



## Minutes of a Special Meeting of The Ferndale Housing Commission January 17, 2018

A SPECIAL MEETING of the Ferndale Housing Commission was held at 7:00 a.m. in the Community Room at 500 East Nine Mile.

- A. Roll Call: Meeting called to order at 7:02 am  
Present: Jennifer Bentley, Reggie Sutherland, Ann Heler, Deanna Tartaglia, Heather Van Poucker  
Absent: None
  
- B. Approval of Agenda  
Motion by Commissioner Bentley, seconded by Tartaglia be it resolved to approve the Agenda as presented.  
Ayes: All  
Nays: None  
Motion Passed.
  
- C. Approval of Minutes
  - i. Special Meeting of December 19, 2017  
Motion by Commissioner Bentley, seconded by Tartaglia, be it resolved to approve the Special Meeting Minutes of December 19, 2017 as presented.  
Ayes: All  
Nays: None  
Motion Passed.
  
- D. New Business
  - i. Financial Policies Review  
ED Van Poucker presented suggested policy language related to budget development, budget process, budget timeline, budget monitoring and adjustments, operating reserves, annual aide, and classificaiton and compensation. She explained the draft language is based upon the models provided in a HUD training on Financial Management: Financial Risks, Monitoring, and Oversight.  
  
Bentley inquired whether strategic planning is required. Van Poucker advised it is not required but is strongly suggested as a best practice to tie mission/goals to budget. Bentley suggested incorporating within the by-laws as a requirement.  
  
Bentley inquired about invoice reviews and asked that when that policy is developed to be sure to have Board Member review be part of the language.  
  
Tartaglia asked that the maximum number of consecutive years an auditor may be retained be set at nine rather than ten years.  
  
Van Poucker indicated we will continue to add policies to the financial policies, and the board will be asked to approved the full set of financial policies altogether when completed.
  - ii. Review of application for board of commissioners.  
Heler provided an overview of the applicant's involvement in the community, particularly with the senior group, and what a great advocate she is for seniors and how she's revived and grown the seniors group. Also noted a professional background in real estate would be helpful.  
Bentley suggested a special meeting at 4:45 pm just before the next regular meeting to talk with the candidate in person, then have action to recommend her to the mayor early on the agenda. Tartaglia inquired about whether her mother-in-law may be considered or if that presented a conflict in any way, noted she has an accounting background.

E. Open Call/Call to Audience: None

F. Call to Commission.

Van Poucker noted a minor addition to the resident committee rules for Autumn House. At the committee's request they's like member to only qualify for the stipend after completing 90 days of service. The board agreed and indicated new action was unnecessary as this is a very minor change related to implementation.

Van Poucker updated the board on the "EnVision" center model which is the program that may provide computer stations and "one-stop shop" to public housing buildings through a new HUD initiative.

Van Poucker also provided some preliminary plans for the possibility of a federal shut-down.

G. Adjournment.

There being no further business the meeting was adjourned at 7:55 am.

The next REGULAR MEETING of the board is scheduled for **Wednesday February 14, 2018, at 5:00 p.m.** in the Community Room at 415 Withington.