



MARCH 11, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on March 11, 2020 at 6:33 PM in the Community Room at 500 East Nine Mile.

A. Roll Call

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

B. Approval of Agenda

Dan Martin asked to add COVID-19 update under Executive Director's Report.

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

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes (Sign approved minutes)

i. Regular Meeting of February 12, 2020

Motion by Commissioner Martin, seconded by Sutherland, be it resolved to approve the minutes of February 12, 2020 as submitted.

Ayes: All Nays: None Abstained: Bentley, Johnson Motion Passed.

D. Approval of Financial Statements for Month ending January 31, 2020.

Van Poucker provided a summary of the Financials for Month ended January 31, 2020.

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

Ayes: All Nays: None Motion Passed.

E. Approval of Disbursements

Commissioner Sutherland reviewed invoices and counter signed checks.

Commissioners reviewed HAP Expenses, Vendor Payments and the Payroll Summary.

Motion by Commissioner Sutherland, seconded by Wiltse, be it so resolved to approve the disbursements as submitted.

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Van Poucker reported on operational metrics including admissions and vacancies, violations and evictions and rent delinquencies. She provided information on the work order received and completed.

Van Poucker reported the results of the REAC inspection. A full report will be given to FHC Board members. Maintenance continues to address work orders in the order we are obligated to attend. She also noted that the plumbing issue at Withington has been completed and that the construction for the Park on Planovon is underway by DPW.

Voluntary Transfer Program is underway. Will update further at next meeting.

COVID-19 precautions and protocol have begun. Flyers, digital signage, EZtext used for updates to all residents. Group meetings cancelled. Sanitizer dispensers have been installed in both buildings. Cleaning staff are now deep cleaning with special attention on all touch points. Officer Jill attended resident meeting at Autumn House and discussed safety issues. Officer Jill and Fire Chief Pesha attended Withington meeting and discussed safety issues and COVID-19.

The Home Ownership Program for residents with Community Housing Network went well. Hoping to offer it again and suggest it to the city.

Van Poucker attended HUD Roundtable discussion on eliminating barriers to affordable housing and she also attended Ferndale Inclusive Housing Community Workshop.

Looking into having change machines set up in each building for laundry facilities.

She read emails which expressed positive feedback from a program participant and landlord about their experience with Emily Tong and Jennifer Mondy. And Rakhel Coles-Moore is now a licensed Notary which will be helpful in the office.

Motion by Commissioner Martin, seconded by Wiltse, be it so resolved to receive and file the Executive Director's report as submitted.

Ayes: All Nays: None Motion Passed.

G. New Business

I. Presentation of ROSS-SC Grant Program and Implementation Plan

Heather Van Poucker explained funding from the ROSS-SC Grant Program is for the PHA. It will help fund a PT social worker (Jessica); resident events/programs (Health/Wellness, Financial Literacy, Support); FT coordinator (Becky); PT Receptionist. Will do workshops with residents to prioritize what their wants/needs are. FHC is also receiving \$10,000 in CDBG Funds per year as matching support.

ii. Approval of Recommended Staffing Model to Implement ROSS-SC Grant

Motion by Commissioner Martin, seconded by Bentley, be it so resolved to approve the recommended Staffing Model to Implement ROSS-SC Grant.

Ayes: All Nays: None Motion Passed.

iii. Approval of Contract for Emergency Remediation of Scattered Site Home

Motion by Commissioner Martin, seconded by Johnson, be it so resolved to approve the contract for emergency remediation of scattered site home.

Ayes: All Nays: None Motion Passed.

iv. Approval of Contract for Emergency Reconstruction at Scattered Site home.

Motion by Commissioner Johnson, seconded by Wiltse, be it so resolved to approve the contract for emergency reconstruction at scattered site home.

Ayes: All Nays: None Motion Passed.

H. Old Business

I. Resolution Approving Annual SEMAP Submission

Van Poucker had reported that the 2019 SEMAP submission had been completed and she expected a score of 100 out of 100. The HCV Administration Plan provides that the board annually approve the agency's SEMAP certification. This had been tabled at February 12, 2020 FHC Board Meeting.

Motion by Commissioner Martin, seconded by Sutherland, be it so resolved to approve the Annual SEMAP Submission.

Ayes: All Nays: None Motion Passed.

ii. Selection of Appraisal Services for Scattered Site Properties

Heather Van Poucker stated that for purchases under \$25,000 there would be 3 quotes and that families would be contacted to project a plan and timeline.

Motion by Commissioner Johnson, seconded by Wiltse, be it so resolved to approve selection of appraisal services for scattered site properties.

Ayes: All Nays: None Motion Passed.

iii. Discussion of Finance Committee

Discussion to form Finance Committee to focus on accountability and facilitate efficacy. Commissioner Martin volunteered to serve along with Commissioner Johnson and Commissioner Wiltse. Van Poucker noted that a 3-person committee would constitute a quorum. Wiltse withdrew, noting that Johnson has strong budget background and she would be happy to serve if needed in the future. Van Poucker to email volunteers on the Finance Committee.

Motion by Commissioner Martin, seconded by Wiltse be it so resolved to approve forming Finance Committee.

Ayes: All Nays: None Motion Passed.

I. Open Call/Call to Audience

Claude Washington reported that the Resident Committee had a meeting. Residents had reported still having issues with the front lobby door not staying locked.

Ms. Ballard and Ms. Young brought up issues with work orders. Heather Van Poucker stated that maintenance has been finishing work orders according to FHC time limits and issues can be brought to the attention of the office and will be resolved.

Shira asked about the status of the Section 8 RAD program. Van Poucker reported no application underway or submitted at this time.

I. Call to Commission

Commissioner Johnson asked about the Work Order turnover. Van Poucker stated that recently inspections, scattered site homes and the water issue at Withington have taken priority, but maintenance and the office have been diligent with work orders and follow up.

Commissioner Wiltse stated that the Healthy Michigan Plan no longer requires participants to work or do community service to participate.

Commissioner Martin stated that he is now the Executive Director of FernCare.

J. Adjournment. MEETING ADJOURNED AT 7:55 PM.



4-15-20