

Housing & Public Conservator Adhoc Committee Meeting

March 10, 2021 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
Don Gilmet
Robert Adrian, Guest

OTHERS PRESENT: Tammy Sumerix-Bates, Executive Manager
Nicki Janish, Public Conservator
Thea Lucas, Home Improvement Director
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Nicki Janish, Public Conservator, provided to the Committee an overview of the revenue sources and expenses related to her office. She distributed financial reports to the Committee dated through the end of February. She outlined the various procedures by which she is appointed to assist a client and the associated responsibilities and allowed fee structures. Nicki uses financial software specifically designed for the fiduciary tasks she performs. The software, BFA, was purchased from a Michigan-based company and the County pays an annual service contract to them for necessary updates to forms, court statutes and other relevant information.

INFORMATION ITEM: Thea Lucas, Home Improvement Director, presented a new application, #017. Motion by Commissioner Gilmet with support by Commissioner Karschnick to approve the application in the amount of \$18,700.00. Motion carried.

INFORMATION ITEM: Director Lucas recently finished her 2020 audit. She submitted three loans for consideration to be written off (Centala, Scott and Beaufore). Motion by Commissioner Karschnick with support by Commissioner Gilmet to approve write-offs for the three loans submitted. Motion carried.

INFORMATION ITEM: Thea informed the Committee she has visited the Habitat for Humanity ReStore, St. Vincent de Paul's and Salvation Army to make them aware of the services offered by the Home Improvement Office.

INFORMATION ITEM: Ms. Lucas submitted a Check Request Voucher for approval in the amount of \$19.06 for mileage as well as an invoice from Garant's Office Supplies for \$23.99 and Mike Kieliszewski \$408.50 for inspections. Motion by Commissioner Thomson with support by

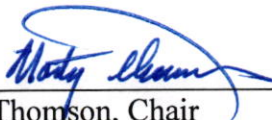
Commissioner Karschnick to approve the invoices, subject to inspection contract review by Don Gilmet and Tammy Sumerix-Bates. Motion carried.

INFORMATION ITEM: Discussion was held regarding the status of an audit invoice from Straley, Lamp & Kraenzlein. Recommendation was made to review the bidding process.

INFORMATION ITEM: The Committee was informed there are two homes still on the County's insurance policy because the homeowners have failed to provide proof of coverage. We hold the first lien on both homes. Letters have previously been sent to the homeowners. Motion by Commissioner Gilmet with support by Commissioner Karschnick to authorize the Home Improvement Director to begin the foreclosure process on these two homes without owner-provided insurance. Motion carried.

INFORMATION ITEM: Director Lucas applied for a new Neighborhood Enhancement Program grant through MSHDA. She applied for \$75,000.00 but was approved for \$33,750.00 to be split between two projects with allowable administrative fees of \$3,375.00.

Motion to adjourn was made by Commissioner Thomson with support by Commissioner Karshnick. Motion carried. The meeting adjourned at 10:27 a.m.



Marty Thomson, Chair



Kim Elkie, Administrative Assistant