

AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, July 21, 2021
7:00 P.M.

CALL TO ORDER / ROLL CALL:

- o Richard Hyska – President
- o Karen Shulhan – Vice President
- o Isaac Reeves – Commissioner
- o Sherry Mosley – Resident Commissioner
- o Tom Stackpoole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- o Proposed Resolution Number 2021-16: Approval of May 19, 2021 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- o Proposed Resolution Number 2021-17: Approval to enter closed session at the request of the employee.
- o Proposed Resolution Number 2021-18: Approval to re-enter open session.

FINANCIAL REPORT:

- o Proposed Resolution Number 2021-19: Approval of Checks Written between 12/01/2020 – 12/31/2020
- o Proposed Resolution Number 2021-20: Approval of Checks Written between 01/01/2021 – 06/30/2021
- o Proposed Resolution Number 2021-21: Approval of Executive Director to Close TCF Accounts, 5 accounts ending in 84053, 84046, 5882, 43524, 55874, due to excessive bank fees and inability to effectively service our accounts.
- o Proposed Resolution Number 2021-22: Approval of Executive Director to open two Accounts at PNC, AMP I Security Deposit and AMP II Security Deposit and deposit funds from TCF closed accounts.

MAINTENANCE REPORT:

TENANT AFFAIRS REPORT:

- o Proposed Resolution Number 2021-23: Write off of Bad Debt in the amount of \$6,898.00.
- o Move in/Move Out Report

LEGAL COUNSEL REPORT:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- o Resolution Number 2021-XX – Session Adjournment

Agenda Approved by: _____

Kevin Kondrat, PHM
Executive Director

Date: July 14, 2020

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AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, September 15, 2021
7:00 P.M.
ZOOM MEETING
851 4454 0265

CALL TO ORDER/ROLL CALL:

- o Richard Hyska – President
- o Karen Shulhan – Vice President
- o Isaac Reeves – Commissioner
- o Sherry Mosley – Resident Commissioner
- o Tom Stackpoole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- o Proposed Resolution Number 2021-28: Approval of July 21, 2021 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- o Proposed Resolution Number 2021-29: Approval to submit FYE 2020 Audited FDS schedule by the extended deadline of 03/31/2022 per HUD COVID guidelines.
- o Proposed Resolution Number 2021-30: Approval of Staff Training As submitted.

FINANCIAL REPORT:

- o Proposed Resolution Number 2021-31: Approval of Checks Written between 07/01/2021 – 08/31/2021

MAINTENANCE REPORT:

TENANT AFFAIRS REPORT:

- o Proposed Resolution Number 2021-32: Write off of Bad Debt in the amount of \$2,397.00.
- o Move in/Move Out Report

LEGAL COUNSEL REPORT:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- o Resolution Number 2021-XX – Session Adjournment

Agenda Approved by: _____

Kevin Kondrat, PHM
Executive Director

Date: September 8, 2021



AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, October 20, 2021
7:00 P.M.
ZOOM MEETING
851 4454 0265

CALL TO ORDER/ROLL CALL:

- Richard Hyska – President
- Karen Shulhan – Vice President
- Isaac Reeves – Commissioner
- Sherry Mosley – Resident Commissioner
- Tom Stackpoole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- Proposed Resolution Number 2021-34: Approval of September 15, 2021 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- Proposed Resolution Number 2021-35: Acknowledge submission of annual plan and certifications.

FINANCIAL REPORT:

- Proposed Resolution Number 2021-36: Approval of Checks Written between 09/01/2021 – 09/30/2021

MAINTENANCE REPORT:

- Proposed Resolution Number 2021-37: Approval to dispose of items in accordance with the disposition policy.

