



# **LANSING HOUSING**

COMMISSION

## **AGENDA**

### **LANSING HOUSING COMMISSION**

**October 14, 2009**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes of September 15, 2009.**
- 4. Resolution #1074 – Patricia Baines Lake as Secretary**
- 5. Resolution #1075 – Change Signatories on Bank Accounts**
- 6. Resolution #1076 – Approval of LHC Ethics Policy**
- 7. Resolution #1077-Approval of Conflict of Interest Policy**
- 8. Resolution #1078-Approval of Gifts and Gratuities Policy**
- 9. Resolution #1079-Approval of LHC's Customer Service Policy**
- 10. Resolution #1080- Approval of LHC's Discriminatory Harassment Policy**
- 11. Resolution #1081 – Approval of LHC's Workplace Misconduct Policy**
- 12. Resolution #1082- Approval of LHC's Smoke Free Workplace Policy**
- 13. Resolution #1083 – Approval of LHC's Personnel Policy**
- 14. Resolution #1084 – Approval of LHC's Substance Abuse Policy**
- 15. Resolution #1085 – Approval of LHC's Political Activity Policy**
- 16. Resolution #1086 – Approval of LHC's Social Security Confidentiality Policy**

**17. Items of Information**

- a. Capital Fund Projects**
- b. Status of ARRA Capital Fund**

**18. Director's Monthly Report**

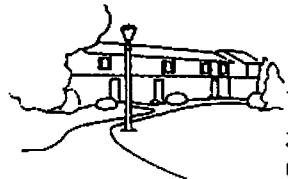
**19. Report of President**

- a. Personnel**
- b. Resident Relations**

**20. Public Comment – limit 3 minutes**

**21. Other Business.**

**22. Adjournment.**



# LANSING HOUSING

COMMISSION

## **MINUTES OF THE October 14, 2009, COMMISSION MEETING LANSING HOUSING COMMISSION**

**PRESENT:** President Villegas  
Vice-president Welch  
Commissioner Gina Nelson  
Commissioner Tony Baltimore

<b>STAFF:</b>	Sarah Segerlind Rhonda Pagel Sona Mendoza Ramiro Salazar Vickie Limberg Salvador Navarro	Dona Davenport David Abood Phil Chajkowski Mark Beattie Chris Heintzelman Rick Porter
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**GUESTS:** Justin Sleight, Dan Hamilton, AFSCME

President Villegas called the meeting to order at 6:02 pm.

Commissioner Nelson was absent at roll call, arriving at 6:03 pm.

The Minutes of October 14, 2009 Board Meeting were presented to the Board for approval. Commissioner Welch moved to approve the minutes, Commissioner Nelson seconded the motion.

**Moved:** Commissioner Welch  
**Seconded:** Commissioner Nelson  
**Ayes:** Unanimous

Resolution #1074 - Approving Patricia Baines-Lake as Secretary to the Board. Commissioner Welch moved to approve Resolution #1074, Commissioner Nelson seconded the motion.

**Moved:** Commissioner Welch  
**Seconded:** Commissioner Nelson  
**Ayes:** Unanimous

**Resolution #1075 – Changing signatories on Bank Accounts – Approval of Resolution #1075 with the following change – remove the words ( to delete Vince Villegas, Commission Chair and). This Resolution adds Patricia Baines-Lake as signatory along with Vince Villegas and Ramiro Salazar to all Commission Bank Accounts. Commissioner Baltimore moved to approve Resolution #1075, Commissioner Welch seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Nelson**  
**Ayes: Unanimous**

**Resolution #1076 – Approval of LHC Ethics Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1076, Commissioner Baltimore seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Baltimore**  
**Ayes: Unanimous**

**Resolution #1077 – Approval of Conflict of Interest Policy was tabled.**

**Resolution #1078 – Approval of Gifts and Gratuities Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1078, Commissioner Baltimore seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Baltimore**  
**Ayes: Unanimous**

**Resolution #1079 – Approval of LHC's Customer Service Policy was presented to the Board. Commissioner Nelson moved to approve Resolution #1079, Commissioner Baltimore seconded the motion.**

**Moved: Commissioner Nelson**  
**Seconded: Commissioner Baltimore**  
**Ayes: Unanimous**

**Resolution #1080 – Approval of Discriminatory Harassment Policy was tabled.**

**Resolution #1081 – Approval of LHC's Workplace Misconduct Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1081 Commissioner Baltimore seconded the motion.**

**Moved: Commissioner Welch**

**Seconded: Commissioner Baltimore**  
**Ayes: Unanimous**

**Resolution #1082 – Approval of LHC's Smoke Free Workplace Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1082, Commissioner Baltimore seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Baltimore**  
**Ayes: Unanimous**

**Resolution #1083 – Approval of LHC's Personnel Policy was presented to the Board. Approval with changes – (delete section 501.D and replace with the language in the current policy & Sections 1.01 and 1.07 add the employees will have appropriate notice and will acknowledge receipt of changes by signature). Commissioner Welch moved to approve Resolution #1083, Commissioner Nelson seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Nelson**  
**Ayes: Unanimous**

**Resolution #1084 – Approval of LHC's Substance Abuse Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1084, Commissioner Nelson seconded the motion.**

**Moved: Commissioner Welch**  
**Seconded: Commissioner Nelson**  
**Ayes: Unanimous**

**Resolution #1085 – Approval of LHC's Political Activity Policy was presented to the Board. Commissioner Nelson moved to approve Resolution #1085, Commissioner Welch seconded the motion.**

**Moved: Commissioner Nelson**  
**Seconded: Commissioner Welch**  
**Ayes: Unanimous**

Resolution #1086– Approval of LHC's Social Security Confidentiality Policy was presented to the Board. Commissioner Welch moved to approve Resolution #1086, Commissioner Nelson seconded the motion.

Moved: Commissioner Welch  
Seconded: Commissioner Nelson  
Ayes: Unanimous

Items of Information- Rick Porter, Modernization Coordinator presented a short report on the Capital Funds monies for 2007, 2008, 2009 and the ARRA funds.

Sarah Segerlind presented a short report on the PHAS Vacancy and Turnaround. Asset Managers will be doing their own placement. We have set a goal to have all units filled before the Holidays. Maintenance has started working overtime to get units rehabbed. Human Relations Department at the City is helping some of our clients.

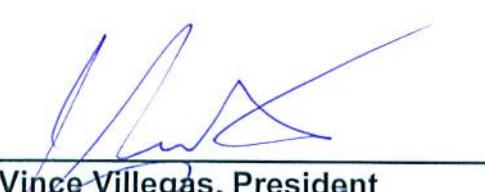
Director Lake provided the Commissioners with a copy of the current By-laws of the Commission and newly proposed By-laws. No action taken until a 30-day review period is up.

The following individuals participated in Public Comment: Darlene Rhodes spoke to working with the children and youth of our Developments. Dan Hamilton, AFSCME

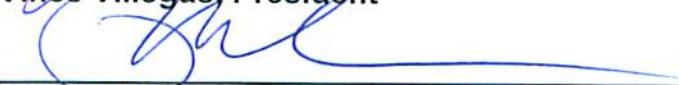
There being no further business, Commissioner Welch moved to adjourn.

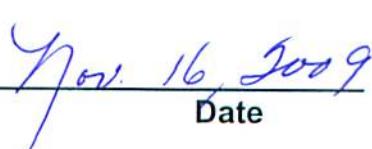
The meeting adjourned at 7:15 PM.

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Vince Villegas, President

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Patricia Baines Lake, Executive Director and Secretary

  
Nov. 16, 2009  
Date