

Ferndale Housing Commission Minutes

Of March 8, 2017

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, March 8, 2017 at 5:10 PM in the Withington West Community Room (Board Room) located at 500 E Nine Mile, Ferndale, MI 48220.

A. Roll call:

Present: Bentley, DaSilva, Tartaglia, VanPoucker, and Heler
Absent: Morency, excused

B. Approval of the Agenda –

Motion by Bentley, seconded by DaSilva, be it resolved to approve the agenda as amended.

Ayes: All
Nays: None
Motion Passed.

Introduction of new Commissioner, Deanna Tartaglia, who has a background in Social Work.

C. Approval of the minutes:

Regular meeting of 2/8/17 –

Motion by Bentley, seconded by DaSilva, be it resolved to approve the Regular meeting minutes of 2/8/17 as submitted.

Ayes: All
Nays: None
Motion Passed.

Special meeting of 2/8/17 –

Motion by Bentley, seconded by DaSilva, be it resolved to approve the Special meeting minutes of 2/8/17 as submitted.

Ayes: All
Nays: None
Motion Passed.

Closed meeting of 2/8/17 –

Motion by Bentley, seconded by DaSilva, be it resolved to approve the Closed meeting minutes of 2/8/17 as submitted.

Ayes: All
Nays: None
Motion Passed.

D. Disbursements:

Checks reviewed and signed by Morency.

Vendor payments: high water bills, \$800, inspected by maintenance
\$16,800 for Schree = annual contract
Mr. Hicks – worked through Feb 20, new inspections group started
DaSilva – ground bills (snow removal)
HAP: going up slowly – no questions
Payroll: no questions

Motion by Bentley, seconded by DaSilva, be it resolved to approve the Disbursements as submitted.

Ayes: All

Nays: None

Motion Passed.

Claude (AH): cable bills, would it be better to go with internet only and get rid of cable; only need tv with hdmi; (will talk about it at resident meeting).

E. Executive Director's Report:

Included in monthly report – quite a few vacancies, working to flip those; 8 delinquent; work order log 60 of 67 completed in February; emergencies/urgent in 1 day; regulars in 2 days

MERS report included – funded about 64%; prefer 80% as required by plan document of MERS; cost prohibitive at this point. Budgeted higher payments for this year; major priority for HVP Pension is something we have to pay for; need equity to make any changes going forward
No follow ups from last meeting; met with both buildings, talked about smoke free policy, draft handbook; raised bed gardens

Major projects – new inspection providers for Section 8; shifted administrative burden from staff to inspectors; accuracy has been enhanced; costs less than former

Smoke free implementation – ordered signs from city, a lot of signs and then will dial back after they're used to it. Containers will be near the signs, lease addendums will be handed out door to door and then meetings; end of month, annual inspection of housing and talk to scattered site residents (already mailed materials several times)

ACOP/Admissions – document that guides public housing – consultant coming in from Mann/McCay for complete review; follow up as changes come in; what day for board piece – March 22 @ 4-7PM at Withington West, post as public meeting

Handbook – great conversations and resource for residents

Maintenance Plan update – stalled, but related to HUD review; they've backed off and are satisfied – will set aside for 1-3 months

HUD Audit – close, 3 of the 5 should be done; good conversations with financial analyst
Affordable Housing – city is prioritizing in their master plan; Theresa Gillotti presented to Council and will move ahead with a task force with HVP included.

Rental assistance demonstrations (RAD) – converts housing to Section 8; interested in Medical Center area – elderly market; what happens to vouchers when people pass away; they want to keep the vouchers, what is the cost benefit to the FHC? No decisions needed at this time but will stay on top of it.

HUD – audit findings – once addressed CMA findings, it will address the audit findings
Purchasing – Management Resource Group – smaller, SP with very long list of communities he’s worked with; uses a sampling, will go into each home that is unique

RFP for auditing services – 15 firms, received 2 responses; previous auditor didn’t respond; looks like Saylor Conn is the option, nobody from Michigan; DaSilva, why not call

Personnel – all but 1 has been certified; Howard cross training; Raquel extra training

Heler – page 4 WW trash chutes plugged up - #1546 – addressed within minutes, not sure

Page 5 of 7 #1572 – a number of things are done – resident frequently puts in requests, sometimes the perceived issues are not accurate or validated as real issues

Discuss mental health issues at resident meetings.

Motion by Tartaglia, seconded by DaSilva, be it resolved to approve the Director’s Report as submitted.

Ayes: All

Nays: None

Motion Passed.

F. New Business

Branding/Logo Discussion: change out colors, add red, add towers

Affordable Housing Discussion: already discussed

Annual Plan Update (Wordsworth): conversation with Detroit field office – their involvement is minimal but they’re step 1; step 1a must be updated, we do need to modify with decision of board to sell property, March 16 publicly noticed will be a public hearing to include the annual plan update; and then proceed with SAC

Copier – current one constantly breaks down several times/week; drum is near end of useful life; 2 years left on lease; worked with Elite Imaging of Birmingham who presented a quote, end up saving money and will buy out lease – purchase is made through State of MI and it’s OK to use a cooperative; don’t have to go through the bid/RFP process – need approval.

Motion by Bentley, seconded by DaSilva, be it resolved to approve the purchase of the new copier through Elite Imaging as submitted.

Ayes: All

Nays: None

Motion Passed.

G. Old Business:

431 Wordsworth – moving forward with next step

Board Vacancy – filled one with Deanna Tartaglia; resident Carol Morency is ending her term of 14+ years, last meeting in May; terms are 5 years, meetings at least 1/month; sometimes at 7 am once a month; orientation by board; training throughout year; some is required; want a resident on board; board's job is to oversee and make policy

Utility Reimbursement Review – updating plan, working with Claude Washington; got all the information from all the tenants through DTE; have all the rates; last piece is that we must know which units are tied into the hall lights so we can make a recommendation for both Withington West and Autumn House; staff will test and verify each unit.

H. Open Call:

Claude – what is your sole purpose of the board? Heler – oversight of the Executive Director and staff; Executive Director is the only person we hire/fire; and oversee funds and that it is spent on what it's been allocated for; Complaints brought forward at meetings a waste of time; Heler – no they were then brought to the Executive Director; also tells us if residents/staff are on same page, things are much calmer; Claude – it's better but . . . Heler – can't always solve it but it's good to bring it up.

I. Call to Commission –

Ronda – trying to solve problems before they go to Heather, it's working

Claude – wifi – is there any way it can be added to entire building – VanPoucker stated they will talk about it at resident's meeting.

There being no further business, the meeting was adjourned at 6:20 pm.