



Minutes of December 11, 2019

A REGULAR MEETING of the Ferndale Housing Commission was held at 6:30 pm in the Community Room at 415 Withington.

A. Roll Call

Present: Donnie Johnson, Reggie Sutherland, Deanne Wiltse, Jennifer Bentley, and Heather VanPoucker

Absent:

B. Approval of Agenda

Motion by Commissioner Wiltse, 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 November 13, 2019

Motion by Commissioner Sutherland, seconded by Wiltse, be it resolved to approve the minutes of November 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 – numbers are trending up

ii. Vendor Payments – J

Johnson – 3374 Edgeworth plumbing? – rebuild and upgrade

Wiltse – ServPro – cleaning & custodial level, emptying and preparing for new tenant

Bentley – refrigerator issues pg 3, refrigerator replacements

iii. Payroll Summary – no questions

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

Ayes: All

Nays: None

Motion Passed.

E. Approval of Financial Report

i. Financials ending October 30, 2019

Operating – drew down final amount for year

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

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

Admissions: 2 new

Vacancies: 5 vacancies

Violations: 5 violations, 9 warnings, 13 delinquencies; 2 evictions November
High but not unusual for the season

Work orders: 47, 31 completed, 3.5 days to complete; capped 80 hours over on vacations

Installing carbon monoxide detectors in all scattered site homes; changing filters in all; checking maintenance on all

Resident Activities: both buildings are very active; city coming close to end of Affordable Housing study, will present at December 16 meeting; County meeting on Section 8 housing with landlords to develop good, safe, affordable housing; summary of responses to comments from last meeting; scheduling resident advisory board meeting in late January; town hall meeting; website will be improved as more information becomes available; meeting set with communications consultant for work next year; partnering with P&R department with free membership to Senior Group; piloting free rides on SMART through end of January – goal for free ridership. Applied for Ross Grant for transportation – winter 2020 for announcement of award

Motion by Commissioner Wiltse, 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. Executive Director Performance Evaluation didn't notice closed session – special meeting Wednesday 12/18/19 @ 6:30 PM at WW

ii. Board Resolution adopting FY2020 Budget

Formal resolution attached, moved by Johnson; seconded by Wiltse, be it resolved to approve the FY2020 Budget as presented

iii. Board Resolution adopting FY 2019 Budget Revision
Revenue on operations alone at 98% of budget; expenditures at 98% of budget; repairs track

Motion by Commissioner Johnson; seconded by Wiltse, be it resolved to approve the FY2019 Budget Revision as presented.

Ayes: All

Nays: None

Motion Passed.

iv. Approval of Fixed Asset Schedule and Removal of Fully Appreciated Assets

The reason for doing this when you fully depreciate an asset, its useful life is over and must decide if it needs replacing. Disposition policy allows director to dispose of outdated items.

Motion by Commissioner Johnson, seconded by Wiltse, be it resolved to approved the Fixed Asset Schedule and Removal of Fully Appreciated Assets.

Ayes: All

Nays: None

Motion Passed.

v. Approval of write-offs

Tracking around \$15,000, no surprises

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

Ayes: All

Nays: None

Motion Passed.

vi. Letter requesting appointment of Daniel Martin to FHC Board
Letter will be sent in January – this will make a full board in January 2020. Will discuss language of how we seek and fill board member at the January meeting.

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to approve the appointment of Daniel Martin to the Ferndale Housing Commission Board.

Ayes: All

Nays: None

Motion Passed.

vii. Rescheduling of November 11, 2020 meeting due to Veteran's Day –

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to move the November 11, 2020 meeting to November 18, 2020 due to Veteran's day observance.

Ayes: All

Nays: None
Motion Passed.

- H. Old Business
i. Weapon's policy - table to January meeting

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to table the Weapon's Policy to the January, 2020 meeting.

Ayes: All
Nays: None
Motion Passed.

- I. Call to Residents' Committee Members - none

- J. Open Call/Call to Audience –
Question regarding when the public meetings are and if there would be a town hall style meeting. Resident committee meeting tentatively scheduled on January 29 @ 2 pm; a town hall style community meeting will be scheduled for a future date TBD, in the evening.

- K. Call to Commission: NONE

- L. Adjournment: There being no further business, be it resolved the meeting adjourned at 7:12 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, January 15, 2020 immediately following the Annual Meeting at 6:30 p.m. in the Community Room at 500 East Nine Mile Road.

SIGNED: _____



DATE: _____

1/15/20