



January 13, 2021

ANNUAL MEETING MINUTES

AN ANNUAL MEETING of The FHC Board was called to order on **January 13, 2021 at 6:30 PM** via Zoom online video conference.

A. Roll Call

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

Absent: Dan Martin (excused)

B. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

C. ANNUAL MEETING

i. Review of Commissioner Terms & Contact Information

FHC Board members discussed Terms & Contact Information

ii. Review of By-Laws

Motion to approve change as requested by Executive Director to strike the requirement that meeting dates are to be approved at annual meeting as they are normally approved at the Regular December meeting.

Motion by Commissioner Sutherland; seconded by Wiltse, be it so resolved to approve the change as requested by Executive Director to strike the requirement that meeting dates are to be approved at annual meeting as they are normally approved at the Regular December meeting.

Ayes: All Nays: None Motion Passed.

iii. Election of Officers

Jennifer Bentley accepted the nomination for 2021 FHC Board President.

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved that Jennifer Bentley serve as 2021 FHC President.

Ayes: All Nays: None Motion Passed.

Reggie Sutherland accepted the nomination for 2021 FHC Board Vice President.

Motion by Commissioner Wiltse; seconded by Johnson, be it so resolved that Reggie Sutherland serve as 2021 FHC Vice President.

Ayes: All Nays: None Motion Passed.

iv. Receive and File 2021 Regular Meeting Schedule as approved at regular board meeting on December 9, 2020.

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to receive and file 2021 Regular Meeting Schedule as approved at regular board meeting on December 9, 2020.

Ayes: All Nays: None Motion Passed.

v. Review of Ethics Policy

Jennifer Bentley moved to amend on page 3 of the 'Ferndale Housing Commission Code of Ethics and Standards of Conduct' under '4.1 Employees' adding: 'All disclosures that are required under this section shall be made **annually** in writing...'

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to amend on page 3 of the 'Ferndale Housing Commission Code of Ethics and Standards of Conduct' under '4.1 Employees' adding: 'All disclosures that are required under this section shall be made **annually in writing**...'

Ayes: All Nays: None Motion Passed.

D. Open Call/Call to Audience
(NONE)

E. Call to Commission
(NONE)

F. MEETING ADJOURNED AT: 6:37 PM.



January 13, 2021

REGULAR MEETING MINUTES

A REGULAR MEETING of The FHC Board was called to order on **January 13, 2021 at 6:37 PM** via Zoom online video conference.

A. Roll Call

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

Absent: Dan Martin (excused)

B. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes (signed by HVP)

i. Regular Meeting of December 9, 2020

Motion by Commissioner Johnson; seconded by Johnson, be it so resolved to approve the minutes of December 9, 2020 as amended.

Ayes: All Nays: None Abstained: Jennifer Bentley Motion Passed.

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

Commissioners Johnson and Martin reviewed the detailed financial reports and disbursement information. The committee received and reviewed: bank account summary; vendor payment log; HAP register with details; payroll summary. Commissioner Sutherland reviewed invoices and counter signed checks.

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

Ayes: All Nays: None Motion Passed.

E. New Business

- i. PRESENTATION: Update on Inclusion, Diversity, Equity, Anti-Racism (IDEA) Initiative, Kathleen LaTosch, LaTosch Consulting

An update was given on the progression of the IDEA Initiative by Kathleen LaTosch on the results of the survey, the formation of the Task Force and the timeline for conclusion of the Initiative.

- ii. Approval of support letter for 503 Nine Mile LDHA LLC and Full Circle Communities which commits eight project-based vouchers, conditioned on the success of the Low-Income Housing Tax Credit (LIHTC) application package submitted to Michigan State Housing Development Authority (MSHDA) and compliance with all associated policies, regulations and requirements.

Motion by Commissioner Wiltse; seconded by Sutherland, be it so resolved to approve a support letter for 503 Nine Mile LDHA LLC and Full Circle Communities which commits eight project-based vouchers, conditioned on the success of the Low-Income Housing Tax Credit (LIHTC) application package submitted to Michigan State Housing Development Authority (MSHDA) and compliance with all associated policies, regulations and requirements.

Ayes: All Nays: None Motion Passed.

- iii. Approval for Executive Director to proceed with contract negotiations with Northend Laundry to provide laundry services for both apartment buildings beginning March 1, 2021.

Heather Van Poucker provided information regarding the updating and modernization of the laundry facilities and which will include more payment options and noted that Northend Laundry is a local company which would increase turn-around time on repairs.

Motion by Commissioner Wiltse; seconded by Sutherland, be it so resolved to approve for the Executive Director to proceed with contract negotiations with Northend Laundry to provide laundry services for both apartment buildings beginning March 1, 2021.

Ayes: All Nays: None Motion Passed.

- iv. Approval of HUD waivers in compliance with HUD NOTICE PIH 2020-33(HA), REV-2 issued: November 30, 2020, "COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 2"

Motion by Commissioner Wiltse; seconded by Sutherland, be it so resolved to approve HUD waivers in compliance with HUD NOTICE PIH 2020-33(HA), REV-2 issued: November 30, 2020, "COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 2"

Ayes: All Nays: None Motion Passed.

- v. Resolution approving 2020 Budget Revision

Motion by Commissioner Wiltse; seconded by Sutherland, be it so resolved to approve the 2020 Budget Revision.

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Heather Van Poucker reviewed the Public Housing operational reports for the month including pest control, lease violations/warnings, delinquencies, occupancy, and work orders.

Van Poucker reviewed the bank statements, investments, and savings accounts; all accounts having been successfully reconciled by the Fee Accountant. The 2019 Audit was submitted by the auditor to HUD system and State of Michigan Department of Treasury.

FHC was successful in our application to the Ferndale Community Foundation for \$2000 to augment the investment we are making in our technology/computer training. Becky will identify trainers and arrange the logistics, promotion, and coordination of the programs.

We had 75 residents received holiday dinners from Bobcat Bonnie's. Commissioner Sutherland judged the Withington 'Deck the Halls' decorating contest.

Little Free Markets and deliveries of produce/pantry packs continued throughout the month.

Updates to computers in our labs are forthcoming. Becky partnered with Parks and Rec and DDA to offer crafting projects and pen pal program. The social worker offered referrals and services.

We stand ready to facilitate vaccines at our properties when/if they become available to be administered on site. We are promoting information on how residents can sign up for email or text alerts from the county.

G. Old Business
(NONE)

H. Open Call/Call to Audience
(NONE)

I. Call to Commission

Commissioner Reggie Sutherland stated that he was grateful to serve on the FHC Board and looks forward to the next five years.

MEETING ADJOURNED AT: 7:23 PM.