



Minutes of July 10, 2019

A REGULAR MEETING of the Ferndale Housing Commission was held at 6:34 pm in the Community Room at 500 E Nine Mile Road.

A. Roll Call

Present: Donnie Johnson, Reggie Sutherland, Jennifer Bentley, Deanna Wiltse, and Heather VanPoucker
Absent: none

B. Approval of Agenda

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

C. Approval of Minutes

i. Regular Meeting of June 12, 2019

Motion by Commissioner Sutherland, seconded by Johnson, be it resolved to approve the minutes of June 12, 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 – up a little
- ii. Vendor Payments – no questions
- iii. Payroll Summary – extended version

Motion by Commissioner Wiltse, 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 May 31, 2019 - ok

- ii. Q2 Credit Card Detail - ok
- iii. Q2 Payroll Journal Detail - ok

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

More robust financials will be available next month; new computers coming in the next week; replaced tv's in both buildings, digital information will be ready in the next month; Sutherland and VanPoucker going to Detroit training session at HUD conversion center; great conversation with Peter – 1 on 1 conversations are more beneficial – we have very specific questions and this panel won't be able to answer

Vacancies: 6 vacancies

Violations: 3 violations

Work orders: 61 received, 46 completed

Resident Activities: newsletters ready, BBQ at AH, Fire/Police appreciation on July 16

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

Ayes: All

Nays: None

Motion Passed.

G. New Business

- i. Commissioner Remote Attendance –

Bentley, is this going to be a permanent situation? Wiltse, not sure, feels like it will be temporary but this is what business demand is requiring. Bentley, if it's temporary it's not an issue. Wiltse, talking to supervisor as it's only 1 day a month, they will try to make an exception because this was pre-existing, would be able to leave 30 minutes early on meeting nights. Wanted to at least be on the phone because she missed the last meeting. VanPoucker – it's not the worst option for temporary solution. Bentley – moving forward, update bylaws to allow for remote attendance with understanding it's not a permanent solution and for a legitimate purpose, such as to establish a quorum. Johnson – will look into filling the existing vacancy on the board, might have identified a candidate that could fill the senior spot; this would help us out.

- ii. Approval of Mid-Year Write-Offs

\$4,527.20 write-off

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the Mid-Year Write-Offs of \$4,527.20 as presented.

Ayes: All

Nays: None

Motion Passed.

iii. Approval of Comerica Sweep Account Documents

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to table until next month.

Ayes: All

Nays: None

Motion passed

iv. Safety Task Force Briefing

After we appointed – met twice, good productive conversations, focused on physical security; underlying issues to start resolving – more immediate physical – we have budget (Withington West needs updated cameras – Autumn House slider doors – forget to lock, looking at lock that can be fobbed. Working with residents – how do we build community, camaraderie, feeling positive about the direction. Sutherland – moving in the right direction; once we get everything tightened up, we can bring it to them.

v. Weapons Policy Discussion

VanPoucker – our existing policy addresses the weapons and where they can be in the building; what the Housing Commission can and can't do. Insurance says you can't have a universal ban because it's a public building and a residence. We can ban visitors from bringing in weapons; we can push the envelope to ban them totally; Johnson – doesn't want to risk going against HUD. Wiltse – this is a national conversation, need to handle with care but protect our residents. VanPoucker – this was an illegal weapon

Bentley – concern about paying legal fees; Johnson – we can make a statement, but don't want our residents to be hurt by a policy; Sutherland – at least register legal weapons. VanPoucker – we can do signs – weapons free zone. Can talk to residents – you can own, but visitors can't bring in to any common areas, if you don't register, it's a lease violation. VanPoucker can craft a draft policy and bring to next meeting.

vi. Income Limit Policy

VanPoucker – it's a requirement to set a 2 year grace period – we have one family paying fair market; need to update our policy manual so we're compliant with federal guidelines. It's in our interest to have them continue paying fair market. Fair market is still below true fair market rates.

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to update the Income Limit Policy to reflect federal guidelines.

Ayes: All

Nays: None
Motion passed
Motion passed

- H. Old Business - None
- I. Call to Residents' Committee Members - none
- J. Open Call/Call to Audience - none
- K. Call to Commission - none
- L. Adjournment
There being no further business, be it resolved the meeting adjourned at 7 pm.

The next REGULAR MEETING of the board is scheduled for Wednesday, August 14, 2019, at 6:30 p.m. in the Community Room at 415 Withington.

SIGNED:  DATE: 8/14/19