

RECRUITMENT PACKAGE FOR THE ALLEN PARK APPOINTING AUTHORITY

The Mission of the Allen Park Housing Commission is the same as that of the Department of Housing and Urban Development. To promote adequate housing and affordable housing, economic opportunity, and a suitable living environment free of discrimination for low income, very low income, and extremely low income families.

The Allen Park Housing Commission was created by ordinance on November 10, 1964 after the third and final reading was adopted unanimously by the Allen Park City Council. The current building, the Leo Paluch Senior Apartments, was built in 1970 at the corner of Allen Road and Champaign directly behind the Allen Park Library.

The Leo Paluch Apartments has 61 one bedroom apartments. Rent is determined by 30% of an applicant's gross adjusted income. We currently have the following preferences for applicants:

- Veterans/Allen Park residents or immediate family members of Allen Park residents
- Elderly as defined as 62 years or older or disabled at any age on Social Security
- Near Elderly Working Poor defined as 55 – 62, working and earning less than 39,100 annually.
- Near Elderly as defined as 55 – 62 years old.

Our current population is made up of 17 individuals under 62 and 47 residents over 62.

BOARD MEMBER JOB DESCRIPTION IS AS FOLLOWS:

POSITION OVERVIEW

The Allen Park Housing Commission provides policy creation and oversight of the Leo Paluch Apartments. This position is a volunteer position and requires a five-year term commitment unless the board member is replacing an on-going term. The board member may be reappointed for an additional five-year term. This is a non-compensable position except reimbursement for travel associated with commissioner training.

QUALIFICATIONS

- Understanding parliamentary procedure
- Must have an above average ability to read and write
- Thorough knowledge of business English, spelling and arithmetic
- Ability to understand the basic principles of accounting process
- Ability to decipher complex laws and regulations
- Ability to employ good judgment in making decisions
- Ability to maintain a good working relationship with other board members, Executive Director and staff

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DUTIES

- Participate in monthly commission meetings
- Be prepared to discuss commission business at meetings
- Be prepared to make decisions and vote upon required business
- Be accountable for board decisions and the agency's finances
- Fully support the agency's mission and be an advocate for it
- Hold a high ethical standard & comply with all relevant policies of the Housing Commission including but not limited to the Confidentiality and the Conflict of Interest Policies.
- Participate in national and State training programs
- Have an understanding of the inter-relations between the City of Allen Park and HUD
- The Resident Commissioner has no other duties, authorities or responsibilities than any of the other commissioners.

TIME COMMITMENT

- Required monthly board meetings
- Required subcommittee meetings (approx 2-3 annually)
- Participate in training (varies)
- Participate in Leo Paluch Senior Apartments events (annual picnic, holiday party)

Over the past five years the APHC has been progressive in making improvements to the property and our administrative operations. This has required board members to participate in long term capital planning and board members willingness to serve on subcommittees. The subcommittees each meet three times a year to discuss the budget, capital improvements, personnel, policy, and city/county/state/and federal government cooperation.

The APHC is always looking for new recruits that are willing to advance our goals! Candidates should help balance our board in terms of gender, age, ethnicity, leadership experience, connections throughout our community that would benefit the board, and personal and professional background that would benefit the agency.

The APHC offers new appointees a thorough orientation and recommends that commissioner receive training through the National Association of Housing and Redevelopment Officials and our goal is to have all commissioners achieve certification from NAHRO.

Helpful websites include:

Allenparkhousing.com
NAHRO.org
HUD.GOV
MINAHRO.org
MHDAweb.com

Tours are also available of the property and additional information can be obtained by contacting our Executive Director at 313-928-5970.