

MINUTES OF THE REGULAR  
MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY  
OF MICHIGAN CITY, INDIANA, HELD ON  
MONDAY, OCTOBER 19, 2009

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular meeting on Monday, October 19, 2009 at 4:30 p.m. The meeting was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360. Chairperson Carla Mock called the regular meeting to order at approximately 4:35 p.m. Commissioners who attended the meeting included Vice Chairperson Ronald Strauss, Commissioner Eric Overcash, Commissioner Eddie Wilson, Commissioner Bill Fine, Commissioner Yolanda Thomas-Davis, and Housing Authority Attorney Michelle Bazin-Johnson. Commissioner Hazel Thomas did not attend this meeting. Public attendees included ALCO TV representative Rick Richards, WLG representative Tony Walker, WLG representative Danielle Crump, and WLG representative Lukas Cohen. Housing Authority personnel, who attended the Board meeting, included Executive Director Lenda Wilson, Financial Assistant Norma Thomas, and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:  
September 21, 2009

Chairperson Mock called for approval of the Regular Board meeting minutes and resolution dated September 21, 2009. With corrections duly noted Vice Chairperson Strauss motioned approval of the minutes and resolution as presented to the Board; Commissioner Wilson seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Chairperson Mock called for approval of management reports as presented to the Board. Commissioner Overcash asked about the minimal amount of information on the Maintenance Report. In reply, Executive Director Wilson stated that Minnie Williams, the Housing Authority Maintenance Clerk, is in the hospital. In reference to all the management reports, Commissioner Wilson commended the staff for a job well done.

With no further questioning, Commissioner Wilson motioned approval of management reports month ending September 2009. Commissioner Davis seconded the motion.

CARRIED

COMMITTEE REPORTS:

OLD BUSINESS:

## NEW BUSINESS:

## Personnel Policies and Procedures

Chairperson Mock called for approval of the Personnel Policies and Procedures for the Housing Authority of the City of Michigan City, Indiana. Commissioner Overcash, president of the Policy/Personnel Committee, informed the Board that the Housing Authority's Personnel Policies and Procedures had been revised. At the last Board meeting Commissioner Overcash asked that Commissioners review the personnel policies and procedures and make any comments to the Executive Director. He said that because no Commissioners contacted the Executive Director, he assumed that all the policies and procedures presented to the Board have been accepted.

Vice Chairperson Strauss commended the Policy/Personnel Committee, the Executive Director, and Attorney Bazin-Johnson. Attorney Bazin-Johnson informed that Board regarding the most recent update to the Personnel Policies and Procedures, which was the Housing Authority's recognition of Columbus Day as an additional holiday. With no additional comments, Commissioner Overcash motioned approval of the revised Personnel Policies and Procedures of the Housing Authority of the City of Michigan City, Indiana. Commissioner Fine seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

## RESOLUTION NUMBER 2010-01

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE REVISION OF THE PERSONNEL POLICIES AND PROCEDURES OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA.

The resolution was moved by Commissioner Eric Overcash and seconded by Commissioner Bill Fine.

AYES

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

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this meeting.

## SEMAP Certification

Chairperson Mock called for approval of the SEMAP Certification. Executive Director Wilson explained to the Board that the Housing Authority must submit a certification of the Section 8 program to the United States Department of Housing and Urban Development (HUD) in order to remain in compliance with HUD regulations. She asked the Board to review page 3 of the SEMAP Certification handout. Page 3 lists the SEMAP Indicators that assess the performance of the Housing Authority's Section 8 Program, and according to Executive Director Wilson, the Housing Authority did a self-assessment with a total possible points of 115 out of 115 the maximum points available. With no further discussion, Commissioner Overcash motioned approval of the Section 8 Management Assessment Program (SEMAP) for annual submission to HUD; Vice Chairperson Strauss seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

### RESOLUTION NUMBER 2010-02

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FOR ANNUAL SUBMISSION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

The resolution was moved by Commissioner Eric Overcash and seconded by Vice Chairperson Ronald Strauss.

#### AYES

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

#### NAYS

CARRIED

Commissioner Hazel Thomas did not attend this meeting.

## FY2009-2010 Audit Services

Chairperson Mock called for approval of fiscal year 2009-2010 audit services. Vice Chairperson Strauss, president of the Asset Management/Procurement/Construction Committee, informed the Board that the Housing Authority sent out request for proposals to the following audit companies: (1) Anderson Tackman and Company, (2) Pamela J.

Simpson, C.P.A., (3) Swartz, Retson & Company, P.C., (4) Whiting & Company, LLC, (5) Steve Janus, CPA, (6) Urlaub & Co., PLLC, and (7) Jean Sickels.

