



Minutes of January 10, 2018

A REGULAR MEETING and the ANNUAL MEETING of the Ferndale Housing Commission was held at 5:08 pm in the Community Room at 500 East Nine Mile.

A. Roll Call

Present: Jennifer Bentley, Reggie Sutherland, Heather VanPoucker, and Ann Heler

Absent: Deanna Tartaglia

B. Approval of Agenda

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

Ayes: All

Nays: None

Motion Passed.

C. ANNUAL MEETING

i. Review of By-Laws

Article 1, Sec 5 – change second sentence to read A Commissioner “may” ...

Article 3, Sec 3 in conformance with adopted budget and within established pay ranges as approved through the budget process.

Remove “ideally” from page 5

Motion by Commissioner Bentley, seconded by Sutherland be it resolved to approve the By-Laws as amended.

Ayes: All

Nays: None

Motion Passed.

ii. Review of Ethics Policy

Page 2 add “immediate” to Family to remain consistent throughout the policy.

Motion by Commissioner Bentley, seconded by Sutherland be it resolved to approve the Ethics Policy as amended.

Ayes: All

Nays: None

Motion Passed.

iii. Election of Officers

Commissioner Bentley nominated Anne Heler as Chair. Heler declined due to family situation. Heler nominated Bentley for President by acclamation.

Heler nominated Sutherland for Vice President by acclamation. She stated this was an historical moment as there has never been a resident serve as Vice President in the history of the Ferndale Housing Commission.

D. Approval of Minutes

i. Regular Meeting of December 13, 2017

Motion by Commissioner Bentley, seconded by Sutherland, be it resolved to approve the Regular Meeting Minutes of December 13, 2017 as presented.

Ayes: All

Nays: None

Motion Passed.

E. Approval of Disbursements

Sutherland reviewed invoices and approved the checks

Vendor payments:

HVP – HM is out, 2 errors, represented accurately here, made a second payment of taxes to city, returned by city and voided out. Page 2, water bill shows late payment, we paid on time and will void and reissue check.

HAP register:

\$836

Payroll:

VanPoucker forgot to pay herself on December 15. Payroll on 29th is higher because of longevity pay.

Maintenance Overtime is somewhat different, no longer get paid for 4 hour minimum, changed to 2 hours, but provided more substantial standby pay.

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

Ayes: All

Nays: None

Motion Passed.

F. Approval of Financial Report

Table to next meeting – accountant's computer crashed

Bentley – is this his system only? VanPoucker – yes, but she hand entered them herself, 1 item is off, looks like a formula didn't carry over. Bentley – doesn't he have a cloud backup? Look at that in the future and also have access to PJ Webb. Contract expires in 1 year.

G. Approval of 2017 Year End Budget Adjustment

H. Executive Director's Report

8 delinquencies, 5 vacancies, 2 homes uninhabitable, Wordsworth and extensive mold damage. Received quotes for replacements in addition to remediation. Talked to CED Director Jordan Twardy about getting \$10k from CDBG and will be in touch with Oakland County to reallocate and approve.

Heler – homes are inspected annually, how did this happen. VanPoucker stated this was an eviction, don't know how it was missed. Looking at how to stop or we tap into emergency funds.

4 lease violations; work order 79% done in just over a day. Financials – everything reconciled. Resolved our shortfall and have been advised that in March we will have approval from HUD dependent upon their budget approval.

Resident of year – Darlene Shanks at Withington West and Remi Heard at Autumn House.

Resident committee at Autumn House gave VanPoucker roses and a gift card for dinner out.

REAC inspection – 5 points lower than in the past but most due to exterior building issues and curb at Withington turn around. Want to remove the island because it's dangerous to pedestrians.

Bedbug – 2 units in Autumn House are being monitored, 2 homes being assessed; nothing at Withington.

Waiting list purge will begin shortly and will establish a time line for completion.

Howard Mui has not returned, may be February but it's uncertain. VanPoucker stated she is not comfortable filling the position on permanent basis at this time. Evaluations have been completed.

Bentley – project management update? VanPoucker will provide them with contract per each component of the project and will lay out scope of work, payment, no architect; it's a HUD form, not to exceed \$__; then project by project will lay out scope of work and how much they're charging.

Bentley – what is our obligation? VanPoucker will show her the HUD form.

Bentley – we're counting on them to do 10 projects but decide to only do 8, are we obligated to pay for 10? VanPoucker will check, entered into agreement.

Claude Question – what about mold in the Autumn House hallway? Or units? Mold in Jennifer's apartment. VanPoucker went with inspectors in 2016 to every apartment. Gave a very detailed report of inspections. She will follow up and report resolution.

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

Ayes: All

Nays: None

Motion Passed.

I. New Business

i. Approval of Information for Board Business Cards (see table with contact information)

Use Ferndale Housing Commission emails and general office line. If you want your cell phone included please advise VanPoucker.

ii. Review of AutumnHouse Committee position summary, committee rules, performance expectations, and honorarium.

VanPoucker provided verbal synopsis of the proposed document. Must be a Ferndale Housing Commission resident for 2 years.

Ties on committee will be broken by the Executive Director.

#3, paragraph 3, if it's a serious physical threat, the committee, in consultation with the ED may act ...

Bentley – secretary records absences, who monitors if they are not available. There is a co-secretary.

Motion by Commissioner Sutherland seconded by Bentley, be it resolved to approve the Autumn House Committee position summary, committee rules, performance expectations, and honorarium with the stated changes.

Ayes: All

Nays: None
Motion Passed.

iii. Review of Board Annual Work Plan

VanPoucker stated the intent is to disburse the workload for balance and continuity.

Bentley – add check approvals to agenda

J. Old Business

i. Website

Reggie's picture looks a bit distorted; ready to go live and add additional items as we move forward. It will be live in January.

ii. Board vacancy

Application received from Jeannie Davis and will be entered in Dropbox for commission review.

K. Call to Residents' Committee Members.

Question about honorarium – how often will it be budgeted? VanPoucker stated it will be annually, subject to budget.

Claude – thank Remi and Renee for all their work on the Christmas and New Year's events.

Thanked board for considering honorarium.

L. Open Call/Call to Audience.

Jennifer - When is Ann leaving – April. Leaking pipes – high water bills – if we fix, that will cut down the \$\$\$. Autumn House Kitchen is leaking. Mold – is it a private house, could be because of change in weather. Do we have a social worker? VanPoucker stated we are seeking grants to have a social worker available. Attendees agreed that would be great. Bed bugs – how many are active? VanPoucker provided an update and stated we are making progress.

What position is Reggie – member of board and now the VP.

Claude – compensation. Does Withington West get the same? VanPoucker responded no, Autumn House engages at a much higher level and is much more active. If Withington West ever became that, we would do that for them. Dinner once a month and free rent at end of year.

i. Call to Commission.

M. Adjournment.

There being no further business the meeting was adjourned at 6:34 p.m.



A SPECIAL MEETING of the board is scheduled for **Wednesday, January 17 at 7:00 a.m.** in the Community Room at 500 East Nine Mile. The next REGULAR MEETING of the board is scheduled for **Wednesday February 14, 2018, at 5:00 p.m.** in the Community Room at 415 Withington.