



Minutes of November 8, 2017

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, October 11, 2017 at 5:00 pm in the Community Room at 500 E Nine Mile Road.

- A. Roll Call
Present: Jennifer Bentley, Reggie Sutherland, Deanna Tartaglia, Heather VanPoucker, and Ann Heler
Absent:
- B. Approval of Agenda
Motion by Commissioner Bentley, seconded by Tartaglia be it resolved to approve the Agenda as presented.
Ayes: All
Nays: None
Motion Passed.
- C. Approval of Minutes
i. Regular Meeting of October 11, 2017
Motion by Commissioner Bentley, seconded by Tartaglia, be it resolved to approve the Regular Meeting Minutes of October 11, 2017 as presented.
Ayes: All
Nays: None
Abstain: Heler
Motion Passed.
- D. Approval of Disbursements
Heler reviewed and approved the checks.
- HAP register – lowest numbers we’ve had in some time. Operating under firm HUD restrictions.
- Payroll – MERS report included – under refunds \$4,000+ deducted admin expenses; paying out pensions, standard); Department summary – no questions
- Vendor payment history – Tartaglia questioned maintenance expense – HVP stated this is for the FHC work truck; Heler, page 4 Melvin Mathias? HVP – this is for a court officer that processes/posts evictions
- Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Disbursements as presented.
Ayes: All
Nays: None
Motion Passed.

E. Executive Director's Report

Lot of openings coming around; busy flipping units and using some outside support as there are so many; 8 lease violations; 3 evictions; next REAC inspection coming up in December; focusing on preparation for those inspections; will let residents know in advance; cleaning gutters, routine maintenance;

10 delinquencies in October; average is 7.5; Work orders – 62 – have completed 52. Routine completed in less than 2 days; urgent in 1 day.

Financials – end of quarter is September; in good shape, revenue in Public Housing is 84%; behind on the spending (69%); less than anticipated; maintenance is ½ of expected; should finish the year \$180,000 to the good for Public Housing; had budgeted to be in the hole. Vouchers – brought in 70% of what was expected; rents/utilities are higher than anticipated; HUD will provide shortfall gap to cover; they will adjust due to history; have to show them we're not inflating our numbers; have been conservative in spending. HAP spending at 69%. Anticipate retaining some earnings; budgeted for a loss

Withington planning for the holidays, relying on Westminster program that serves meals; Tree trimming next week; will put family wishes on the tree to help fulfill them. Planning Christmas holiday meal in December. Resident of the year underway at both buildings (free rent in January).

Purchasing – MI Deal didn't have an option. Did and RFQ for paint, carpet, drywall. Receive them now; expect to select in December. RFQ for elevator maintenance and pest control.

REAC – hallways in both buildings scheduled for next week, upholstery included.

HUD is disposing of computers, information is wiped; donating them and each building getting additional units.

10,800 letters went out to waitlist. Sent out for processing.

Housekeeping – over 100 boxes taken to be shredded; computers wiped

Team Building – shared strategic planning process and how it fits with staff; culture of gentleness program discussed. Good outing;

RAD – letter accepted; waiting for green light to begin application; received formal approval of 2018 plan

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

Ayes: All

Nays: None

Motion Passed.

F. New Business

i. 2018 Strategic Plan

Mission: No changes = "Ferndale Housing Commission assures high quality, affordable housing and access to social and community services, where those we serve feel secure and welcome within a diverse and inclusive community that is caring, participatory, and values each person."

Core Values: Inclusive, Generous with time & talents, Respect, Diversity, People First,

Integrity, Passion for Service, and Progressive

Strengths: Supportive City & Community, Visionary leadership, Diversity in residents, Open to change, Highly motivated

How do we make it workable; can't do everything but this is a long-term plan. Challenging because people get frustrated.

We're not there yet, but we're working on it and are much better than when we started.

This is a working strategic plan.

VanPoucker – will try to get on city agenda to tell them where we are; Add her to December council agenda.

Motion by Tartaglia, seconded by Sutherland, be it resolved to accept the 2018 Strategic Plan as presented.

Ayes: All

Nays: None

Motion passed.

ii. 2018 First Draft Budget

VanPoucker reported the budget is within \$10 of balanced! Revenue – function of relying on historical data and anticipated trends. Capital fund is separate; \$6,651,000 in revenue (including grants).

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Allocate/estimate staff time and apply to total – percentage goes to housing/ voucher; once 41110 – did a pay study, had a robust salary analysis from last year; generally, 2-3% increase; moved to merit pay; 2.2% increase overall

Benefits – premiums went down; terminal leave benefits anticipate leave program, policy provided 100% payout which is unusual; had a high cap; shifted to combined PTO; froze the banks; how do we convert the banks; envision keeping some intact and looking at EE funded retiree health savings plan pre-tax; saves us payroll taxes; not uncommon to use for an early out retirement; \$ is a base to start from; want to do something that is fair/reasonable but financially responsible.

