

REGULAR MEETING MINUTES
February 13, 2019
6:30 P.M.
415 WITHINGTON
COMMUNITY ROOM

A. Roll Call

Meeting called to order at 6:43 p.m.
Present: Sutherland, Tartaglia, Johnson
Excused: Bentley

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 (sign approved minutes)

- i. Regular Meeting of January 9, 2019
- ii. Annual Meeting of January 9, 2019
- iii. Special Meeting of January 16, 2019
- iv. Closed Session of January 16, 2019
- v. Special Meeting of February 6, 2019

Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to approve the minutes as presented.
Ayes: All Nays: None Motion Passed.

D. Approval of Disbursements (record who reviewed invoices and signed checks)

- i. HAP Expenses

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the disbursements as presented.
Ayes: All Nays: None Motion Passed.

- ii. Vendor Payments

Commissioner Sutherland reviewed invoices and countersigned checks.
Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to approve the vendor payments as presented.
Ayes: All Nays: None Motion Passed.

iii. Payroll Summary

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

Ayes: All Nays: None Motion Passed.

E. Approval of Financial Report (sign approved financials)

Van Poucker presented a detailed spreadsheet showing how the 2018 budget performed compared to the year-end unaudited balance sheet. She noted that the largest drivers (revenue, administrative expense, maintenance expense) were all within 1% of budget, and that the variation between budget and balance sheet is attributable to depreciated and bad debt write offs, along with unfunded pension liability, all of which are items that must be shown but which are not cash expenditures.

Commissioner Johnson asked that Van Poucker follow up with the Fee Accountant to explore whether a sinking fund could be a better approach to funding and accounting for depreciation, or if there are other ways to appropriately capture depreciation that don't skew our budget performance.

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

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Van Poucker presented operational metrics on occupancy, violations/evictions, delinquencies, work orders, maintenance activities, purchasing activities, personnel matters, a RAD update, and involvement in special activities/work groups. She indicated that it is an exciting time where the City's desire to develop and preserve affordable housing is converging with FHC's plans, and the potential location of Baker College may open exceptional opportunities.

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

Ayes: All Nays: None Motion Passed.

G. New Business

i. Approval of SEMAP Certification

Van Poucker reported that SEMAP is completed and submitted and requested board approval of her certification of SEMAP. She will report final scores once issues.

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

Ayes: All Nays: None Motion Passed.

ii. Board vacancy

Van Poucker presented a draft letter to the Mayor notifying of the board vacancy left due to Commissioner Davis' resignation.

iii. Resolution Approving 2019 By-Laws

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the resolution approving 2019 bylaws as presented.

Ayes: All Nays: None Motion Passed.

H. Old Business: NONE

I. Call to Residents' Committee Members: NONE

J. Open Call/Call to Audience: NONE

K. Call to Commission.

Commissioner Johnson asked that Van Poucker extend the board's compliments to Emily Tong for her excellent work resulting in residents' expressions of gratitude.

Commission Johnson asked that Van Poucker remain engaged with the City and ensure further conversation among the FHC board and the City, including Jordan Twardy and the Mayor, to ensure they are aware of our readiness to partner on development of affordable housing.

L. Adjournment: 7:31 p.m.

The next REGULAR MEETING of the board is scheduled for **Wednesday March 13, 2019, at 6:30 p.m.**
in the Community Room at 500 East Nine Mile.