

## **Housing Council**

A meeting of the Emmet County Housing Council was held on May 13 at 10:00 a.m.

Council members present: Mark Ashley, Secretary  
Les Atchison  
George Booth, Vice-Chairman  
John Murphy, Chairman  
Martin Van Berlo

Absent: None

Staff present: Lyn Johnson, Controller  
Cynthia Van Allen, Finance Director

Guests: Katie Badard  
Kristin Brady  
Cathy Odom

### **Election of Officers:**

Mr. Atchison nominated Mr. Murphy for the position of Council Chairman. Mr. Ashley seconded the motion. By voice vote the nominations were closed and a unanimous ballot was cast for Mr. Murphy.

Mr. Atchison nominated Mr. Booth for the position of Council Vice-Chair. Mr. Ashley seconded the motion. By voice vote the nominations were closed and a unanimous vote was cast for Mr. Booth.

Mr. Atchison nominated Mr. Ashley for the position of Secretary. Mr. Booth seconded the motion. By voice vote the nominations were closed and a unanimous ballot was cast for Mr. Ashley.

### **Adoption of by-laws:**

The by-laws were adopted as presented with one exception, Article I, Section 4 was amended to read - Focus: As outlined in a Resolution and in the Board of Commissioners' guidance statement dated April 10, 2008, the focus of the Council is to provide management oversight of the County's Community Development Block Grant (CDBG) beginning in 2008 as it is administered by the County's contracted grant administrator, Northwest Michigan Human Services Agency (NMHSA). The motion to effect this change was made by Mr. Ashley, seconded by Mr. Van Berlo and unanimously adopted by voice vote.

**Meeting dates established:**

Meetings of the Housing Council will be held on the first Wednesday of each month at 10:00 a.m. in the conference room. NMHSA will notify the support staff a week in advance if a meeting is not required for the month. The County Clerk is to be notified so the meetings can be posted.

**The role of Northwest Michigan Human Services Agency:**

Ms. Brady briefly discussed the role of NMHSA in administering the CDBG grants:

- An 18% fee from the grant funds provides the compensation for the organization's services
- Provide, or arrange for, all required environmental studies and assessments
- Prepare and distribute brochures
- Prepare public service announcements
- Assure equal access
- Establish eligibility
- Counsel homeowners
- Determine extent and cost of rehabilitation
- Let bids
- Oversee construction
- Report to Council
- Complete or assist staff in completing all State filings

Ms. Brady and Ms. Odom let the Council know:

- There are families waiting for the program to be effective
- The rehabilitation loans can be deferred or can be repaid in small monthly amounts
- The loans will be awarded as - first come, first eligible first served
- The County's lien on the property does not survive a foreclosure

**Interested parties to be notified:**

- Health Department
- Planning Director
- Northern Homes
- Area Agency on Aging
- The County's Department of Public Works
- Townships
- Cities and Villages
- Habitat for Humanity

**Administrative issues:**

Council members asked that communications be by e-mail.

A list of council members and support staff e-mail addresses and phone numbers will be distributed.

A list of 2008 meeting dates will be distributed to council members, support staff and to the County Clerk for posting.

An applicant package will be available for review by the Council.

In the "Program Guidelines", first page, last paragraph under Section A. - change the deadline date for a Habitat home applicant from June 30, 2009 to June 30, 2010.

May 20, 2008