



Minutes of March 13, 2019

A REGULAR MEETING of the Ferndale Housing Commission was held at 6:30 pm in the Community Room at 500 E Nine Mile Road.

A. Roll Call

Present: Donnie Johnson, Reggie Sutherland, Jennifer Bentley, and Heather VanPoucker
Absent: Tartaglia

B. Approval of Agenda

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the Agenda as amended.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

i. Regular Meeting of February 13, 2019

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the minutes of February 13, 2019, as submitted.

Ayes: All

Signed by Sutherland

Motion Passed.

D. Approval of Disbursements

Review of invoices completed by Sutherland, Checks signed by Sutherland

i. HAP Expenses – we should see a significant uptick on the next report

ii. Vendor Payments – one high water bill, several readings without billing from the city; this should be the end of fire bills

iii. Payroll Summary – no questions

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

Ayes: All

Nays: None

Motion Passed.

E. Approval of Financial Report

i. Financials ended January 31, 2019

VanPoucker – representative of the approved budget, nothing alarming, significant invoices will be coming from the Withington restoration

ii. MERS Statement of Fiduciary Net Position Year Ended 12/31/2018

VanPoucker was surprised by losses of the statement but in the long run, we're okay

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

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

Vacancies: 11 vacancies

Violations: 6 violations, 4 delinquencies, full at WW, almost full at AH, almost full in offsite

Work orders: would like broken down by type code/building instead of detail report with 3-year history on this report

Social Work Activity: Doing great, attending resident meetings each month.

Financial: have combined Verizon/Comcast and eliminated ATT – done with that contract and moved to Comcast, saving over \$400/month

RAD application – will have to go with a 9% deal as revenue through a 4% tax credit isn't sufficient. It's an October application, CAN in spring summer; had the first board meeting on non-profit.

Resident Activities – Fire Marshal visited both buildings with a fire safety program, enrichment program for living in small spaces

Personnel – Emily/VanPoucker attended half-day webinar; Sutherland/VanPoucker are active in the Baker College meetings, community benefits. Want to be at forefront of community with affordable housing. Received a nice note from a new resident.

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

Ayes: All

Nays: None

Motion Passed.

G. New Business

i. Communications Plan

UM student plan – free help with fresh eyes on solutions – great participation from both units, preview of preliminary conclusions. They gave us deliverables – 5 primary ways to communicate with our residents:

1. text alerts with registration – time sensitive with immediate information
2. Facebook – mixed interest – community activities, information, educational
3. digital lobby signage – can be changed as needed
4. newsletter – could build internal communications with new neighbors, birthdays, etc.
5. website – use as a holding place for static documents

A nice job was done by students – proactively putting good information out to residents; can help head off tougher situations that could be avoidable.

Chair Bentley will connect with Becky in the front office – social media skills
Budgeted for ATT – but since the change, can pay for communications strategy and still have money left over.

ii. Changes to the 457 Plan –

VanPoucker – didn't realize the original loan document prohibited loans – zero cost to us, need a resolution to change.

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the 457 Plan as presented.

Ayes: All

Nays: None

Motion Passed.

H. Old Business

i. Board vacancy

I. Call to Residents' Committee Members

Facebook is a good outlet for the people/users

Work orders – put in one over a month ago, unit #208; VanPoucker will follow up, the goal is within 5 business days; pull cord in units, think about putting them back in – VanPoucker stated she will have to defer to the board stating FHC is an independent living facility. We can't administer medical assistance because there are insurance implications and we don't do well-checks technically, have done phone calls to check; VanPoucker – social worker might have solutions available.

Bed bugs – 2 heat treatments, why? VanPoucker stated they aggressively enforce, all heat treatments have been effective. If there is non-compliance we take action, by law we are not permitted to evict for having bedbugs, we can evict for not following policy. Pest control liaison provided one on one consultation to ensure there's not an infestation. We are issuing violations and will evict, this is a very serious health/safety violation.

Chairs in lobby – brown one has bedbugs. VanPoucker stated the common areas are subject to canine inspection every time they're on site.

Claude – snow shovels reported 3 times

J. Open Call/Call to Audience - none

K. Call to Commission

Sutherland hopes to continue the Baker conversations

L. Adjournment

There being no further business, be it resolved the meeting adjourned at 7:06 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, April 10, 2019, at 6:30 p.m. in the Community Room at 415 Withington, Ferndale.

SIGNED: _____ **DATE:** _____