

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
MONDAY, APRIL 21, 2008

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, April 21, 2008 at 4:30 p.m. The meeting was held at the Housing Authority of the City of Michigan City, Indiana 46360. Chairperson Carla Mock called the regular meeting to order at approximately 4:30 p.m. Commissioners who attended the meeting included Commissioner Hazel Thomas, Commissioner Yolanda Thomas-Davis, Commissioner Eddie Wilson, Commissioner Eric Overcash, and Commissioner Bill Fine. Vice Chairperson Ronald Strauss did not attend the meeting. Public and media meeting attendees included ALCO-TV Andre Steele and Judicial Candidate Ed Janes. Housing Authority personnel, who attended the Board meeting, included Executive Director Lenda Wilson, Housing Authority Attorney Michelle Bazin-Johnson from Friedman & Associates, p.c., Financial Assistant Norma Thomas, and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:

March 17, 2008

Chairperson Mock called for approval of the Regular Board meeting minutes and resolutions dated Tuesday, March 11, 2008. After correction was duly noted changing the date of Tuesday, March 11, 2008 to the correct meeting date of Monday, March 17, 2008, Commissioner Overcash motioned approval of both minutes and resolutions; Commissioner Wilson seconded the motion.

CARRIED

INTRODUCTION OF NEW ATTORNEY:

Chairperson Mock introduced Michelle K. Bazin-Johnson as the newly assigned attorney to the Housing Authority from Friedman & Associates p.c.

APPROVAL OF THE MANAGEMENT REPORTS:

Chairperson Mock called for approval of the management reports as presented to the Board. In reference to the Boulevard Gardens & Lakeland Estates Occupancy Report Commissioner Thomas inquired about the numeral indications regarding enrollment and attendance of the GED program. In reply, Executive Director Wilson said that 11 individuals registered and attended the GED program.

In regards to the Inspection Report Chairperson Mock asked how well is the Housing Authority keeping up with the inspections. In response, Executive Director Wilson stated

that the Housing Authority is “pretty much caught up.” Commissioner Wilson inquired about the phrase “Boulevard Gardens stoves have defected oven knob causing most failures.” Executive Director Wilson explained to Commissioner Wilson that if no numbers are shown on the oven knobs, then they have failed HQS. With no further questions, Commissioner Overcash motioned approval of the Housing Authority management reports; Commissioner Thomas-Davis seconded the motion.

CARRIED

COMMITTEE REPORTS:

Committee Assignments and Reports

Chairperson Mock informed the Board about new committee assignments for recently appointed Commissioners to include Commissioner Bill Fine’s appointment to the Policy/Personnel, Project Development/Partnerships/Strategic Planning, and Technology Committees; and Commissioner Eddie Wilson’s appointment to the Resident Initiatives/Security and Ethics Review Committees along with the previously appointment to the Asset Management/Procurement/Construction Committee. Because the Resident Initiatives/Security and Technology Committee have only two (2) Board members, Chairperson Mock said that she would sit on that committee if another individual were needed. Commissioner Fine asked how often the committees meet. Commissioner Overcash and Chairperson Mock said the committees meet on an as-needed basis.

Landscaping Quotes

In regards to Committee Reports, Chairperson Mock asked Commissioner Thomas to report on the landscaping quotes. Commissioner Thomas informed the Board that the Asset Management/Procurement/Construction Committee, which includes Commissioner Hazel Thomas, Vice Chairperson Ronald Strauss and Commissioner Eddie Wilson, met on April 17, 2008 to review the Boulevard Gardens landscaping quotes and recommended the Board accept M.K. Lawn Care landscaping quote at \$100 per week for total cost of \$2,200. Housing Authority also received other quotes from Shirley Snow Plowing for \$8,400 and Eastport Lawn for \$10,000; DeLau Landscaping declined.

