

**Ferndale Housing Commission Minutes
Of January 11, 2017**

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, January 11, 2017, at 5:00 pm in the Ferndale Housing Commission Community Room located at 500 East Nine Mile (Autumn House), Ferndale, MI 48220.

A. Roll Call.

Present: Jennifer Bentley, Melissa DaSilva, Heather VanPoucker, Ann Heler

Absent: Carol Morency, excused

B. Approval of Agenda.

Motion by Commissioner DaSilva, seconded by Bentley, be it resolved to approve the Agenda with the addition of item 4 under New Business.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

1. Regular Meeting Minutes of December 14, 2016

2. Special Meeting Minutes of December 14, 2016

Motion by Commissioner Bentley, seconded by DaSilva, be it resolved to approve the minutes of the December 14, 2016 Regular Meeting as amended and to approve the Special Meeting Minutes of December 14, 2016 as submitted.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Disbursements

Ann Heler reviewed and approved the checks.

Vendors:

Bentley - What is Art J Claiborne Company? caterer for the Autumn House parties

Payroll:

New reports – detailed payroll journal by staff member; department summary report – allows board to monitor month to month – prefer this format by board;

Vouchers:

Have not pulled back vouchers; last 3 months, want to position conservatively so we don't have to take away anything, tempered by HUD regarding funding; these are payments issued to landlords; if they don't pass inspections and corrections aren't made, they abate the rent until they fix the

inspection item.

Motion by Commissioner Bentley, seconded by DaSilva, be it resolved to approve Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

E. Executive Director's Report

Anticipating some vacancies, currently 100% filled except for Wordsworth
Staff completed 36 of the 45 work orders received
4 violations, 2 evictions

Financial attached – targeting to finish better than expected at end of year. Waiting for details from accounting regarding payment in lieu, not sure how accounting allocates.

Huge thank you to Family Foods for sponsoring the holiday meal at Withington. Tie at Withington for Good Neighbor Award – Tanya Reynolds and Shanks; winner at AH not announced.

Fire Marshall at Withington last week; coming in February to Autumn House. Pharmacist from Ferndale Foods coming to Autumn House, offers blister pack Rx, super educational

REAC tomorrow and Friday – well prepared

Priority projects – only 1 quote on doors, will proceed with pump, hope to get extra quotes on the exterior lighting.

Friday – try to close doors to public to give staff time to complete closing out their records

Ordinance changes approved for non-Ferndale residents. Check in hand from Ferndale Haus for alley.

Personnel: Job descriptions rewritten; there are metrics at end.

Example: Maintenance Tech – lists essential jobs, competencies - will watch work orders, REAC score (entire staff responsible); turnover on vacant units; resident surveys and customer service feedback forms

Met with staff regarding job descriptions, completed performance review and discussed metrics for next year. Provided total compensation statement – pay adjustment for January 1. They fall within budget, generally 1.5% for most new employees, slightly higher to remain competitive.

Graph – each staff member's position and their pay range; pleased that it tracks appropriately.

Heler – anxious to see how job descriptions work out and how it looks in 10 months. It's very clear what you're expected to do.

Bentley – how were they received? VanPoucker – I think they appreciated the clarity between positions. I want them to take ownership and feel empowered. In process of implementing online timekeeping instead of paper – 2 click system and it feeds into payroll system. Completed the in-service training on employee manuals.

VanPoucker – new inspection service should be running by February, smoke free policy in April, resident handbook, maintenance plan; physical needs assessment; website/branding

Motion by Commissioner DaSilva, seconded by Bentley, be it resolved to accept the Director's report as submitted.

Ayes: All

Nays: None

Motion Passed.

F. New Business:

1. Annual Meeting (January, 2018) – Just did in June 2017, in the future it will be January
2. Utility Rate Review – postpone to next meeting.

