



May 13, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on May 13, 2020 at 6:30 PM via Zoom online video conference.

A. Roll Call

Meeting called to order at 6:30 PM

Present: Jennifer Bentley, Dan Martin, Deanne Wiltse, Donnie Johnson, Reggies Sutherland, Heather Van Poucker.

B. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes (signed by Heather Van Poucker)

i. Regular Meeting of April 15, 2020

Motion by Commissioner Sutherland, seconded by Wiltse, be it resolved to approve the minutes of April 15, 2020 as submitted.

Ayes: All Nays: None Motion Passed.

D. Approval of Financial Reports & Disbursements as reviewed & approved by the Finance Committee

Commissioner Martin stated the Finance Committee had reviewed detailed financial reports and disbursement information and recommends the board approve all financial reports and disbursements as submitted. Commissioner Sutherland reviewed invoices and counter signed checks.

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

Ayes: All Nays: None Motion Passed.

E. Approval of Financial Statements for Month Ending March 31, 2020

Van Poucker provided a summary of the Financials for Month ended March 31, 2020. Motion by Commissioner Johnson, seconded by Sutherland, be it so resolved to approve the Financial report as presented.

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

FHC is currently not moving in any new residents during the stay-at-home order. In compliance with state and federal guidelines no evictions have been issued. No rent late fees or delinquencies have been issued.

Maintenance received and completed 9 emergency/urgent work orders for April.

FHC received official notification from HUD that our Housing Choice Voucher program earned a score of 100 of 100, or 'High Performer' for FYE December 31, 2019.

Staff member Jamere Jackson successfully completed the HCV Specialist Certification program online.

One application was received for the PT Reception office position. The applicant is a current resident of Autumn House and is very well-qualified. The position will be offered to this applicant, and if it is safe to do so, she will begin June 1st.

We expect to receive 150 washable CDC compliant masks by 5/10 and will distribute at both buildings.

Meals on Wheels will be delivered to the main office and distributed by staff as MOW volunteers will not enter buildings at this time.

Both buildings are being sanitized/disinfected 7 days a week by our custodial contractor.

Hand sanitizer dispensers have been installed and filled at both buildings and more will be added as they become available.

Supplies have been ordered to create hand sanitizer refill stations at both buildings with locally sourced sanitizer. Dispensers and personal sized bottles have been ordered for resident use.

PPE has been acquired from the County for Maintenance to use when responding to emergency work orders.

CDC informational flyers, txt alerts, digital displays, and Facebook posts regarding updates on safety, health, and protocol.

Updated volunteer lists have been made available and door hangers will be delivered for a 'neighborhood watch' program.

Heather and Becky participated in an orientation webinar with HUD ROSS-SC team. Grant start date has been delayed to June 1st. In lieu of in-person work sessions with resident's development of a resident survey tool is underway as well as measurement/tracking systems for reporting. Creating computer labs at both buildings are being investigated.

WASH contract expires in 2/28/21. A resident advisory group from each building will assist in identifying priorities for laundry vendor and potential change vendors are being looked into.

G. New Business

i. Review of long-term COVID-19 response plan

Heather Van Poucker stated that office procedures and protocol have been updated and implemented for all staff. Maintenance continues to work on Emergency/Urgent work orders at this time. HVP states that satellite sites for briefings or small group meetings are being discussed. Staff continues to work remotely and limited in-office with protocol.

ii. Approval of statutory and regulatory waivers exercised under PIH 2020-05

Motion by Commissioner Sutherland, seconded by Wiltse, be it so resolved to approve the statutory and regulatory waivers exercised under PIH 2020-05.

Ayes: All Nays: None Motion Passed.

iii. Receipt of emergency operational funding for COVID-19 related expenses

Additional operating subsidy to assist with COVID-19 related expenses such as increased cleaning, sanitizing and 'stay home-stay safe' protocol. As the community rooms are designated cooling centers this would include updates for AC units.

iv. Authorization to prepare AARP Community Challenge Grant

Motion by Commissioner Sutherland, seconded by Wiltse, be it so resolved to approve the authorization to prepare AARP Community Challenge Grant.

Ayes: All Nays: None Motion Passed.

H. Old Business

i. Laundry contract

Service contract with WASH expires 2/2021. Resident advisory group from each building being put together by Emily to identify priorities and needs.

I. Open Call/Call to Audience

None.

J. Call to Commission

Commissioner Martin asked if FHC was still calling seniors and having volunteers doing errands. Commissioner Sutherland asked if Autumn House would not be used as a polling station for upcoming elections due to vulnerable population.

K. Adjournment: MEETING ADJOURNED AT 7:15 PM.



6/10/20