

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

August 3, 2023

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Commissioner, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- yes	Teresa Callis- yes	Robert Deboer- absent
Marcella Leusby- absent		

Quorum: 4-0-0-2

3. Approval of Agenda: Commissioner Teresa Callis approves the agenda. Commissioner Margaret Kowalkowski seconds. Motion carries.

Margaret Kowalkowski- yes	Teresa Callis- yes	Robert Deboer- absent
Marcella Leusby- absent		

Quorum: 4-0-0-2

4. Approval of Minutes: Commissioner Teresa Callis approves minutes. Commissioner Margaret Kowalkowski seconds. Motion carries.

Margaret Kowalkowski-yes	Teresa Callis-yes	Robert Deboer-absent
Marcella Leusby-absent		

Quorum: 4-0-0-2

5. Housing Department Update: Housing Director Tara Bailey and lesion Ron Wittenberg will make sure only AKI residents receive the drawn prizes at the picnic.

6. Legal Update: The two lesions Ron Wittenberg and Al Metzger on our commission are working to help our commission get legal representation.

7. Closed Session: We went into closed session at 11:am to review the surveys.

8. Open Session: At 11:40 a.m. We went back into open session after reviewing the surveys.

9. Policies and Procedures: Today we are having our Annual Meeting/ Picnic with residents.

10. General Business:

11. Next Meeting Date: October 5, 2023

12. Adjournment: Commissioner Margaret Kowalkowski moved to adjourn. Teresa Callis seconds. Motion carries.

Margaret Kowalkowski-yes	Teresa Callis-yes	Robert Deboer-absent
Marcella Leusby-absent		

Quorum: 4-

13. Meeting closed at 12:p.m.

Housing Secretary,

Margaret Kowalkowski *jk*



Little River Band of Ottawa Indians
Housing Department
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HOUSING DEPARTMENT
Report to the Housing Commission
For August 2023

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A.** During the month, the Department performed the following activities.
Lease renewals due during the month: 5
Leases renewed: 6
New leases: 1
Annual Inspections: 5
Move-out Inspections: 2
Move outs: 1
Transfers: 1
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 0
Total Number of Awards made during the Year: 5
Total Amount of Awards for the Year: \$22127
- C.** The Homeowners Assistance Fund received one (2) new application this month, 0 denial. The program has provided \$84250.96 in assistance since it began in 2022.
- D.** The Housing Commission held their annual resident meeting on August 3 and it was attended by approximately 6 residents.
- E.** The Housing Director and the Administrative Assistant went to a Kanso Housing Summit held in Denver, CO for the software the housing department uses for resident accounting. The summit provided classes on various components of the program and what was new and upcoming with the software.
- F.** The Housing Director attended the Monthly Directors meeting on August 31st that was held in The Lodge and the purchasing department did a presentation on the proper use of the purchase and requisition procedures.
- G.** August 17th was a staff in-service day for all staff and this year the theme was team work and various activities were set up that incorporated team work to get accomplished. The day seemed to be a hit with staff members.
- H.** August 15-16th, the Director did an online HUD training regarding Program Income for IHBG programs.
- I.** Information notice was sent out to residents on 8/28 for the resealing of the AKI community roads and AKI community building. The work was to begin on August 30th and be completed by Sept. 2nd.
- J.** A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turnovers. UPDATE: The maintenance technician is to begin on September 4th.
- K.** The Housing Director/Executive Lead has spent most of the month of August working with the Members Assistance department due to turnover in staff and issues within the department.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): There is 2 pending as the information has been sent to the legal department.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 5 units to complete for a move in. We have 4 units that will need to be completely repainted, flooring redone and minor damage repaired then final cleaning.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.

- A. Aki has 60 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 30 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 8 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. September 26-28th onsite training with NAIHC regarding Environmental Reviews for the Housing Director.
- F. September 20-22nd the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

End of Report
Tara Bailey, Housing Director
September 11, 2023