchase of new boilers at Boulevard Gardens, purchase of new windows at Boulevard Gardens, and replacement of new roof at the Housing Authority's main office.

In response to Commissioner Overcash's questions regarding if the Capital Fund is included in the regular budget and if the Housing Authority receives capital funding each year, Executive Director Wilson stated that the Capital Fund is not incorporated within the annual budget, and that the Housing Authority receives capital funding on a yearly basis to implement in accordance with the 5-Year Planning meeting sessions.

Approval of Bills

Vice Chairperson Strauss called for of the General Insurance Services, Inc. business auto for a quote amount of \$7,230.33. He informed the Board that Executive Director Wilson would investigate a cost comparison of premiums for cost efficiency. Commissioner Fine asked when the current policy expires, and Executive Director Wilson said that the policy expires on March 24, 2009.

For Your Information

Public Comment

Vice Chairperson Strauss called for public comment. Boulevard Gardens resident Jessie Thomas expressed his concerns regarding rumor that Boulevard Gardens is planning to close down, and that secondly unidentified residents or individuals are placing trash in the recycle bins creating a potential major health risk hazard. When Vice Chairperson Strauss asked if Mr. Thomas approached the Boulevard Gardens Housing Manager about this problem, Mr. Thomas said that he suggested to the Housing Manager to place a notice with the rental notices informing residents about the difference between the garbage and recycle bins. Vice Chairperson Strauss expressed his appreciation for Mr. Thomas' comment and assured Mr. Thomas that Executive Director Wilson would remedy the problem.

Adjournment

With no other business before the Board, Vice Chairperson Strauss adjourned the Board meeting at approximately 5:20 p.m.

Ronald Strauss, MCHA Vice Chairperson

ATTEST:

Lenda Wilson, MCHA Executive Director

Resolution 2009-14

**MONITORING OF PROPOSED URBAN PARK
BY MICHIGAN CITY HOUSING AUTHORITY**

Policy

The Housing Authority of Michigan City is charged with the responsibility of monitoring the progress of an urban park. In accordance with the agreement reached between the U.S. Department of Housing and Urban Development (HUD), the City of Michigan City agreed to develop the area formerly known as Harborside Homes into an Urban Park which must be accessible and which must be for the use and enjoyment of, specifically, the residents of Boulevard Gardens and, generally, the citizens and guests of Michigan City by July 13, 2012.

Procedure

1. From this time forward, the Michigan City Housing Authority will request bi-monthly progress reports from the Office of the Mayor and any other appropriate offices. This correspondence will be provided to HUD on the same bi-monthly basis.
2. Beginning two years prior to the deadline, the Michigan City Housing Authority will provide a letter to the Mayor's Office, HUD and any other appropriate department within Michigan City to reaffirm the City's commitment to the establishment of the new park.
3. Beginning one year prior to the deadline, the Michigan City Housing Authority will provide a letter to the Office of the Mayor of Michigan City, any other appropriate departments and to HUD warning that failure to establish the park by the deadline provided will result in the appropriate legal action.
4. Beginning six months prior to the deadline, the Michigan City Housing Authority will enter into talks with the Office of the Mayor, any appropriate departments and HUD to ensure that the proposed park will be completed prior to the deadline.
5. At the time the deadline is reached and the park is not established, appropriate litigation will commence, exercising the right of reversion of title as set forth in the Deed of Conveyance and all other legal remedies available to the Michigan City Housing Authority under state and federal law.

DATED this 16th day of March, 2009

Ronald Strauss, Vice President

ATTEST:

Lenda Wilson, Executive Director

RESOLUTION NUMBER 2009-15

RESOLUTION TO APPROVE THE FEE ACCOUNTANT SERVICES PROVIDED BY LINDSEY HOUSING SOLUTIONS ON BEHALF OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA AND MICHIGAN CITY HOUSING DEVELOPMENT, INC. EFFECTIVE APRIL 1, 2009.

WHEREAS, the current fee accountant, Housing Authority Accounting Specialist (HAAS) cancelled its contract with the Housing Authority effective March 31, 2009, due to retirement issues, and

WHEREAS, the Housing Authority in order to stay in compliance with HUD regulations, and audits in regards to financial matters, sought for quotes with the following fee accountants responding (1) Loucks & Schwartz, (2) Darnell & Meyering, P.C., (3) Hawkins, Ash, Baptie & Company, LLP Management Consultants, and (4) Lindsey Housing Solutions, and

WHEREAS, the Asset Committee convened, reviewed the said quotes and recommended to the Board the fee accountant services of Lindsey Housing Solutions, and

WHEREAS, the Asset Committee and the Executive Director confirmed at the Board meeting justification for selection of Lindsey Housing Solutions to include 50 years of fee accounting and budgeting services for Public Housing, 15 percent discount off of fee because Michigan City Housing Authority is Lindsey Housing Solutions' first housing authority in Indiana, and that Lindsey Housing Solutions also provides its own software services, and

WHEREAS, the Housing Authority plans to replace its current software services with Tenmast after year contract has expired with Lindsey Housing Solutions software services, and

WHEREAS, Lindsey Housing Solutions accounting service fee is approximately \$12,000 for one-year contract.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the Asset Committee's recommendation to hire fee accountant Lindsey Housing Solutions.

Adopted this 16th day of March 2009.

Resolution moved by: Commissioner Hazel Thomas

Resolution seconded by: Commissioner Eddie Wilson

Vice Chairperson Strauss

ATTEST