TENANT AFFAIRS REPORT:

LEGAL COUNSEL REPORT:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:21

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- Resolution Number 2021-XX – Session Adjournment

Agenda Approved by: _____

Kevin Kondrat, PHM
Executive Director

Date: October 8, 2021

AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, November 17, 2021
7:00 P.M.
VIA Zoom Application Meeting ID
851 4454 0265
Passcode: 12025

CALL TO ORDER/ROLL CALL:

- o Richard Hyska – President
- o Karen Shulhan – Vice President
- o Isaac Reeves – Commissioner
- o Sherry Mosley – Resident Commissioner
- o Tom Stackpole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- o Proposed Resolution Number 2021-40: Approval of October 20, 2021 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- o Update on Water Testing

- o Proposed Resolution Number 2021-41: Approval per resolution 2009-112, which amended the personal policy to allow the Executive Director to pay monetary performance incentives under the direction and by way of resolution made by this commission, The Hamtramck Housing Commission gives the Executive Director permission to pay out, due to the HHC attaining high performer status for the FYE 2019, and the HHC recognizing the contribution by the non-management, hourly employees, the HHC grants a one-time only performance incentive of \$____ to each of the non-management employees.

- o Proposed Resolution Number 2021-42: Approval the HHC hold its monthly board meetings for the calendar year 2022 on the third Wednesday of each month, via zoom locations, until deemed otherwise safe to meet in person at meeting ID 851 4454 0265 every third Wednesday at 7:00 p.m. Should onsite meetings be allowed to reconvene they shall do so on the third Wednesday of each month, at alternating locations between the Colonel Hamtramck Homes located at 12025 Dequindre Ave., and the Hamtramck Senior Plaza located at 2620 Holbrook Ave. Hamtramck, MI 48212. With January, March, May, July, September, November meetings being held at the Colonel Hamtramck Homes and the February, April, June, August, October, December meetings being held at the Hamtramck Senior Plaza.

- o Proposed Resolution Number 2021-43: Approval of the Executive Director to spend any donated Christmas funds for a 2021 Christmas Party Expense if Any of the aforementioned occur due to COVID, any donated funds received but unspent will be retained for future related parties at a date that COVID pandemic is considered over and events are permissible.

- o Proposed Resolution Number 2021-44: Approval of the Executive Director to authorize the 2021 Audit Contract.

- o Proposed Resolution Number 2021-45: Approval of the staff training as submitted.

- o Proposed Resolution Number 2021-46: Approval of the Executive Director to close PNC account ending in account 8711 due to external fraud. To open a new like PNC Bank account for AMP II Administration checks.

- o Proposed Resolution Number 2021-47: Approval of the Executive Director to add all accounts to the Positive Pay service for bank verification of checks written, an element of PNC Fraud Protection, on-demand deposit for all accounts, pinnacle express services for all accounts, and move all accounts within the current treasury management platform in the PNC system. An increase in bank fees will be experienced as submitted.

- o Proposed Resolution Number 2021-48: Approval of the Executive Director to shop dental coverages to ensure HHC is getting the best policy/coverage for price as current policy is dated and execute with most advantageous for the 1/1/2022 calendar year.

FINANCIAL REPORT:

- o Proposed Resolution Number 2021-49: Approval of Checks written between 10/01/2021 – 10/31/2021 as submitted.
- o Proposed Resolution Number 2021-50: Approval of Amended 2021 budget, to avoid budget overruns.
- o Proposed Resolution Number 2021-51: Approval of Original 2022 budget to be amended at later date when congressional appropriations are made and Subsidy forms are processed.
- o Proposed Resolution Number 2021-52: Approves to exempt HHC from the Cost-Sharing requirements of health insurance mandated by Public act 152 of 2011. (Original Resolution Passed September 19, 2011, The Commission resolves to renew this "opt-out provision annually)
- o Proposed Resolution Number 2021-53: Approval of the Executive Director to submit the Unaudited FDS (Financial Data Schedule) to HUD for the FYE 2021.
- o Proposed Resolution Number 2021-54: Approval of the Executive Director to submit the Audited FDS (Financial Data Schedule) to HUD for the FYE 2021.

MAINTENANCE REPORT:

- o Discuss Fire Loss and Mitigation and Reconstruction Efforts from fire on 11/12/2020.
- o Discuss Property Wide Bed Bug Inspection
- o Discuss Property Wide REAC Inspection
- o Discuss Inspire and its effects on PHAS scores.

