



Minutes of April 11, 2018

A REGULAR MEETING of the Ferndale Housing Commission was held at 5:00 pm in the Community Room at 415 Withington.

A. Roll Call

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

Absent: None

Bentley read a proclamation from FHC and residents – purchased Japanese Lilac to be planted at Autumn House in honor of Ann Heler's retirement from the board. Dan Martin read the resolution passed at City Council on April 9, 2018. Ann spoke in appreciation to the members of the FHC in attendance stating that all of the great projects talked about for so long are coming to fruition. She thanked the residents for allowing the board time to address all of their concerns.

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 Financial Report

i. Ravi Yalamanchi, Fee Accountant

2017 was a good year and 2018 looks good, YTD Actual up to February 2018, total revenue is \$160,000, almost half is through HUD subsidy. It fluctuates according to tenant income. HUD has never give the full amount of subsidy. The new budget that passed, looks like it will be better than 2017. Administration is \$16,200, on par, biggest cost is water, relative to 2016 it has improved. Gas is high because Jan-Feb and the cold weather. Maintenance and operations are inline with the budget, well managed at \$38,000. Insurance, due to history, continues to be high and includes WC. Pilot fluctuates according to rents/utilities. Did well at \$15,000+; close to \$72,000 for the year.

Page 1 of Voucher program – put in almost \$5.2 million; biggest expense is \$876,000 for rental payments; admin \$ have never received full amount from HUD, fluctuation between .80-.90. Admin cost is \$46,000 as of February, \$848,000 goes toward helping families with housing.

Generally, HUD monitors closely on a monthly basis. Not running into any deficit as far as he can see through February.

Will wait to approve until April 17

Motion by Commissioner Tartaglia, seconded by Heler, be it resolved to move Financial Report to the next meeting.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Minutes

i. Special Meeting of March 20, 2018

Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to approve the minutes of March 20, 2018 as presented.

Ayes: All

Nays: None

Abstain: Heler

Motion Passed.

E. Approval of Disbursements

i. Review of invoices completed by: Sutherland

Vendor payments – Heler – page 2 – Comcast, where is Withington - \$115 included; Davis, page 4, toilet repair, \$1300, onsite 7 hours and they're wall mounted units. Bulk of fee was for time. Davis, common area cleaning, \$1724, both buildings? Twice a week, this is monthly amount. Bentley, page 1, 2 for ATT? HVP – one in each building, for 4 phones and elevators. Mold experts of Michigan? HVP – mold is remediated and can move forward with renovation. Last meeting talked about TP – right people got paid.

Credit Card Details – new report, HVP checks and codes quarterly

HAP questions – number is improving

Payroll questions – no questions

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

Ayes: All

Nays: None

Motion Passed.

H. Executive Director's Report

Vacancies: 6 vacancies, __ uninhabitable, holding for storage

Violations: 4 violation/evictions issued last month

Delinquencies: 8 for this month

Financial Report: all accounts reconciled by Fee Accountant. Will include CC in future

Activities:

Maintenance: 42 received, 39 completed; 1.3 days to complete, follow up calls will become more routine in the future

Fraud: - will be reimbursed; filed a police report, banks have told HVP they can't share the information; Comcast won't release information about whose account was paid. Dan Martin messaged Palazzolo for assistance. VanPoucker asked the bank to stop any withdrawals; will pursue criminally.

City approved using \$10,000 CDBG funds to help cover remediation of mold.

Up 42%, 5% in admin fees, HAP increased by 7%, allowing FHC to proceed with improvements; extended RAD conversion; we're in line. This will allow us to improve our properties, more stability and flexibility.

Michigan NAHRO is meeting in Bay City tomorrow. They've gone through the RAD conversion.

Pest Control RFP has been sent.

Water bills – have done a comparison but it's coming down.

Website is 90% completed; PHA Webb database is going to be on the website; by May 1, the conversion will be complete so online transactions can be done for the residents and new applicants.

Annual inspections begin this week; Autumn House has 5 units being monitored for bedbugs.

Waiting List Purge: completed March 19, prudent to close public housing wait list. We have a wait list of over 24 months. June 1, will open up the voucher program. Have ability to open for families, given overwhelming response, intend to do online only for those who have our preferences.

Martin – what about the older population; be sure you're not leaving them out.

VanPoucker – Plymouth and River Rouge are open; they did theirs online. Planning a rigorous outreach program. Tartaglia – they need to also reach out to their caseworkers for assistance; VanPoucker stated they can also help.

Personnel: conference starting tomorrow

Heler – routine work order item – VanPoucker stated residents often leave items by the trash chute and staff disposes of it; it needs to be addressed. This is not an assisted living facility and it is not up to staff to take care of their trash. Must be able to take care of themselves.

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

Ayes: All

Nays: None

Motion Passed.

I. New Business

1. Q1 Strategic Plan Review

VanPoucker presented 2018 goals, hired and trained new staff. Focus on next quarter will be the goals. Documenting ACOP – about 75% complete; Forms are almost complete.

Website – 98% complete

Customer improvement – online pay system has charges; will look at ACH/

Conversion to RAD – we're on the list

Expanding onsite – one of our new hires is a Social Worker, but working on grant funding for a dedicated social worker. Community partnerships is moving forward; working on direct phone lines so they don't get stuck in voice mail

2. Financial Policies Table Contents/Organization

VanPoucker organized what is done and what needs to be done; it's a starting point

3. Approval to Utilize City of Ferndale DPW Services

Haven't officially started but were here today blowing out the leaves. We have quotes for snow/landscape but have had subpar performance from contractors. Concerned that we're too small for contractors; DPW takes pride in their work and HVP feels they will do a great job; it aligns with our budget, no current contracts, have not renewed with landscape company. HVP gave city exact RFP specifications; Bentley would like sole source justification, and add community involvement and level of commitment. Heler – put in feelings about last 2 bids that were terminated for poor performance. Show last 2 years snow/landscape costs and comparison.

Old Business

Water bills: nothing for 436 W Hazlehurst or 708 Gardendale; 303 Stratford had a drip.

Recycling – waiting

Resident Committee Members – thank you to Ann for her time and dedication flowers and card from Autumn House

Claude - ATT phones at buildings – what phones? VanPoucker – elevator phones

Claude – residents should break down their boxes

Call to commission –

Sutherland - thanks Ann

Heler - since we have acting police chief, invite him to next meeting.

Bentley – Ann welcome any time.

Tuesday, 7 AM for financial policies at Autumn House.

M. Adjournment.

There being no further business, be it resolved the meeting adjourned at 6:08 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, May 9, 2018, at 5:00 p.m. in the Community Room at Autumn House, 500 E Nine Mile Road.

SIGNED:

Jt Bentley

DATE:

5/9/18