VanPoucker – figuring out average use - looks like it was last done 10 years ago, consumption patterns have changed considerably; Section 8 – not sure when last done. She will need to partner with the Resident Committees to see if some will share. Need newer consumption figures – some confusion by residents, will meet with them so they understand – it's required that they be reviewed by February. Need to know what the use patterns are – if they're using new bulbs, consumption could be down

3. Capital Improvement Priorities – 2016 – 2020

HUD requires

2017 – spend on:

1 laptop at office

exterior power wash and façade cleaning at Autumn House; sprinkler

keep adding from chart and the dollar amounts

Autumn House:

Painting/carpeting - # units and cost

Withington:

Entry doors – issue is getting bids

Hall and common area flooring
Paint/carpet – units
Keep adding from chart and the dollar amounts

VanPoucker – haven't met with resident committees, have an option to take funding through operations instead of capital fund which allows more flexibility and frees up tracking expenditures; would request moving 100% to operations and makes us more flexible, able to move and use as needed; will work with resident committees for feedback. Doesn't change anything other than what account is used; will still be used for capital but makes us able to address priorities

It will follow same procurement policies, just don't have to submit to HUD per line item.

Motion by Commissioner DaSilva, seconded by Bentley, be it resolved to move Capital Improvement budget to the Operations Budget.

Ayes: All

Nays: None

Motion Passed.

Resident – apt 307 - upset about his apartment – appreciate what we're doing for the building but, in his apartment every day all day; hard of hearing, turned down base so it doesn't bother residents; stove doesn't work, fixed sink twice but it's still going over sides, sink is old and so is knob, they keep coming off; bathroom – black spots, hole in bottom of floor where roaches come up; plug in bedroom upper part doesn't work; closet doors in bedroom, living room and by door, they keep falling off; if he turns heat up it goes to 80; if he turns it off there's a draft; problem with Comcast, moved tv; got violations about dog; had problems with last apartment; keeping apartment as clean as possible but hard to do; need blinking alarm because he can't hear; when he showers the condensation runs down the walls from the ceilings. Ann – did you do a walk through with staff? No, got a key and he went thru with his mom. What is the \$6 charge on his monthly invoice? Has written this down and reported since June 2013. VanPoucker will follow up on this.

List is not written in stone – 14 units at Autumn House not painted/carpeted in 10+ years; 17 at Withington – they will take priority. Air duct cleaning is on list but money has not been allocated yet.

Are you moving the furniture? – VanPoucker – we're not at staging yet,

4. Progress on new commissioners.
Commissioner DaSilva will provide name to Miller.

- G. Old Business
 1. Ethics Policy

Draft that includes changes – VanPoucker items A/B that we wanted more detail, this is what we require of vendors/suppliers – (will correct page numbers). Otherwise all changes made – family shall mean “spouse, etc.” for consistency.

Bentley – reorganize purpose is on 2nd page; last page section b – typo; section 1A, what does that mean? Need to revisit at a morning meeting.

2. 431 Wordsworth Appraisal

Property as is with foundation/chimney issues \$70,000

Repaired \$130,000

Process to remove one property from portfolio is the same as removing a 1,000-unit complex. It's a nicer home, 3 bedrooms, nice kitchen, but foundation is bad. Could sell but not safe to inhabit without repairs. Flat rate rent is \$800-900. It's in the capital budget – will bring more information at the next meeting. DaSilva –also consider the benefit of servicing other scattered sites if this property is sold. VanPoucker – most need new roofs. Revisit at a morning meeting.

H. Call to Audience.

Autumn House #101 - Bedroom is cold, gap between floor/wall. VanPoucker– put in work order, if there's an outstanding one she will check into it.

Autumn House #307 – (Martell) Hope you will replace the windows.

How does work order process work? VanPoucker – call the office, they enter into computer system, give best description. Assign to person, print and put in their box – that's a work order. Staff prioritizes for repair. Safety issues are emergencies and come first; routine – curtain rod; average number days for routine is 5. Howard is supposed to get a work order report on Fridays. Those that are not done, he's supposed to call.

Autumn House #307 – why can't I talk to Emily – have left voicemails, but she's not returning calls. VanPoucker will ask why she's not returning calls. Renee will make sure he comes to the next resident's meeting.

I. Call to Commission.

J. Call to Residents' Committee Members.

K. Adjourn. 6:35 pm.

The next regular board meeting will take place on Wednesday, February 8, 2017 at 5:00 p.m. in the

Withington West Community Room (Board Room) located at 415 Withington, Ferndale, MI 48220.