TENANT AFFAIRS REPORT:

- o Move In/Move Out Report
- o Proposed Resolution Number 2021-55: Approval to write off Bad Debt in the amount of \$ 22,206.00.

LEGAL COUNSEL REPORT:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- o Resolution Number 2021-XX – Session Adjournment

Agenda Approved by: _____
Kevin Kondrat, PHM
Executive Director

Date: November 9, 2021

AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, February 16, 2022
Hamtramck Senior Plaza
& VIA Zoom Application Meeting ID
851 4454 0265
Passcode: 12025
7:00 P.M.

CALL TO ORDER/ROLL CALL:

- Richard Hyska – President
- Karen Shulhan – Vice President
- Isaac Reeves – Commissioner
- Sherry Mosley – Resident Commissioner
- Tom Stackpoole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- Proposed Resolution Number 2022-01: Approval of November 17, 2021 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- Update on Water Testing
- Proposed Resolution Number 2022-02: Approval Executive Director to mitigate where determined necessary faucets and order follow up testing in any/all units at the Colonel Hamtramck Homes.
- Proposed Resolution Number 2022-03: Approval to request an FDS Unaudited Extension in HUD Online Systems.

FINANCIAL REPORT:

- Proposed Resolution Number 2022-04: Approval of Checks written November 1, 2021 – December 31, 2021.
- Proposed Resolution Number 2022-05: Approval of Checks written January 1, 2022 – January 31, 2022.

MAINTENANCE REPORT:

TENANT AFFAIRS REPORT:

- Proposed Resolution Number 2022-06: Approval to write off Bad Debt in the amount of \$ 6,390.00.
- Move In/Move Out Report

LEGAL COUNSEL REPORT:

- Nomination of President of the Commission
- Nomination of President Accepted:
- Proposed Resolution Number 2022-07: Motion to nominate President as _____, acceptance of Nomination made, seconded motion for President of Commission, Vote:
- Nomination of Vice-President of the Commission
- Nomination of Vice-President Accepted:
- Proposed Resolution Number 2022-08: Motion to nominate Vice-President at _____, acceptance of Nomination made, seconded motion for Vice President of Commission, Vote:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- Resolution Number 2022-XX – Session Adjournment

Agenda Approved by: _____

Kevin Kondrat, PHM
Executive Director

Date: February 4, 2022

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AGENDA
HHC BOARD OF COMMISSIONERS – MONTHLY MEETING
Hamtramck Housing Commission
Wednesday, March 16, 2022
Colonel Hamtramck Homes
7:00 P.M.

CALL TO ORDER/ROLL CALL:

- o Richard Hyska – President
- o Karen Shulhan – Vice President
- o Isaac Reeves – Commissioner
- o Sherry Mosley – Resident Commissioner
- o Tom Stackpoole – Commissioner

Pledge Of Allegiance

ADDITIONS TO AGENDA:

MINUTES:

- o Proposed Resolution Number 2022-11: Approval of February 16, 2022 minutes as submitted.

EXECUTIVE DIRECTOR'S REPORT:

- o Tree planting.
- o Proposed Resolution Number 2022-12: Approval Executive Director to procure a replacement commission vehicle.
- o Proposed Resolution Number 2022-13: Approval to amend the check authorization policy as submitted.
- o Proposed Resolution Number 2022-14: Approval of Richard Hyska to be an authorized signor per the amended Check Authorization Policy.

FINANCIAL REPORT:

- o Proposed Resolution Number 2022-15: Approval of Checks written February 1, 2022 – February 28, 2022.

MAINTENANCE REPORT:

TENANT AFFAIRS REPORT:

- o Move In/Move Out Report
- o Proposed Resolution Number 2022-16: Approval to write off Bad Debt in the amount of \$ 5,670.50.

LEGAL COUNSEL REPORT:

REPORTS OF COMMITTEES AND SUB-COMMITTEES, RESIDENT COUNCILS:

COMMISSIONERS' COMMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENTS:

ADJOURNMENT:

- o Resolution Number 2022-XX – Session Adjournment

Agenda Approved by:

Kevin Kondrat, PHM
Executive Director

Date: March 4, 2022

