



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

SHELLY EDGERTON  
DIRECTOR

**MANUFACTURED HOUSING COMMISSION**  
Michigan Library & Historical Center  
702 West Kalamazoo Street, Lake Superior Room  
Lansing, MI 48933

**MINUTES**  
June 15, 2016  
10:00 a.m.

**MEMBERS PRESENT**

Mr. Jerome Ruggirello, Chairman  
Mr. Phillip Copeland  
Mr. Bryan Davis  
Mr. Peter Hennard, Vice-Chairman

Mr. Steven Karbal  
Mr. William Lettinga  
Mr. Linda (Lynn) O'Brien

**MEMBERS ABSENT**

Mr. Creighton Weber  
Organization Representing Mobile Home Residents – Vacant

**DEPARTMENT PERSONNEL ATTENDING**

Ms. Barb Kunkel  
Mr. Stanley Skopek,  
Mr. Charles Curtis  
Ms. Brenda Carson  
Ms. Dianne Barmes  
Ms. Nicole Sklapsky  
Ms. LeeAnn Allaire  
Ms. Shannon Matsumoto  
Ms. Bridget Smith

**OTHERS IN ATTENDANCE**

Mr. Glenn Currier – Arcadian Oak MHP  
Mr. Tim Dewitt – MMHA  
Mr. Darren Ing – MMHA  
Mr. John Lindley – Public Affairs Associates

Mr. William Perrone - Dykema  
Mr. Bill Sheffer - MMHA  
Ms. Debbie Smith Ostrander - DEQ

*Providing for Michigan's Safety in the Built Environment*

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at approximately 10:00 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

2. **APPROVAL OF AGENDA**

Mr. Skopek indicated that THE Agenda has been amended by removing “b. Changes to Licensing/ Annual Inspections and Fines Process” under Item 6 “New Business”.

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Davis to approve the amended Agenda. **MOTION CARRIED.**

\*\*\*\*Addendum 1

At this time, Chairperson Ruggirello asked that we have a moment of silence in remembrance of Commissioner Carole Elliott who passed away on May 23, 2016. Carole served on the Commission since 2005. She was dedicated and passionate about the industry, and she will be dearly missed by all who knew her.

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Hennard and seconded by Commissioner Davis to approve the minutes of the March 23, 2016, meeting as written. **MOTION CARRIED.**

\*\*\*\*Addendum 2

4. **MOBILE HOME CODE FUND FINANCIAL REPORT**

Ms. Allaire presented the FY 2016 2<sup>nd</sup> Quarter Report for the Mobile Home Code Fund.

5. **UNFINISH BUSINESS**

There was no unfinished business to discuss.

6. **NEW BUSINESS**

a. **Report on Annual Inspections of Mobile Home Parks**

Mr. Skopek reported that out of 1,101 parks, Bureau inspectors have completed 399 (36%) of the 2016 annual inspections; and out of those, 311 (78%) had no violations, and

88 (22%) had one or more violations. There are still 702 parks to be inspected this year. It was also noted that there were approximately 10 parks that closed their licenses during last year's renewal cycle.

7. **PUBLIC COMMENT**

None

8. **STAFF REPORT**

a. **Update on Staff and Bureau Reorganization**

Mr. Skopek reported that the Bureau is still in the process of reorganizing. It is going to take a while before it is all complete. There will be a new Licensing and Complaints Division. Ms. Allaire is the Manager who will handle the administration of all the Bureau's boards and commissions. So communications will now be through her, and Mr. Skopek will only be involved for technical support. Ms. Barmes is the manager for Licensing and is in charge of the mobile home parks and dealing with reviewing all of the Annual Inspection Reports that come in from the inspectors. Bureau Director. Irvin Poke, retired at the end of April, and Mr. Lambert has been appointed Acting Director. Bureau Administration is still working on reorganizing the rest of staff. There will not be any reductions, just regrouping individuals who work on similar tasks.

Commissioner Lettinga asked that, if possible, an organizational chart be provided at the next meeting.

Mr. Skopek reported that Accela is now "live" and fully operational for plan review. He recommends that anyone needing to apply for plan review to do so on-line, because it is easier, there is no delay in mailing, and you get an immediate response.

Mr. Skopek also reported that the problem the Bureau was having with printing licenses was resolved shortly after our last meeting.

9. **NEXT MEETING**

The next scheduled meeting of the Manufactured Housing Commission is Wednesday, September 21, 2016.

10. **ADJOURNMENT**

At 10:19 a.m., a **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Copeland to adjourn the meeting. **MOTION CARRIED.**