



## Minutes of February 14, 2018

A REGULAR MEETING of the Ferndale Housing Commission was held at 5:04 pm in the Community Room at 415 Withington.

A. Roll Call

Present: Jennifer Bentley, Reggie Sutherland, Deanna Tartaglia, and Heather VanPoucker  
Absent: Ann Heler

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. Old Business:

i. Board recommendation to Mayor to fill Board Vacancy

Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to send a letter to the Mayor to fill the Board vacancy with applicant Jeannie Davis and add to the February 26, 2018 Council agenda.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Minutes (Chair Signs)

i. Regular Meeting of January 10, 2018

Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve the minutes of January 10, 2018 as presented.

Ayes: All

Nays: None

Motion Passed.

ii. Annual Meeting Minutes of January 10, 2018

Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the minutes of the Annual Meeting of January 10, 2018 as presented.

Ayes: All

Nays: None

Motion Passed.

iii. Special Meeting Minutes of January 17, 2018

Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the Special Meeting minutes of January 17, 2018 as presented.

Ayes: All

Nays: None

Motion Passed.

E. Approval of Disbursements

i. Review of invoices completed by: Sutherland

Vendor payments – last invoice from Hexi, then web posting fees only, site maintained by Executive Director and staff

Payroll questions - none

HAP questions - none

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

Ayes: All

Nays: None

Motion Passed.

F. Approval of Financial Report (Chair Signs)

12 months ended for both programs – listed under budget is the adjusted figures. Reviewed with Robbie and this is accurate. Last number on Public Housing side reflects the depreciation which is not budgeted. Line item 4550.

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

Ayes: All

Nays: None

Motion Passed.

G. Approval of 2017 Year End Budget Adjustment

One page summarizes Voucher and the other shows Housing – they still vary a bit, still paying bills for services from December. Revised budget reflects funds not spent. Obligated funds – capital plans laid to spend the money.

Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve the 2017 Year End Budget Adjustment as presented.

Ayes: All

Nays: None

Motion Passed.

H. Executive Director's Report

**Vacancies:** 6 vacancies, 2 uninhabitable, 1 just leased

Mold – must wait until bedbug issue is completed. Just over \$11,000 for one home. No way to stop spread until taken care of.

**Violations:** 9 violation/evictions issued last month

**Delinquencies:** 3 for this month. Average in 2017 was 8.

**Financial Report:** all accounts reconciled by Fee Accountant.

**Activities:** Autumn House nominations – there were 5 but as Sutherland is not eligible only 4 were valid and they are all current committee members so they didn't need an official election. Autumn House has a new person on a 30-day trial for secretary. Rose Pest Control gave a presentation at Autumn House and next month they'll be at Withington. Autumn House would like another presentation to make sure everyone has attended. 3 Autumn House units are being monitored for bedbugs; none at Withington.

**Maintenance:** 65 received, 54 completed

**Waiting List Purge:** over 10,000 applicants on waiting list; making progress, estimating to be done in April; continue to receive applications in the meantime. Leah Deasy put together a resource list and referral guide to those we can't accommodate.

**Personnel:** Went to Culture of Gentleness training; well done; will be coming to Withington for staff training and then targeted training to those who work with residents. Presented Strategic Plan at Council Meeting. Received 200 applications for Howard's position. Narrowed the group, phone interviews, down to 5 candidates. Jackson has worked for housing commission and has technical background, on business management side; Singleton has BS in Social Work, has great personality and warmth. Great combination and within budget to split the position. It will give us depth we've not had and allow us to grow. They will start in the next 2 weeks.

**Website:** up and running! Will transition administration to FHC.

Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve the Executive Director's Report as presented.

Ayes: All

Nays: None

Motion Passed.

I. New Business

i. Date for next special meeting (financial policies work session)

March 20 @ 7 AM at Autumn House

April 17 @ 7 AM at Autumn House

Motion by Commissioner Sutherland, seconded by Tartaglia to schedule the Special Meeting dates for March 20 and April 17 at 7:00 a.m., and held at Autumn House.

Ayes: All

Nays: None

Motion Passed.

ii. Approval of extension of Fee Accountant contract for 1 year not to exceed \$19,000

Discussed putting out new RFQ, but now may not be the best time. Robbie has been here for a long time; RAD conversion will require financials and Robbie has the historical knowledge. Some of the systems are being changed but the knowledge is the most important. Tartaglia questioned if we should we consider a 2-year extension. VanPoucker opined the request for 1 year to keep us in control. Bentley suggested we add more requirements for technological updates. If we do the RAD conversion, do we need more funds in his contract. ED would ask for different proposal with additional work. Tartaglia expressed concern about the RAD conversion and need for additional time/money. VanPoucker opined that he's extremely knowledgeable, knows what he's doing, and she trusts him. We have budgeted for consultants and he would be our financial part of the packet. Sutherland stated that more fail safes be added into his contract. ED will invite him to a future meeting and have him present the financial report.

Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve extension of the Fee Accountant's contract for 1 year not to exceed \$19,000 as presented.

Ayes: All

Nays: None

Motion Passed.

J. Call to Residents' Committee Members.

Remi stated that the snow removal at Autumn House is bad and that FHC is paying for a job. Do the whole thing at one time, not parts of it. VanPoucker stated that they run two crews - one for lots, another for sidewalks. Remi explained that people with wheelchair/walkers can't get out. It was two days later before sidewalks were cleared. VanPoucker stated the RFP asked for a price for shoveling between but no company offered. She asked if they remembered a year with excellent service? Remi stated it was a crew that came in at 5am and they did a great job and the current landscaping company must go too because they're not doing a good job.

K. Open Call/Call to Audience.

Dan Martin stated he was sworn in to 43<sup>rd</sup> city council in January and appointed liaison to FHC.

VanPoucker stated CED Director Twardy will draft a memo to Council for CDBG funds for FHC.

Bentley asked VanPoucker to go to bid as soon as possible on fee accountant.

L. Call to Commission.

Sutherland stated that Jeannie Davis will be an excellent addition to the Commission.

Martin agreed that she will be a wonderful addition with special ties to seniors.

M. Adjournment.

There being no further business, be it resolved the meeting adjourned at 5:45 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday March 14, 2018, at 5:00 p.m. in the Community Room at 500 East Nine Mile.

**SIGNED:** \_\_\_\_\_ **DATE:**