



Lac du Flambeau

Chippewa
Housing
Authority

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Chippewa Housing Authority
Board of Commissioners
Meeting Minutes
March 22, 2012

Meeting called to order at 5:23 p.m.

Board members present: Vince St. Germaine, Chairman; Elizabeth "Liz" Perrone, Secretary/Treasurer; and Wendy Diver, Commissioner; Albany Potts, Jr. (excused); quorum present. CHA staff present: Marilyn Miller, Executive Director.

Legal Services for CHA: Review of the bids for legal services was initiated by the Commissioners and completed with points awarded according to the RFP posted by CHA. Liz motions to select the firm based on the point system, pending reference checks and to follow through with contract negotiation at the next BOC meeting; Wendy seconds the motion. Vote: Motion carried.

CHA Payroll Processing and Timekeeping: Wendy motions to amend the CHA Personnel Policies: "All employees must utilize the automated timecard system. Employees shall be paid according to time punched on the CHA timecards and to supervisor approval." Motion is seconded by Liz Perrone. Vote: Motion carried unanimously.

Donation Requests: Liz motions to approve the budget for donation requests of \$2500 with a maximum of \$500 per request. The process will include a written request with a budget as well as the requirement to file a final report with CHA. Wendy seconded the motion. Vote: motion carried.

GLIHA: CHA host for the Great Lakes Indian Housing Association (GLIHA) on April 3 & 4 at the casino conference center; as well as a meeting for the four (4) Chippewa tribes (Red Cliff, Bad River, LCO and LDF) on Monday night at 5 p.m. at Kiishkimaan. Liz will assist with coordination of registration and planning events.

IT equipment for BOC: Marilyn expressed a need to communicate to the CHA commissioners more efficiently and suggested the purchase of laptops for their use. Wendy motions to direct the CHA IT manager to research and purchase laptops to be used by the five (5) CHA Commissioners at an expected average cost of \$500-600 each for a maximum total cost of \$3000. Liz seconds the motion. Vote: motion carried.

Adjournment: 8:45 p.m. Wendy motions to adjourn and Liz seconds. Vote: motion carried.

Respectfully,

Elizabeth "Liz" Perrone, CHA BOC Secretary/Treasurer