Commissioner Overcash asked whom the Housing Authority had chosen last year. In reply Executive Director Wilson stated M.K. Lawn Care, and Commissioner Thomas said that the Housing Authority was satisfied with M.K. Lawn Care’s past work. With no further inquires Commissioner Thomas motioned approval to accept quote from M.K. Lawn Care for \$100 a week; Commissioner Fine seconded the motion. Commissioner Overcash inquired about contract’s duration. Executive Director Wilson stated contract exists from May 1, 2008 to September 30, 2008.

After discussion, Chairperson Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2008-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO ACCEPT THE QUOTE FROM M.K. LAWN CARE FOR A TOTAL COST OF \$2,200 AT \$100 PER MONTH FROM MAY 1, 2008 TO SEPTEMBER 30, 2008.

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

CARRIED

Vice Chairperson Ronald Strauss did not attend the Board meeting.

Section 8 Lead Base Paint Insurance

In regards to the Section 8 Lead Base Paint insurance quotes from the Housing Insurance Services, Inc. with American Safety Insurance (ASI) as the underwriter, Commissioner Thomas recommended that the Board accept quote in the amount of \$2,275 as an annual premium. Executive Director Wilson said that the Section 8 Lead Base Paint covers the Housing Inspector for the Housing Authority's Section 8 program for inspection of lead base paint as a renewal policy.

Commissioner Wilson asked for a definition of the underwriter's fee. Executive Director Wilson stated that the underwriter's fee of 17.5% is the fee appropriated to the Housing Authority Insurance from ASI. With no further questions, Commissioner Thomas motioned to accept the renewal of the Section 8 Lead Base Inspector liability insurance for \$2,275. Commissioner Wilson seconded the motion.

After discussion, Chairperson Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2008-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE ANNUAL INSURANCE PREMIUM RENEWAL FOR SECTION 8 LEAD BASE INSPECTOR LIABILITY INSURANCE FOR \$2,275 FROM HOUSING INSURANCE SERVICES.

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

CARRIED

Vice Chairperson Ronald Strauss did not attend the Board meeting.

Computer Quotes

Commissioner Thomas presented to the Board for approval a quote from Chester Information Technologies for replacement of six (6) Housing Authority administrative computers in the amount of \$5,021 to be offset from Big Easy redemption grant through Microsoft Company. Executive Director Wilson informed the Board that Chester Information Technologies applied for a grant from the Big Easy Redemption grant to donate to Housing Authority to off set cost for purchase of equipment.

Commissioner Overcash asked what would happen to the old computers. In response Executive Director Wilson said that in the past the Housing Authority has donated computers to the residents. Before giving any computers to residents Commissioner Overcash suggested giving the computers to Chester Information Technologies first in order to “write them clean” – demagnetize them. Commissioner Overcash asked if the grant is specifically directed toward public housing; Executive Director Wilson said that the grant is for governmental units.

Commissioner Overcash asked if any timeline exists. Executive Director Wilson said the timeline consists of 21 days. He asked if the Housing Authority pays for an installation fee. In reply, Executive Director Wilson said that installation costs are contributed toward the contract between the Housing Authority and Chester Information Technologies. With no further inquiries Commissioner Thomas motioned to accept quote from Chester Information Technologies to replace six (6) administrative computers in the amount of \$5,021 to be off set by the Big Easy Redemption grant from Microsoft Company. Commissioner Wilson seconded the motion.

After discussion, Chairperson Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2008-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE QUOTE FROM CHESTER INFORMATION TECHNOLOGIES TO REPLACE SIX ADMINISTRATIVE COMPUTERS FOR TOTAL COST OF \$5,021 WITH FUNDING OFF SET FROM BIG EASY REDEMPTION GRANT FROM MICROSOFT COMPANY.

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

CARRIED

OLD BUSINESS:

NEW BUSINESS:

Roof for 218, 218½, 220, 220½ 9th Street Building

Chairperson Mock informed the Board that roofing for the 9th Street building would be assigned to the Asset Management/Procurement/Construction Committee to review and make a recommendation. Commissioner Overcash asked what is the problem with the roof. Executive Director Wilson said that the roof is a rubber roof that leaks.

Approval of Bills

For Your Information

Public Comments

Chairperson Mock opened the floor for public comments. No comments were presented to the Board.