Training budget;

\$50,000 for RAD conversion; higher number for IT; anticipate added expenses for online payments, branding, etc.

Office operations – added social worker @ \$50,000 – best to handle as contractual, envision obtaining a grant for part of the expenses (this is part of the job). Health insurance premiums went down and staff contributes to premiums.

Several HAZMAT situations; at least twice a year there are inspections; REAC and city inspections; sometimes it gets out of hand quickly or under the radar.

2017 didn't do but 2018 want to do – building management; anticipate \$50,000, Capital funds - \$280,000 – expect to finish at \$180,000 = \$460,000 and expect some CDBG funds from city to make up the difference.

Does this bridge our strategic plan and how board expects Director to be spending money?
Tartaglia – this will put us ahead as a housing authority, progressive moving forward. Heler
– would like to see the social worker(s) as soon as possible. Work on those grants!

Moved by Bentley, seconded by Tartaglia, be it resolved to approve the budget as presented.

Ayes: All

Nays: None

Motion passed.

iii. 2018 Meeting Schedule

Post at city hall and on calendar.

January 10 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
January 10 5:15 PM 500 E. Nine Mile (Autumn House) ANNUAL MEETING Community Room
February 14 5:00 PM 415 Withington (Withington West) Community Room
March 14 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
April 11 5:00 PM 415 Withington (Withington West) Community Room
May 9 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
June 13 5:00 PM 415 Withington (Withington West) Community Room
July 11 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
August 8 5:00 PM 415 Withington (Withington West) Community Room
September 12 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
October 10 5:00 PM 415 Withington (Withington West) Community Room
November 14 5:00 PM 500 E. Nine Mile (Autumn House) Community Room
December 12 5:00 PM 415 Withington (Withington West) Community Room

iv. 2018 Special Meetings for Policy Review

Last piece is financial policies – should be straight forward because you can only do so much with federal funds; after holiday, special meeting work times.

January 17 @ 7 AM @ Autumn House - Special Meeting

February 7 @ 7 AM @ Autumn House – Policy Meeting

v. 2017 Recognition/Awards

Anticipate doing these at the December meeting and invite residents/press @ 4:30 PM with meet and greet, and at City Council Meeting

1. Dr. Erin Marie Baker (monetary donation for patio improvements at Withington)
2. Ferndale Foods and Pharmacy (numerous holiday meal donations, educational programming which includes bingo, food, and giveaways)
3. Oak Street Health (educational programming which includes games, food and giveaways)
4. Mrs. Susan Feeney (artwork in honor of her Mother; consulting/advice on community gardening)
5. City of Ferndale Public Works (spring clean-up, help with gardens, new signs)

Heler – this is good, Oak Street Health hopes to be a model; clinic available but you must have Medicare; computers available to use.

VanPoucker – may have new partnerships in 2018; health/fitness; create wish list – challenge people to give.

Tartaglia – have we connected on social media? VanPoucker – taking small steps; want to finish website; marketing – want to make sure our buildings look great; then we can start asking people to participate – donations, business partnerships; want to make sure non-federal funds are separate and in place before we start

G. Old Business
i. Website

Hope to have final meeting tomorrow – made 70% of the changes done; plan to launch January 1, 2018. Need to write a communications strategy; website is key component.

H. Call to Residents' Committee Members.

Nothing at this time

I. Open Call/Call to Audience.

Jennifer – garbage – when they back in to the gate, they tear up the grass and it leaves mud on the sidewalk. Can something be put there to help them avoid it.

J. Call to Commission.

Sutherland – Do residents need to know how to do work orders. When is the next meeting? Whole residents meeting next Tuesday @ 3 PM. Tartaglia – offered to go over the process for completing a work order. Van Poucker - it was never the intent for the resident committee to fill out work orders for resident; they are a liaison not a staff person; if they want to be helpful to each other that's fine but it's not what the committee is for. Renee – that's not the committee's job; we know what our job is because the director stated it. VanPoucker stated you can put in a work order by paper, email, phone.

Claude – recertification – HVP – some case workers are doing it by mail. Claude – it was better with face to face in office to answer questions. HVP will check cover letter. Change was made as a customer service enhancement because they prefer mail instead of coming in person. That was the intent. HVP – if there is a problem getting the service you need, let me know. We can't guess. Written communication from office is at a reading level everyone should be able to understand.

Jennifer – additional help; residents state they call and leave message but nothing done; Nobody returned the call; VanPoucker stated that calls/email are to be returned 24-48 hours; sometimes calls are misdirected; often times messages don't need a call back; disconnect is expectations and what's appropriate; let's separate the real issues and handle them but we simply can't call back everyone when it isn't necessary. Window is open 9-12 and 1-4.

Somebody is there 8 – 5 daily.

K. Adjournment.

There being no further business, the meeting adjourned at 6:21 pm.

The next regular board meeting will take place on
Wednesday, December 13, 2017 at 5:00 p.m.
in the Community Room at 415 Withington.

