

Little Traverse Bay Bands of Odawa Indians
Housing Commission
Regular Meeting
August 5th, 2016
5:00 p.m.
LTBB Community Building

Closed Session: None

Call to Order: 5:12 p.m.

Roll call: Chairman Patrick Wemigwase – Present; Vice Chairperson – Vacant; Commissioner Larry Stead – Present; Commissioner Judith Pierzynowski – Absent; Secretary Annette VanDeCar – Present

Staff present: Executive Housing Director John Givens

Guests present: Nancy Wanshon

Opening Prayer:

Motion made by Pat Wemigwase and supported by Larry Stead to accept the agenda for the August 5, 2016 meeting.
Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

Motion made by Annette VanDeCar and supported by Pat Wemigwase to accept the minutes from the meeting of June 24, 2016 as written.
Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

Housing Director Report:

H.U.D. Environmental Regulations: The **LTBB Housing Department** will be implementing some changes to several of our grant programs to ensure that we stay compliance with the **H.U.D.** Environmental Regulations that govern our major funding source which is **NAHASDA**. The changes will mainly involve the time frame that an applicant can expect to see from the time of their application to the time that the grant is actually funded. This extra time is going to be necessary to allow housing staff to complete an environmental assessment and subsequent reporting on the grant dollars that we administer.

Supportive Housing: Our request and payment has been submitted to the Michigan State Housing Development Authority for our needs survey. The next step will be for **MSHDA** to assign our request to an approve contractor to begin work on our survey.

Occupancy Specialist: The **LTBB Human Resources Department** is accepting applications for the vacancy in the Housing Department. We are again

in of an Occupancy Specialist. The job description for this position is currently posted on the **LTBB** Web Site and it will be open until 8-18-16.

Waiting Lists: We require that all applications we receive, that are a request to be housed in one of the **LTBB** Rental units, be complete before being placed on the rental waiting lists. To be considered complete an applicant must submit 3rd party verification of the gross income of the home at the time of application. If an applicant fails to comply with this, their application will not be placed on the waiting list and they would need to re-apply.

	Last 30 Days	Total	Last 30 Days	Total
Family Size	ELDERS	ELDERS	NON-ELDERS	NON-ELDERS
1	2	17	1	12
2	0	1	0	13
3	0	0	0	4
4+	0	0	0	8
TOTAL	2	18	1	37

Motion made by Larry Stead and supported by Annette VanDeCar to accept the Housing Director's verbal and written report.

Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

Elders Director Report: NONE

Motion made by and supported by

Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

FYI:

Public Comment Opens: 6:29 p.m.

Public Comment Closes: 6:30 p.m.

Motion made by Larry Stead and supported by Pat Wemigwase to make Pat Wemigwase the Chairmen, and Annette VanDeCar the Secretary of the LTBB Housing Commission.

Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

Motion made by Larry Stead and supported by Annette VanDeCar to adjourn at 6:39 P.M.

Vote: 3 – Yes, 0 – No, 1 – Absent, 0 – Abstained, 1 – Vacant
Motion Carried

Date: 8/5/16

Annette VanDeCar, Secretary

DRAFT