Vice Chairperson Strauss said that after the Asset Management, Procurement, and Construction Committee reviewed and discussed the audit proposals, the committee recommended acceptance of Pamela J. Simpson's proposal because of her past experience working with the Housing Authority's financial statements and that she has much experience working with several other housing authorities. With no further discussion, Vice Chairperson Strauss motioned approval to award the fiscal year 2009-2010 audit services of the Michigan City Housing Authority to Pamela Simpson, C.P.A.; Commissioner Wilson seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2010-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA APPROVING THE AUDITING SERVICES OF PAMELA SIMPSON TO AUDIT ITS ACCOUNTS AND RECORDS FOR TWELVE MONTH PERIODS ENDING SEPTEMBER 30, 2009 AND SEPTEMBER 30, 2010.

The resolution was moved by Vice Chairperson Ronald Strauss and seconded by Commissioner Eddie Wilson.

AYES

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

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this meeting.

RHF Plan Resolution

Chairperson Mock called for approval of the Replacement Housing Factor (RHF) Plan Resolution. Executive Director Wilson reminded the Board that the Housing Authority plans to construct 2 duplexes with each duplex containing 2 units on the Westside of Michigan City with funding from HUD's RHF for approximately \$474,000 of first increment for fiscal years 2004 – 2008. She said that HUD is waiting for the Housing Authority to submit a Board-approved RHF Resolution and the Housing Authority's

development plan. San Francisco Housing Authority would assist the Michigan City Housing Authority in completing this plan according to Executive Director Wilson.

Commissioner Overcash asked if the architect would develop a budget for the construction duplex project. In response, Executive Director Wilson informed the Board that the Housing Authority would develop a budget for the duplex project to submit to HUD. Commissioner Overcash asked had the Housing Authority built homes in the Michigan City Community for public housing in the past. Executive Director Wilson said that the Housing Authority has not built any units since original construction for public housing but has developed them for Business Activities. With no further inquiries, Vice Chairperson Strauss motioned approval of submission of a RHF Resolution to HUD; Commissioner Davis seconded the motion.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2010-04

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE REPLACEMENT HOUSING FACTOR (RHF) PLAN AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A PROPOSAL TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR CONSTRUCTION OF 4 NEW PUBLIC HOUSING UNITS UNDER SCATTERED SITES FOR \$474,000 FUNDING DURING FY 2004-FY 2008.

The resolution was moved by Vice Chairperson Ronald Strauss and seconded by Commissioner Yolanda Thomas-Davis.

AYES

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

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this meeting.

Employee Drug/Alcohol Screening Resolution

Chairperson Mock called for approval of the Employee Drug/Alcohol Screening Resolution. Attorney Bazin-Johnson explained to the Board that the drug policy applies to Housing Authority full and part-time employees who drive a Housing Authority-owned vehicle and other equipment; the employees will be subject to random drug and

alcohol tests involving urinalysis screening and breath tests. Commissioner Overcash asked about screening employees before hiring. In reply, Attorney Bazin-Johnson stated that drug and alcohol tests are conducted after employee(s) has been offered employment. With no further discussion, Commissioner Fine motioned approval for resolution regarding Housing Authority employee drug and alcohol screening.

After discussion, Chairperson Mock introduced the following resolution:

RESOLUTION NUMBER 2010-05

EMPLOYEE PERSONNEL POLICY: DRUG AND ALCOHOL SCREENING BY MICHIGAN CITY HOUSING AUTHORITY

The resolution was moved by Commissioner Bill Fine and seconded by Commissioner Eric Overcash.

AYES

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

NAYS

CARRIED

Commissioner Hazel Thomas did not attend this meeting.

Approval of Bills

For Your Information

Public Comment

Adjournment

With no other business before the Board, Chairperson Mock adjourned the Board meeting at approximately 5:00 p.m.

---

Carla Mock, MCHA Chairperson

ATTEST:

---

Lenda Wilson, MCHA Executive Director

## RESOLUTION NUMBER 2010-01

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE REVISED PERSONNEL POLIICIES AND PROCEDURES.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana updated its Personnel Policies and Procedures, and

WHEREAS, at the Commissioners' Board meeting held on September 21, 2009, the Board postponed approval until all Commissioners had the opportunity to review all revisions, and

WHEREAS, the Policy and Personnel Committee reviewed updates to the personnel policy and recommended the Board approve such policy because no Commissioners had any comments or questions regarding the policy.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City approved all revisions as of September 18, 2009 to the Housing Authority Personnel Policies and Procedures.

Adopted this 19<sup>th</sup> day of October 2009.

Resolution moved by: Commissioner Eric Overcash

Resolution seconded by: Commissioner Bill Fine

---

MCHA Chairperson Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-02

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FOR ANNUAL SUBMISSION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

WHEREAS, on October 13, 1998 the U.S. Department of Housing and Urban Development (HUD) established the Section 8 Management Assessment Program to objectively measure a public housing agency's performance standards in key Section 8 tenant-based program areas; and

WHEREAS, HUD has established a database system called the PIH Information Center (PIC), to monitor the housing authorities compliance with the designated performance indicators; and

WHEREAS, 24 CFR Section 985.101 requires a Housing Authority administering a Section 8 tenant-based assistance program to submit annually a Section 8 Management Assessment Program (SEMAP) Certification with 60 days after the end of its fiscal year; and

WHEREAS, the SEMAP Certification is due to HUD as required by November 30, 2009.

