

**Ferndale Housing Commission Minutes
Of April 12, 2017**

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, April 12, 2017, at 5:00 pm in the Ferndale Housing Commission Community Room located at 415 Withington, Ferndale, MI 48220.

A. Roll Call.

Present: Carole Morency, Deanna Tartaglia, Jennifer Bentley, Melissa DaSilva, Heather Van Poucker, Ann Heler

Absent: none

B. Swearing in of Commissioner Targaglia

City Clerk Marne McGrath swore in Deanna Targalia and presented her official oath of office.

C. Approval of Agenda.

Motion by Commissioner DaSilva, seconded by Bentley, be it resolved to approve the Agenda.

Ayes: All

Nays: None

Motion Passed.

D. Recognition of Commissioner Carole Morency

President Heler offered a formal presentation in recognition of Commissioner Morency's 15 years of dedicated service. An engraved clock and card signed by the board and residents was presented with thanks.

E. Approval of Minutes

1. Regular Meeting Minutes of March 8, 2017 TABLE

2. Special Meeting Minutes of March 22, 2017

Motion by Commissioner Bentley, seconded by Morency, be it resolved to approve the minutes of the Special Meeting of March 22, 2017 as submitted.

Ayes: All

Nays: None

Motion Passed.

F. Approval of Disbursements

Commissioner Morency reviewed and approved the checks.

Vendors:

Tartaglia - What is Gerard Hicks? Inspector? Yes, will be Inspection Group going forward.

DaSilva: Please correct typo on utility payment so one is Autumn House (both show payments for Withington.)

Motion by Commissioner DaSilva, seconded by Morency, be it resolved to approve Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

G. Executive Director's Report

Management Reports & Financials attached;

Updates on projects and personnel provided;

Update on resident committees and residents meetings offered;

Purchasing: Landscape RFP open; MERS addendum executed to provide the mechanism for making early "pull-ahead" payments on the pension if/when we every are so inclined.

Motion by Commissioner Morency, seconded by Bentley, be it resolved to accept the Director's report as submitted.

Ayes: All

Nays: None

Motion Passed.

H. New Business:

1. Strategic Plan First Quarter Update: Van Poucker reviewed each action area of the 2017 strategic plan and provided a progress report. All areas are moving along as expected, except hiring a social worker which is being delayed until some funding determinations are made at the national level.

2. Approval Of MERS Resolution to Adopt the MERS 457 Supplemental Retirement Program and associated Participation Agreement

Van Poucker explained this has no cost to FHC except the indirect cost of her time to do payroll reporting which will be about 10 minutes per month. This offers another option for staff (full and part-time) to save for retirement. DaSilva asked if it is owned by the employee and goes with them when they leave. Yes, it is fully owned by the employee and is portable.

Motion by Commissioner Bentley, seconded by DaSilva, be it resolved to approve the Resolution to Adopt the MERS 457 Supplemental Retirement Program and associated Participation Agreement and modify the personnel manual accordingly.

Ayes: All
Nays: None
Motion Passed.

3. Approval of Insurance Renewal

Motion by Commissioner DaSilva, seconded by Bentley, be it resolved to approve the 2017/2018 insurance renewal as presented.

Ayes: All
Nays: None
Motion Passed.

I. Old Business

1. HUD CMA

Agreement nearing finalization; hope to have before the board for action in May.

2. Ethics Policy

Bentley identified final changes to policy. Van Poucker will make changes and the board will review in final form in May.

3. 431 Wordsworth Appraisal

Van Poucker is exploring the feasibility of utilizing a “de minimus” exception to the disposition process which would allow for a less cumbersome way to sell the property.

4. Board vacancy

Heler offered information on how to apply, what serving entails, and the process that will be used to select the next commissioner, which will be a resident or program participant.

5. Utility Reimbursement

Van Poucker updated the board on the results of the utilization analysis and process used to work collaboratively with residents.

Motion by Commissioner Tartaglia, seconded by Morency, be it resolved to approve the 2017 Public Housing Utility Allowances as presented.

Ayes: All
Nays: None
Motion Passed.

J. Call to Audience.

Mr. Evans: The elevators went out when the power went out

Response: The elevator settings were not reset by either fire department or elevator maintenance person; FHC maintenance remedied the situation right away. The generator WAS working.

Mrs. Evans: Can maintenance come in the apartment when they aren't there?

Response: Yes, it is in the lease agreement that we can enter to complete work orders, for emergencies, etc.

Barbara: Concerned about delivery trucks parking in the circle too long.

Response: Furniture/move-in should be scheduled during business hours and use the loading area. Specific information on this is in the handbook.

There is a bad smell coming from the heat duct.

Response: Please put in a work order.

There is a gurgling noise in the plumbing on the 2nd floor.

Response: Please put in a work order.

K. Call to Commission.

Ann Heler announced Ferndale open house on April 23rd from 1-4 pm at 751 E. Nine Mile

L. Call to Residents' Committee Members.

Darlene Shanks announced plans for a grill and gazebo in the back area, as well as community garden planters. She also provided information on a program to send school children home on the weekend with a backpack of food so they have food security while not in school. She'd like to get residents to contribute and sponsor a backpack, as well as toys-for-tots. Also, it would be nice to have a potluck with residents.

M. Adjourn. 6:20 pm.

The next regular board meeting will take place on Wednesday, May 10, 2017 at 5:00 p.m. in the Autumn House Community Room (Board Room) located at 500 East Nine Mile, Ferndale, MI 48220.