

**FERNDALE HOUSING COMMISSION
REGULAR MEETING AGENDA
May 8, 2019, 6:30 P.M.
500 East Nine Mile Road
Community Room**

- A. Roll Call
Meeting called to order at 6:32 p.m.
Present: Bentley, Sutherland, Johnson, Wiltse
- B. Approval of Agenda
Motion by Commissioner Johnson to approve the agenda as presented, seconded by Sutherland.
Ayes: All Nays: None Motion Passed.
- C. Approval of Minutes (sign approved minutes)
i. Regular Meeting of March 13, 2019
Motion by Commissioner Johnson to approve the minutes as presented, seconded by Sutherland.
Ayes: All Nays: None Motion Passed.
- ii. Regular Meeting of April 10, 2019
Motion by Commissioner Johnson to approve the minutes as presented, seconded by Sutherland.
Ayes: All Nays: None Motion Passed.
- D. Approval of Disbursements (record who reviewed invoices and signed checks)
i. HAP Expenses
ii. Vendor Payments
iii. Payroll Summary
The Chair noted for the record that Commissioner Sutherland reviewed invoices and countersigned checks.
Motion by Commissioner Johnson to approve the disbursements as presented, seconded by Wiltse.
Ayes: All Nays: None Motion Passed.
- E. Approval of Financial Report (sign approved financials)
i. Financials ended March 31, 2019
Van Poucker offered a detailed analysis of Year to Date compared to budget at the close of the first quarter. Both programs' budgets are performing around 23% of the budgeted amounts in both revenue and expenses.
Motion by Commissioner Johnson to approve the financials as presented, seconded by Wiltse.
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/training matters, a RAD update, and resident activities.

Motion by Commissioner Johnson to accept the report as presented, seconded by Sutherland.
Ayes: All Nays: None Motion Passed.

G. New Business

i. Commissioner Training & Professional Development

Van Poucker asked the Board how they would like to plan for educational/training opportunities and suggested we engage in an online RAD overview program together, then determine which topic areas Commissioners would like to pursue additional training. Johnson indicated an interest in LIHTC, Sutherland in Resident Rights, Bentley & Wiltse both have general interest in RAD and neither are interested in extensive travel, preferring online options. Bentley directed Van Poucker to find a suitable RAD overview training webinar for the board to view at its fall retreat.

ii. Discussion of Scattered Site Transition Strategy

Van Poucker provided an overview of changes to HUD Section 18 regulations which make it easier to convert scattered sites properties. She advised the board that RAD conversions of buildings may need to wait until the scattered sites are converted first.

iii. Approval of Contract for Exterior Painting Project (Autumn House)

iv. Approval of Contract for Interior Unit Painting/Flooring in Vacant Units

Van Poucker reviewed the bid tabulation from three proposals to assist with exterior painting and interior paint and flooring. She recommended Allied Building Services.

Motion by Commissioner Johnson to authorize the Executive Director to engage in a contract with Allied Building Services for services detailed in the Request for Proposals, seconded by Wiltse.

Ayes: All Nays: None Motion Passed.

H. Old Business

i. Approval of Procurement Policy

Bentley requested the punctuation be reviewed and corrected. Commissioners discussed the appropriate dollar limit for separating "small purchase" from "large purchase." All agreed the federal ceiling of \$250,000 was too high for our smaller organization. Bentley suggested \$150,000 be used.

Motion by Commissioner Johnson to approve the updated purchasing policy with corrected punctuation and a \$150,000 threshold for small purchases, seconded by Wiltse.

Ayes: All Nays: None Motion Passed.

ii. Board vacancy

All Commissioners will continue to search for viable candidates. When Barb Miller returns, we will inquire whether any applicants to other commissions could work. There was discussion that it would be nice to have someone with development/real estate experience however potential conflicts could limit their efficacy.

I. Call to Residents' Committee Members: Autumn House is planning a barbeque for May 17th and are having regular movie nights.

J. Open Call/Call to Audience. NONE

K. Call to Commission: Sutherland noted it is disappointing to see RAD taking so long but it is important to take the process slow and get it right.

L. Adjournment: 7:31 pm

The next REGULAR MEETING of the board is scheduled for **Wednesday June 12, 2019, at 6:30 p.m.** in the Community Room at 415 Withington.

Jen's Beauty 6/12/19