



A REGULAR MEETING of the FHC Board was called to order on November 21, 2022, at 6:30 PM in the Community Room at 415 Withington.

1. Roll Call

Present: Dan Martin, Jennifer Bentley, Reggie Sutherland, Heather Van Poucker

Absent (Excused): Deanna Wiltse, Donnie Johnson

2. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

3. Approval of Minutes (signed by Becky Prickett)

a. Regular Meeting of October 17, 2022

 Tabled until December 19, 2022 meeting.

4. Approval of Financial Statements, Payrolls, Disbursements, Bank Statements, and other financial documents and reports as reviewed and recommended by the Finance Committee.

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

Ayes: All Nays: None Motion Passed.

5. Open Call/Call to Audience

Andrew Sadach expressed concern about the hot water storage tank leak. He also stated residents were having issues with their cable/Wi-Fi and wondered if the meter room had issues from the leak. Commissioner Martin asked if any work orders had been submitted or had been brought to the attention of FHC staff regarding the cable/Wi-Fi issues. Mr. Sadach stated he had not personally submitted any work orders for the issue. Commissioner Martin stated FHC staff would look into the cable/Wi-Fi issue.

6. Executive Director's Report

Heather Van Poucker reported on pest control, lease violations, occupancy, delinquencies, and work orders completed at buildings and scattered site properties.

Maintenance staff is preparing for City inspection in early December.

The Wait List opening was extensively promoted. Nearly 600 applications were received by closing.

Two training sessions are planned for December. ACES (Adverse Childhood Experiences) and MHFI (Mental Health First Aid). Staff will be attending. Invitation to attend were extended to residents, city staff and board members.

Requests for Proposals for audit services went out to 19 firms and are due back in December. We are also currently awaiting bids on exterior fire door replacement.

7. ROSS Program Coordinator Report

Becky Prickett reported PH activities, events, programs, and training that occurred in November and upcoming for December.

8. New Business

- a. Approval of Fire Panel Repairs at Autumn House in the amount of \$6,850 (approved in budget)

Motion by Commissioner Bentley, seconded by Sutherland, be it so resolved to approve Fire Panel Repairs at Autumn House in the amount of \$6850.

Ayes: All Nays: None Motion Passed.

- b. Approval of Fire Panel Repairs at Withington West in the amount of \$9165 (approved in budget).

Motion by Commissioner Bentley, seconded by Sutherland, be it so resolved to approve Fire Panel Repairs at Withington West in the amount of \$9165.

Ayes: All Nays: None Motion Passed.

- c. Approval of Replacement Air Conditioning Units at Autumn House Community Room in the amount of \$12,500 (approved in budget).

Motion by Commissioner Bentley, seconded by Sutherland, be it so resolved to approve Replacement Air Conditioning Units at Autumn House Community Room in the amount of \$12,500.

Ayes: All Nays: None Motion Passed.

- d. Approval of Emergency Replacement of Withington Commercial Hot Water Storage Tank in the amount of \$9,890.

Motion by Commissioner Sutherland, seconded by Bentley, be it so resolved to approve Emergency Replacement of Withington Commercial Hot Water Storage Tank in the amount of \$9,890.

Ayes: All Nays: None Motion Passed.

- e. Resolution Approving Updates to Personnel Policy

Motion by Commissioner Bentley, seconded by Sutherland, be it so resolved to Approve Updates to Personnel Policy as submitted.

Ayes: All Nays: None Motion Passed.

f. Resolution Approving Records Retention Policy

Discussion of the Records Retention Policy. Commissioner Bentley recommended the Executive Director sign off on destruction of records that occur according to procedure and revise 'Records Retention Policy' as 'Records Retention Procedure'.

Motion by Commissioner Sutherland, seconded by Bentley, be it so resolved to approve the Records Retention Policy.

Ayes: All Nays: None Motion Passed.

g. Resolution Approving Emergency Preparedness Policy

Motion by Commissioner Bentley, seconded by Sutherland, be it so resolved to Approve Emergency Preparedness Policy as submitted.

Ayes: All Nays: None Motion Passed.

h. Discussion of Draft 2023 Budget

FHC Board discussed Draft of 2023 Budget.

9. CLOSED SESSION to discuss real estate transaction, Property Title Transfer Package from City of Ferndale

Motion by Commissioner Sutherland, seconded by Bentley to move to a CLOSED SESSION.

Moved to CLOSED SESSION: 6:45 PM.


Ayes: All Nays: None Motion Passed.

Motion by Commissioner Sutherland, seconded by Bentley to end CLOSED SESSION. CLOSED SESSION ended: 7:00 PM.

10. Call to Commission

Commissioner Martin stated that FernCare had flu shots available and that potentially a one-day clinic could be set up at Autumn House and Withington to offer flu shots to residents.

Adjournment: 7:09 PM

 . 12/20/2022