



## Minutes of December 13, 2017

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, December 13, 2017 at 5:00 pm in the Community Room at 415 Withington.

- A. Roll Call  
Present: Jennifer Bentley (late), Reggie Sutherland, Deanna Tartaglia, Heather VanPoucker, and Ann Heler  
Absent: None
- B. Approval of Agenda  
Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve the Agenda as presented.  
Ayes: All  
Nays: None  
Motion Passed.
- C. Approval and Presentation of Proclamations  
Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the proclamations honoring volunteers and donors as presented, including Carlos Kennedy, Rocky Cooper, Jason Hobbs, Selvin Foumia, Saeed Dinno, Susan Feeney, Oak Street Health, Erin Marie Baker.  
Ayes: All  
Nays: None  
Motion Passed.
- D. Approval of Minutes  
i. Regular Meeting of November 8, 2017  
Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to approve the Regular Meeting Minutes of November 8, 2017 as presented.  
Ayes: All  
Nays: None  
Abstain: Heler  
Motion Passed.
- E. Approval of Disbursements  
Sutherland reviewed and approved the checks. Heler noted the overtime year to date looks low and seems to be managed well for this point in the year.  
  
Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Disbursements as presented.  
Ayes: All  
Nays: None  
Motion Passed.

F. Executive Director's Report

Van Poucker presented monthly operational metrics on occupancy, violations/evictions, work orders, and delinquencies.

Van Poucker reviewed the financials ending October 31, 2017 and noted the set-aside funds from HUD were received to cover the HCV HAP shortfall; also noted she had responded to HUD request to address audit findings.

Van Poucker provided an update of resident activities, purchase of furniture for Autumn House public areas, the wait list purge project, REAC inspections of all properties, and personnel happenings.

Van Poucker reported on meetings with federal HUD staff related to the new one-stop-shop smart phone app; also on the Urban Institute policy group work session on inclusive and affordable housing hosted at FHC.

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

Ayes: All

Nays: None

Motion Passed.

G. New Business

i. 2017 Budget Revision –  
tabled to January meeting

ii. 2018 Budget FINAL –  
Adjustments made based on budget revisions where actuals are coming in. Allocated between programs Housing Choice/Vouchers. Final draft includes these results. Looking at a buy-back program to reduce the banks; consulting figures included should we go with RAD conversion. Allocated \$50k for social worker. Raises included average 2.6% increase, using merit base increase. Will adjust consulting figures as it progresses.

Motion by Bentley, seconded by Tartaglia be it resolved to approve the 2018 Budget Final as presented.

Ayes: All

Nays: None

Motion Passed

iii. 2017 Write Offs –

Van Poucker stated that they're high but that it's not alarming. Could suggest we're more aggressive as people accrue debt with the FHC. Tartaglia opined that some of this could be avoided with the addition of the social worker. Example – rather than evicting a person they gave this person time to find another location. Otherwise they would have been homeless. Case by case basis before making a thoughtful decision. We need a well traversed paper trail to show the steps involved. VanPoucker will go back further historically to find out how they were previously handled as they're a little high. Heler suggested she contact Accounting Aid on Hilton for assistance.

Motion by Bentley, seconded by Tartaglia, be it resolved to approve the 2017 Write Offs as presented.

Ayes: All

Nays: None

Motion Passed

iv. Flat Rent Study –

Van Poucker stated HUD requires us to review and adjust effective January 1. Only one family is using this.

Motion by Tartaglia, seconded by Sutherland, be it resolved to approve the Flat Rent Study as presented.

Ayes: All

Nays: None

Motion Passed

v. Elevator Service Contract –

Van Poucker stated anything over \$10,000 requires we go to bid. Annual cost estimate table – retaining Five Points. Figured in after hour calls on a month by month contract.

Motion by Bentley, seconded by Tartaglia, be it resolved to approve Five Points Elevator Service contract with amendment of 6-month limit on month to month approval.

Ayes: All

Nays: None

Motion Passed

vi. Capital Improvements –

Van Poucker sent proposals to 8 companies and received 1 response, held pre-bid meeting, only 1 person showed, talked to another on the phone and they declined to bid. Looked back to 2011 to see how they cost in Lobby upgrade. Hourly rates range from clerical to professional fees. Smaller items would not require sealed bids. (see separate item that will be added to Dropbox). Should be able to complete before end of month. Not to exceed \$30,000 – special meeting to be held at 7:30 a.m. on December 19 at Autumn House.

Moved by Bentley, seconded by Tartaglia be it resolved to approve the Capital Improvements Project Management Contract as presented.

Ayes: All

Nays: None

Motion Passed

vii. CLOSED SESSION: PERSONNEL ISSUES

Moved by Bentley, seconded by Tartaglia be it resolved to move into Closed Session at 6:05 pm.

Ayes: All

Nays: None

Motion Passed

Moved by Bentley, seconded by Tartaglia, be it resolved to return to regular session at 6:09 pm.

Ayes: All  
Nays: None  
Motion Passed

viii. Paid Time Off Advance for H. Mui

Moved by Bentley, seconded by Tartaglia, be it resolved to approve the 40-hour advance for Howard Mui, to be paid back on a pro-rated basis over six months.

Ayes: All  
Nays: None  
Motion Passed

ix. Contractual employment of L. Hunley –

She is Van Poucker's first cousin and had applied for the part-time position. Leah Deasy has filled that position but could use her to assist in the office – worked for Housing Commission and has the background. Policy states if it is in the best interest of the FHC it can be approved. We are uncertain about Howard return and need to complete this project, It's very difficult to find someone with this specific skill set. Based on merit – over 9 years for the Crawford Housing Commission, well versed in housing – we can employ on a contractual basis for this project and this time only; pay comparable to current.

Moved by Bentley, seconded by Tartaglia, be it resolved to approve L Hunley for contractual employment as it meets the anti-nepotism clause and the time is crucial for this specific project only.

Ayes: All  
Nays: None  
Motion Passed

x. 2018 Honorarium for Autumn House Resident Committee Members –

Several months ago, this was brought up. Van Poucker did some research AH is so active and they meet several times a month on their own with Van Poucker and at meetings. Numerous activities each month, helpful to Van Poucker in discussing policies, answering questions, help people understand what's happening, self-directed and have made it more than imagined. Requested a stipend – estimated time spent of around 26 hours per month; policy allows us to pay up to \$200/month per person; several commissions do pay; it's not unusual; these are volunteer positions. Came up with a partial waiver of rent (\$300) at the end of a year's service, allocate a monthly amount for refreshments.

Heler – how many residents serve on this committee – 5

VanPoucker – if board opts to proceed with honorarium we need to open nominations in January and develop more formalized job descriptions.

Moved by Bentley, seconded by Tartaglia, be it resolved to approve an honorarium for up to five Autumn House committee members in the amount not to exceed \$300 per member in recognition for service, to be paid following completion of the year of service, or on a prorated basis for partial terms, with payment in the form of a rent waiver of \$300; and a monthly food allowance to cover one meal per month not to exceed \$75 in total, and subject to existing FHC policy (i.e. no reimbursement for alcohol, etc.).

Ayes: All  
Nays: None  
Motion Passed

H. Old Business

i. Website –

Van Poucker reported that the project is nearing completion and she expects the website to be operational sometime in January.

I. Call to Residents' Committee Members.  
Nothing at this time

J. Open Call/Call to Audience.  
Nothing at this time

K. Call to Commission.  
Nothing at this time.

L. Adjournment.  
There being no further business, the meeting adjourned at 6:25 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.

