



May 12, 2021

REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on May 12, 2021 at 6:46 PM via Zoom online video conference.

A. Roll Call

Present: Jennifer Bentley (Ferndale, MI), Reggie Sutherland (Ferndale, MI), Donnie Johnson (Ferndale, MI), Heather Van Poucker (Brighton, MI).

Absent: Dan Martin (excused); Deanna Wiltse (excused)

B. Approval of Agenda

Motion by Commissioner Johnson, seconded by Sutherland, 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 14, 2021

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the minutes of the Regular Meeting of March 10, 2021 as submitted.

Ayes: All      Nays: None      Motion Passed.

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

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

Ayes: All      Nays: None      Motion Passed.

E. New Business

i. Preliminary Discussion of Renewal of Service Agreement with Comcast

Heather Van Poucker gave an overview of the current service agreement FHC has with Comcast and what would be in order to change to another provider. Commissioner Bentley and Commissioner Johnson both concurred that renewing the contract with Comcast would be pragmatic.

ii. Resolution approving "Work from Home" or Telecommuting Policy

Heather Van Poucker recommended the board adopt a Work from Home/Telecommuting policy as a flexible work option when both the employee and the job are suited to suited to such an arrangement. Terms, eligibility, expectations, and security were included in the packet and discussed.

Motion by Commissioner Johnson, seconded by Sutherland, be it so resolved to approve the "Work from Home" or Telecommuting Policy.

Ayes: All    Nays: None    Motion Passed.

iii. Discussion of 2021 Resident Satisfaction Survey

Typically, a resident satisfaction survey is undertaken in the spring of an odd year. Van Poucker requests delaying until next year due to the recent completion of the survey associated with the IDEA Initiative (Inclusion, Diversity, Equity, Anti-Racism) and the concern about survey fatigue.

Motion by Commissioner Sutherland, seconded by Johnson, be it so resolved to delay the Resident Satisfaction Survey until Spring 2022.

Ayes: All    Nays: None    Motion Passed

iv. Resolution approving minor changes to FHC Maintenance Plan, no changes to fees

In odd years, the Resident Handbook and the Maintenance Plan with the associated fee schedule is reviewed. Heather Van Poucker stated that staff has reviewed the Maintenance Plan and made very minor adjustments and clarifications but no substantive changes as well as no changes proposed for the fee schedule.

Motion by Commissioner Johnson, seconded by Sutherland, be it so resolved to approve minor changes to FHC Maintenance Plan with no changes to the fee schedule.

Ayes: All    Nays: None    Motion Passed.

F. Executive Director's Report

i. Monthly Update

Heather Van Poucker reviewed the Public Housing operational reports for the month including occupancy, delinquencies, work orders and lease violations/warnings. There are currently no vacancies. Work continues on some of the scattered site homes. Maintenance is almost caught up on routine work orders and will be putting AC units into apartments who are participating in our AC leasing program.

Residents who have enjoyed the temporary raised bed gardens at both buildings will be able to enjoy our new more permanent beds that will be installed. These will be installed closer to a walkway or patio making it more accessible to all residents.

Resident meetings will continue the first week of the month. Meetings will remain socially distanced and residents are asked to wear a mask during the meeting.

ii. Q1 2021 Overview

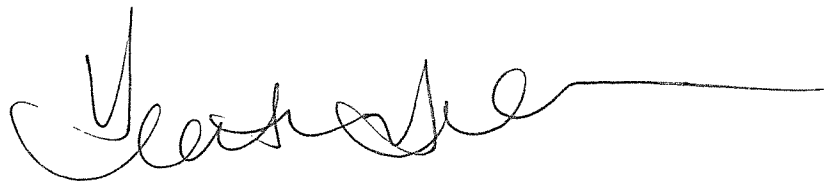
Van Poucker stated that at the close of the first financial quarter, the revenues in both programs are tracking closely to budget and aligned with Year to Date Actual/Budget. Both programs' expenditures are at 23% YTD/Budget.

j. Old Business  
(NONE)

k. Open Call/Call to Audience  
(NONE)

l. Call to Commission  
(NONE)

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



6.9.21