ADJOURNMENT:

With no further business to present to the Board, Chairperson Mock adjourned the meeting at approximately 5:00 p.m.

Carla Mock, MCHA Chairperson

ATTEST:

Lenda Wilson, MCHA Executive Director

RESOLUTION NUMBER 2008-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO ACCEPT THE QUOTE FROM M.K. LAWN CARE FOR A TOTAL COST OF \$2,200 AT \$100 PER MONTH FROM MAY 1, 2008 TO SEPTEMBER 30, 2008.

WHEREAS, the Housing Authority of the City of Michigan City hires on an annual basis a landscaping company to maintain the Boulevard Gardens grounds, and

WHEREAS, the Housing Authority sent out request for quotes for landscaping services with the following responses, and

<u>COMPANY NAME</u>	<u>AMOUNT</u>
M.K. Lawn Care	\$ 2,200.00
Shirley Snow Plowing	\$ 8,400.00
Eastport Lawn	\$10,000.00
DeLau Landscape	Declined

WHEREAS, the Asset Management/Procurement/Construction reviewed the quotes and recommended the Board accept the lowest quote for \$2,200 at \$100 per month from M.K. Lawn Care, and

WHEREAS, the Housing Authority is pleased with the past performance of M.K. Lawn Care.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Michigan City, Indiana approved the landscaping quote from M.K. Lawn Care for a total cost of \$2,200 to provide lawn care services at the Boulevard Gardens grounds.

Adopted this 21st day of April 2008.

Resolution moved by: Commissioner Hazel Thomas

Resolution seconded by: Commissioner Bill Fine

Chairperson Carla Mock

ATTEST:

RESOLUTION NUMBER 2008-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE ANNUAL INSURANCE PREMIUM RENEWAL FOR SECTION 8 LEAD BASE INSPECTOR LIABILITY INSURANCE FOR \$2,275 FROM HOUSING INSURANCE SERVICES.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana has received liability insurance for the Housing Authority Section 8 Lead Base Inspector quote from Housing Insurance Services, Inc., and

WHEREAS, the Asset Management/Procurement/Construction Committee reviewed and recommended that the Board accept the Section 8 Lead Base Inspector liability insurance quote for a total annual premium cost of \$2,275.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the annual Section 8 Lead Base Inspector liability insurance for premium cost of \$2,275 from May 1, 2008 to May 1, 2009.

Adopted this 21st day of April 2008.

Resolution moved by: Commissioner Hazel Thomas

Resolution seconded by: Commissioner Eddie Wilson

Chairperson Carla Mock

ATTEST:

RESOLUTION NUMBER 2008-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE QUOTE FROM CHESTER INFORMATION TECHNOLOGIES TO REPLACE SIX ADMINISTRATIVE COMPUTERS FOR TOTAL COST OF \$5,021 WITH FUNDING OFF SET FROM BIG EASY REDEMPTION GRANT FROM MICROSOFT COMPANY.

WHEREAS, Chester Information Technologies, the Housing Authority's hired computer administrator, sought for grant from Big Easy Redemption from Microsoft Company to offset Housing Authority's computer costs or to purchase computer equipment, and

WHEREAS, due to the need for new computer equipment, the Housing Authority would appropriate funding from the Big Easy Redemption grant toward replacement of 6 administrative computers, and

WHEREAS, Chester Information Technologies sent a quote to the Housing Authority for replacement of 6 administrative computers in the amount of \$5,021, and

WHEREAS, upon review of quote the Asset Management/Procurement/Construction Committee recommended the Board accept the said amount for quote, and

WHEREAS, cost for installment services of 6 computers would be appropriated to the contract between the Housing Authority and Chester Information Technologies.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved the quote from Chester Information Technologies to replace 6 computers for cost of \$5,021 with off set funding from Big East Redemption Grant from Microsoft Company.

Adopted this 21st day of April 2008.

Resolution moved by: Commissioner Hazel Thomas

Resolution seconded by: Commissioner Eddie Wilson

Chairperson Carla Mock

ATTEST: