



Regular Meeting Minutes of January 15, 2020

The REGULAR MEETING of the Ferndale Housing Commission was held at 6:40 PM in the Community Room at 500 E. Nine Mile Road.

A. Roll Call

Present: Jennifer Bentley, Dan Martin, Deanna Wiltse, Reggie Sutherland, Donnie Johnson and Heather Van Poucker

Absent: None

B. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes

i. Regular Meeting of December 11, 2019

Motion by Commissioner Bentley, seconded by Sutherland, be it resolved to approve the minutes of December 11, 2019, as submitted.

Ayes: All Abstain: Martin Motion Passed.

ii. Special Meeting of December 18, 2019

Motion by Commissioner Wiltse, seconded by Johnson, be it resolved to approve the minutes of December 18, 2019.

Ayes: All Abstain: Bentley, Martin

iii. Closed Session of December 18, 2019

Motion by Commissioner Wiltse, seconded by Johnson, be it resolved to approve the minutes of December 18, 2019.

D. Approval of Disbursements

Review of invoices completed by Sutherland; checks signed by Sutherland.

- i. HAP Expenses – no questions
- ii. Vendor Payments – no questions
- iii. Payroll Summary- no questions

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

Ayes: All Nays: None Motion Passed.

E. Approval of Financial Reports

- i. Financials for Month Ended November 30, 2019



ii. Q4 2019 Detailed Reports

Van Poucker presented information on fourth quarter reports on credit card expenditures, payroll journals, and staff PTO use & Carry Forward

Commissioner Sutherland asked if there were still employees with banked PTO. Van Poucker reported that there are some banks still on the books. A buyback policy is in place which requires staff to either cash out banks or roll into a Deferred Compensation 457 plan.

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

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Violations/Evictions: Historic data chart shows trends in violations, 5-year average of 52 violations/year; with increases corresponding to implementation of no smoking policy, stricter application of building safety/security policies. There were 4 evictions in 2019, down considerably from the 10-year average of 7.1 evictions per year.

Work Orders: Still meeting goal of completing in under 5 days with 2 maintenance staff; averaged 3.0 days to complete in 2019; 60.6 work orders per month the 2019 average.

Van Poucker explained emergency repairs completed on Autumn House balconies and the engineering study that was completed to ensure safety.

Van Poucker reported planned resident meetings pertaining to portfolio repositioning.

Resident Activities: Both buildings have social events planned; looking into extending Free Transportation through Ferndale Parks and Rec.

Motion by Commissioner Bentley, seconded by Sutherland, be it resolved to receive and file the Executive Director's Report as presented.

Ayes: All Nays: None Motion: Passed

G. New Business

- i. Volunteer to assist in review of proposals to conduct property appraisals on scattered site homes (Review: February 4th 9:30 am)
 - a. Commissioner Martin volunteers to review.

- ii. Portfolio Repositioning Communication Strategy
 - a. Challenges because of resident's receiving mailings from political group. Discussion of how to respond to help clarify to residents. Commissioner Bentley- suggested drafting a joint letter with FHC/FHDC to specify board intentions and goals to alleviate fears of the residents. Commissioner Johnson- concurs. We need to continue to put out materials to clarify. Commissioner Martin- a FHC Board member can attend resident meetings, or perhaps have open office hours

in the buildings for residents to ask questions and ease fear or confusion. Van Poucker- we will be going over and clarifying information with the residents at Resident Meetings in February; we will schedule regular RAB meetings.

H. Old Business

i. Weapons Policy

Commissioner Bentley- third page, first paragraph change language to say "report to the property manager". Commissioner Martin-requested Van Poucker work with the FPD to offer residents a weapon return program.

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

Ayes: All Nays: None Motion: Passed

I. Call to Resident's Committee Members

Claude- RC will be hosting a Valentine's Day party on 2/14.

J. Open Call/Call to Audience

Question from Brian Stawowy: asking for agendas and complete packets and/or details of meetings would be posted on FHC website; details of the RAD timeline would be updated on website; FHC work orders posted to the website.

Question from Claude Washington: will the weapons policy be posted, it's not in the handbook

Question from Jennifer Bailey: Why are there so many violations and what are they? HVP: violations are historically lower; increased security measures. Wiltse: Safety is a priority and we have become more diligent regarding policies that have always been in place.

Question from Jennifer Bailey: Is Reggie Sutherland on the Board to represent the residents of Autumn House?

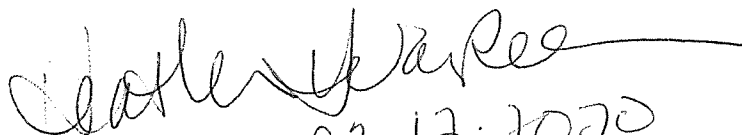
Question from audience: Is it against the rules to let someone in for the public meeting?

K. Call to Commission:

Commissioner Sutherland asked that reconsideration of the capital improvement plan, specifically carpet and paint at the buildings, be added to the next agenda.

L. Adjournment: There being no further business, be it resolved the meeting adjourned at 7:20 PM.

The next REGULAR MEETING of the board is scheduled for Wednesday, February 12, 2020 at 6:30 PM in the Community Room at 415 Withington.


02.12.2020