



## Minutes of October 11, 2017

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, October 11, 2017 at 5:09 pm in the Community Room at 415 Withington.

A. Roll Call

Present: Jennifer Bentley, Reggie Sutherland, Deanna Tartaglia, Heather VanPoucker

Absent: Heler – excused

B. Approval of Agenda

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Agenda as presented.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

i. Regular Meeting of September 13, 2017

Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to approve the Regular Meeting Minutes of September 13, 2017 as presented.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Disbursements

Sutherland reviewed and approved the checks.

Vendor Payment History – no questions.

HAP payment register – no questions

Payroll – no questions

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

E. Executive Director's Report

Operational reports are attached. 8 vacancies, 4 filled this week; needed to use ServPro to clean several apartments; 6 in August, 9 in September – don't be alarmed; 2 lease violations in September; work order log in September 50/44 completed average days less than 2; Financial report 8/31/17 reviewed, all balanced and reviewed, performing better than

anticipated. HAP accounting included; able to go back to 2013 and reconcile additional numbers with HUD to forecast monthly expense and use assumptions, changes bottom line, actual success rate comes down and lessens concerns; Royal Oak voucher reserves – part went to HAP and part to reserves, always reflected in our accounting and HUD never reconciled; staff found the checks and showed it was deposited and allocated, shortfall is now under \$10,000. Rental markets/expenses going up. Want to watch but nothing alarming or concerning at this point. Need to fund our shortfalls; HUD will pay back FHC in November/December.

Last page of financials HAP Equity Ending Balance -\$16,688.33 is real numbers and HUD has set aside funds. Will have to pay us back. Nobody is losing vouchers, just slowing growth and how we manage participants.

Resident activities – working with Oak Street Health – opening new center on 9 Mile near Hazel Park. Received BCN renewal, rate decreased 3.5%. Emily and VanPoucker attended NAHRO conference in September. Went to multiple sessions.

CDBG funds – there may be ways to align with FHC to free up mutual funding. Received a credible threat against staff. Keeping office locked, policy not to allow previous tenants into building. Emily and VanPoucker went to Ypsilanti regarding RAD conversion – amazing. Feel like we could be ready to move to conversion.

Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to accept the Director's Report as submitted.

Ayes: All

Nays: None

Motion Passed.

F. New Business

i. Commissioner Vacancy Discussion

Commissioner Melissa DaSilva has resigned from the Ferndale Housing Commission. She and her spouse have relocated out of state and she will be greatly missed. Our By-Laws indicate that the Board President will notify the Mayor of a vacancy, and the board/executive director may make recommendations to the Mayor regarding potential board members. VanPoucker requests that the board discuss priorities for a new commission member, and a strategy to recruit a new member. All agreed to look for someone with either strong financial, CED skills, or community planning, and will also reach out to former applicant.

ii. 2018 Fair Market Rents (FMRs) Approval

Our Administrative Plan (section 16-II-B PAYMENT STANDARDS, 24 CFR982.503) requires that we review our payment standards annually. Our payment standards must fall within the "basic range" of the federally determined "fair market rents" for various geographic areas.

The basic range is 10% higher or lower than HUD. VanPoucker recommends we change only

our payment standard on studio/0 bedroom units from \$532 to \$540 (1 person) which brings us within the basic range.

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to change the payment standard on studio/0 bedroom units from \$532 to \$540.

Ayes: All

Nays: None

Motion Passed.

iii. Contractual Pay Adjustment Approval

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Executive Director's Contractual Pay adjustment to \$92,000 annually.

Ayes: All

Nays: None

Motion Passed.

iv. 3<sup>rd</sup> Quarter Strategic Plan Update

Review each quarter highlights:

- Working with Oak Street Health to bring programming into both buildings and build awareness of the opportunities to our residents. They are going to host a bingo lunch at both locations.
- VanPoucker become more active with Oakland County homelessness coalition which has provided some great contacts and resources for us to use in the event a resident is no longer able to remain housed with us.
- Working more closely with Lakeshore Legal Aide to ensure our program participants have access to the resources they need if they come into conflict with their landlord. Staff gives out number. Have become very helpful partners.
- Held a joint picnic for both buildings and invited the families in our homes as well. Invited Dr. Erin Baker, who contributed to fund some of the improvements to the Withington outdoor areas.
- Work has begun to implement the capital improvement plan.
- Work has begun to apply for the RAD program.
- Resident Survey executed and returned strong results, especially with customer service and staff performance.
- Work order completion consistency exceeds our goals.

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the 3<sup>rd</sup> Quarter Strategic Plan Update.

Ayes: All

Nays: None

Motion Passed.

Reminder that the Strategic Planning work session is October 28 9 AM – 1 PM at Ferndale City Hall.

v. 2016 Audit Presentation

First time using this company.

Section II

Want all minutes signed.

Budget overrun – did amendment in November, did not reflect pension payment in December. Suggest we do our budget revision in December.

Collateral – signed agreement with Comerica. Has always been acceptable; want to know how they collateralize our funds; Comerica says it's just not done – VanPoucker did contest this because we have a fully executed GDA with the Bank.

Tartaglia – if these are their major concerns she is fine with it.

Purchase on \$5000+ - didn't have new and weren't adding onto schedule. VanPoucker explained and they are fine with it. Generally pleased with BRZ as they're really scrutinizing the figures.

Motion by Sutherland, seconded by Tartaglia, be it resolved to approve the BRZ audit as presented.

G. Old Business

i. Website

Work on at Strategic Planning session; VanPoucker sending link to mock-up.

VanPoucker plans to update site for 12 months and then move to PG to maintain. Will offer online rent pay and interactive features.

ii. NAHRO membership renewal

Acted in accordance with their request.

Dues DaSilva suggested and they were about \$1200 higher.

This is the industry standard; they did handle our request; it's on their website.

Membership covers everyone including board and staff.

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the NAHRO membership renewal in the amount of \$1,500.00

Ayes: All

Nays: None

Motion Passed.

H. Call to Residents' Committee Members.

End of October will clear out the garden; meeting on October 16 at 9 AM; will discuss November/December activities. BBQ was great. Jennifer was at the grill. Sutherland asked if he can sit in on a meeting. Sure! Committee is only 3 but working well together.

I. Open Call/Call to Audience.

Jennifer – have we looked into PHADA for membership? VanPoucker – geared to executive directors, and has an individual membership. Would be nice to see what other organizations do. Tartaglia asked them to check out others. HVP said there are others that do better training.

J. Call to Commission.

K. Adjournment.

There being no further business, the meeting adjourned at 5:53 pm.

The next regular board meeting will take place on  
**Wednesday, November 8, 2017 at 5:00 p.m.**  
in the Community Room at 500 E Nine Mile Road.

**SIGNED:**

**DATE:**

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