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2021 AUG 20 AM 6:11

## Little River Band of Ottawa Indians

### Housing Commission

### Aki Maadiziwin Conference Room

**AUGUST 5, 2021**

#### 1-2. Opening Prayer, Roll Call

**Roll Call:** Chairperson Teresa Callis calls meeting to order at 10:00 am.

<b>Margaret Kowalkowski- here</b>	<b>Julia Chapman-here</b>	
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 4-0-0-0**

**Others Present:** Amber Shepard and Tara Bailey at the closed session Hearing

#### 3. Approval of Agenda:

**Commissioner:** Teresa Callis approves agenda with corrections. **Commissioner:** Julia Chapman seconds. **Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 4-0-0-0**

#### 4. Approval of Minutes:

**Commissioner:** Marcella Leusby approves minutes. **Commissioner:** Julia Chapman seconds, **Motion carries.**

<b>Margaret Kowalkowski- yes</b>	<b>Julia Chapman-yes</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum:4-0-0-0**

#### 5. Department Update: none

**6. Unified Legal Update:** Elise McGowen- Cueller (Commission Lawyer) was detained in another meeting during our closed session hearing. Elise did offer legal advice via her cell phone while still in the other meeting.

#### 7. Closed Sessions: Julia Chapman Hearing 11:24am

**8. General Business:** The new commissioner Robert DeBore will be sworn in on August 29, 2021. Teresa Callis suggested that we start conducting our meeting in a more formal as well as professional matter. This change should eliminate talking out of turn and getting off subject as we often do.

**9. Open Session:** Annual meeting surveys will be part of our work session meeting on August 19,2021. We didn't have time to go over what the tenants wrote for changes they would like to see this year.

**10. Policies and Procedures:** We are waiting for Tribal Council to give their decisions on the changes to Chapters 1&3

**11. Public Comment:** none

**12. Next Meeting Date:** September 2, 2021

**13. Adjournment:** Commissioner Marcella Leusby moves to close. Commissioner Margaret Kowalkowski seconds. All approved.

**Meeting closes at 12:24pm**

**Housing Secretary,**

A handwritten signature in black ink that reads "Margaret Kowalkowski". The script is cursive and somewhat stylized, with the first name "Margaret" written in a larger, more prominent hand than the last name "Kowalkowski".

**Margaret Kowalkowski**

**Acting Secretary**

RECEIVED  
TRIBAL COUNCIL

2021 SEP 10 AM 6:37

## **Approve Little River Band of Ottawa Indians**

### **Housing Commission**

#### **Aki Maadiziwin Conference Room**

**August 19, 2021**

#### **1. Opening Prayer:**

**Chairperson: Teresa Callis called meeting to order at 10:00am following a silent prayer.**

#### **2. Roll Call:**

**Acting Secretary: Margaret Kowalkowski took Roll Call.**

<b>Margaret Kowalkowski- here</b>	<b>Julia Chapman-here</b>	
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 4-0-0-0**

#### **3. Approval of Agenda: September 2, 2021**

**Commissioner: Marcella Leusby approves the agenda. Commissioner: Margaret Kowalkowski seconds. Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 4-0-0-0**

#### **4. Approval of Minutes: Approve minutes August 19, 2021**

**Commissioner: Marcella Leusby approves minutes. Commissioner: Teresa Callis seconds. Motion carries.**

<b>Margaret Kowalkowski- yes</b>	<b>Julia Chapman-yes</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 4-0-0-0**

#### **5. Department Update: none**

**6. Unified Legal Update: Elise McGowen- Cueller (Commission Lawyer) was detained in another meeting during our meeting. Elise did offer legal advice via her cell phone while still in the other meeting.**

#### **7. Closed Sessions: none**

**8. General Business: We went back over the Surveys from our annual meeting and could not find any relevant changes to address with Bill Willis, most issues were more of a ( wish- list) that wasn't practical such as "We shouldn't be charged from our per-cap for move out damages". We need more play- ground equipment.**

**9. Open Session:** Today's meeting is a Work Session Meeting, because it is the second meeting of the month.

**10. Policies and Procedures:** We are waiting for Tribal Council to give their decisions on the changes to Chapters 1&3

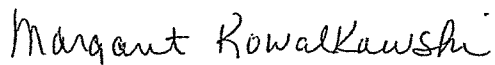
**11. Public Comment:** none

**12. Next Meeting Date:** September 2, 2021

**13. Adjournment:** Commissioner Teresa Callis moves to close. Commissioner Julia Chapman seconds. All approved.

**Meeting closes at 12:00pm**

**Housing Secretary,**

A handwritten signature in cursive script that reads "Margaret Kowalkowski".

**Margaret Kowalkowski**

**Acting Secretary**



**Little River Band of Ottawa Indians**  
**Housing Department**  
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231-723-8288

**HOUSING DEPARTMENT**  
**Report to Housing Commission**  
**For August 2021**

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 6
  - Leases renewed: 6
  - New leases: 0
  - Annual Inspections: 0 (Annual inspections on hold still due to COVID)
  - Move-out Inspections: 1
  - Move outs: 1
  - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 3
  - Total Number of Awards made during the Year: 10
  - Total Amount of Awards for the Year: \$47,517
  - The Housing Department has assisted with \$2,471,600 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!
- C. The Emergency Rental Assistance Program for LRBOTI tribal membership is now open and the Housing Department is accepting applications. A total of \$27,266 has been processed in assisting tribal members with rental/utility assistance.
- D. The vacant maintenance position has not been filled; the position has been reposted.
- E. Housing Director attended the first in person meeting in over a year for the Great Lakes Indian Housing Association quarterly meeting held in Harris, MI on August 17-18<sup>th</sup>. These meetings provide training and updates on what is occurring in Indian Housing across our region.
- F. Housing Director attend a virtual training through National American Indian Housing Association (NAIHC) on August 3-4<sup>th</sup>, regarding policy training and after the training provided a copy of the power point presentation to the Housing Commission to review. As we move forward on updating Housing Regulations, this may be beneficial in the process.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. The new mulch for the playground has been put down in the playground area.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

**A. Aki has 55 income based rental units of which 54 were rented during the month as follows:**

1. Aki has 9 low income elder designated rental units and 8 units are rented.
2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
3. Aki has 28 low-income family rental units and 28 are rented.
4. Aki has 6 low income family ADA rental units and 6 are rented.
5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.

**B. Aki has 26 Fair Market rentals and 24 are rented.**

**V. Significant Problems and Accomplishments.**

- A. C&I Electric has begun the process of changing out the defective lights by the manufacturer and installing the new lights that have a new 10 year warranty.
- B. We did receive information that our the lights in the community were out; therefore, after looking into the situation we found it was just a breaker that was off. We have since put locks on all breaker boxes to prevent any tampering in the future.
- C. During the month of August we started the process of entering all data into the new housing cloud based software called Doorways that the department will be using for tenant and unit based information. The goal is to go live by September 1, 2021.
- D. We have seen a slow down in applications for the ERAP; therefore, Housing Specialist, went around to various locations and put up fliers for LRBOI members to see and know about the program.
- E. Although LRBOI provided up to \$5,000 in July for General Welfare assistance to the membership; the Housing Department still has a total of \$8,094 in rental arrearages.

**VI. Plans for the Future.**

- A. Working on RFP for maintenance garage addition to building
- B. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

**VII. Other Information.**

The Housing Department will be resuming the rental late fee in the month of September and issuing out delinquent and subsequent notices to individuals who have not paid rent.

**End of Report**  
**Tara Bailey, Housing Director**  
September 1, 2021