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the Michigan City Housing Authority:

- 1) That the Executive Director or her designee is hereby authorized and directed to prepare a SEMAP Certification attesting that there is no evidence to indicate seriously deficient performance in the operation of the Housing Commission's Section 8 Program; and
- 2) That the Executive Director or her designee and Chairperson of the Housing Commission are hereby authorized to execute said Certification on behalf of the Board of Commissioner, and to submit same, along with a copy of this resolution, to the Indianapolis Field Office of the Department of Housing and Urban Development.

Adopted this 19<sup>th</sup> day of October 2009.

Resolution moved by: Commissioner Eric Overcash

Resolution seconded by: Vice Chairperson Ronald Strauss

---

MCHA Chairperson Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA APPROVING THE AUDITING SERVICES OF PAMELA SIMPSON TO AUDIT ITS ACCOUNTS AND RECORDS FOR TWELVE MONTH PERIODS ENDING SEPTEMBER 30, 2009 AND SEPTEMBER 30, 2010.

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires an annual audit of the accounts and with auditing several other housing authorities.

WHEREAS, the purpose of the auditing services is to determine the Housing Authority's compliance with government auditing standards, and

WHEREAS, the Housing Authority sent out a request for proposal for auditing services to: (1) Anderson Tackman and Company, (2) Pamela J. Simpson, C.P.A., (3) Swartz, Retson & Company, P.C., (4) Whiting & Company, LLC, (5) Steve Janus, CPA, (7) Urlaub & Co., PLLC, and (8) Jean Sickels, and

WHEREAS, the Housing Authority received two responses to include Jean Sickels and Pamela J. Simpson, and

WHEREAS, the asset committee recommended that the Board rehire the auditing services of Pamela Simpson because of her prior experience with auditing the Housing Authority's financial statements and because of her vast experience of the Housing Authority of the City of Michigan City, Indiana for the twelve month periods ending September 30, 2009 and September 30, 2010 in accordance with the Government Auditing Standards.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners authorized the auditing services of Pamela Simpson on behalf of the Housing Authority of the City of Michigan City, Indiana for the twelve month periods ending September 30, 2009 and September 30, 2010 in accordance with the Government Auditing Standards.

Adopted this 19<sup>th</sup> day of October 2009.

Resolution moved by: Vice Chairperson Ronald Strauss

Resolution seconded by: Commissioner Eddie Wilson

---

Carla Mock, MCHA Chairperson

ATTEST

RESOLUTION NUMBER 2010-04

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE REPLACEMENT HOUSING FACTOR (RHF) PLAN AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A PROPOSAL TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR CONSTRUCTION OF 4 NEW PUBLIC HOUSING UNITS UNDER SCATTERED SITES FOR \$474,000 FUNDING DURING FY 2004-FY 2008.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana applied for the Replacement Housing Factor (RHF) from HUD under the Capital Fund Program, and

WHEREAS, HUD specifies RHF funding for construction of 4 new public housing scattered site units, and

WHEREAS, HUD would allocate RHF funding to the Housing Authority over a period of five years for an approximate total of \$474,000, and

WHEREAS, with the RHF funding the Housing Authority plans to construct 2 new duplexes containing 2 units each on the Westside of Michigan City, and

WHEREAS, the Scattered Site Force Labor Team will construct the 2 duplex units.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approved the RHF resolution authorizing the Executive Director to submit development proposal to HUD.

Adopted this 19<sup>th</sup> day of October 19, 2009

Resolution moved by: Vice Chairperson Ronald Strauss

Resolution seconded by: Commissioner Yolanda Thomas-Davis

---

MCHA Chairperson Carla Mock

ATTEST

## RESOLUTION NUMBER 2010-05

## EMPLOYEE PERSONNEL POLICY: DRUG AND ALCOHOL SCREENING BY THE MICHIGAN CITY HOUSING AUTHORITY

## Policy

The Housing Authority of Michigan City promotes a safe work environment, and by such promotion hereby establishes the following drug and alcohol screening policy.

## Procedure

All full and part-time employees of the Michigan City Housing Authority who operate a Housing Authority owned, leased, or rental vehicle; any off-road equipment; and/or those who perform in a safety sensitive position shall be subject to random drug and alcohol screens. In addition, employees of the Housing Authority are subject to a required urinalysis to screen for the presence of drugs, and a breath test to screen for the presence of alcohol, if there is reasonable cause to suspect that the employee is unable to perform his or her duties safely and completely due the influence of drugs or alcohol.

Safety sensitive positions shall be defined as a position in which the Michigan City Housing Authority determines who has a role in the operation where impaired performance could result in a significant incident affecting the health and safety of the employee, employees, the public, property, or the environment.

This resolution shall be in full force and effect after passage by the Michigan City Board of Directors and signed by its President on the date below.

DATED this 19<sup>th</sup> day of October, 2009.

---

Carla M. Mock, President

ATTEST:

---

Lenda Wilson, Executive Director

