



Minutes of March 14, 2018 REGULAR MEETING

A REGULAR MEETING of the Ferndale Housing Commission was held at 5:00 pm in the Community Room at 500 EAST NINE MILE.

- A. Roll Call
Present: Jennifer Bentley, Reggie Sutherland, Ann Heler, Deanna Tartaglia, Jeannie Davis, Heather Van Poucker

- B. Approval of Agenda
Motion by Commissioner Heler, 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 February 14, 2018

Commissioner Bentley identified a typo in the spelling of the Fee Accountant's first name; it should be Ravi rather than Robbie.

Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve the minutes with correction noted.

Ayes: Bentley, Sutherland, Tartaglia

Nays: None

Abstain: Heler, Davis; were not present at February 14, 2018 meeting

Motion Passed.

- ii. Special Meeting of February 14, 2018

Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the minutes as presented.

Ayes: Bentley, Sutherland, Tartaglia

Nays: None

Abstain: Heler, Davis; were not present at February 14, 2018 meeting

Motion Passed.

- D. Approval of Disbursements

Invoices were reviewed and checks signed by Commissioner Sutherland

Commissioner Davis inquired about water bills and identified high bills at 436 W. Hazelhurst, 303 Stratford, 708 Gardendale.

Van Poucker explained the process that is used for water bills; staff compares current month to previous, will look further back historically as needed; unusually high bills/big changes are referred to Maintenance to check on any leaks/drips or plumbing issues; Property Manager works with the City as

needed on suspected meter issues. Unusually high bills or unexplained spikes may also be an indicator of unauthorized occupants, which the Property Manager investigates as needed.

Commissioner Heler directed Van Poucker to have Maintenance check the three properties again.

Bentley identified a payment for janitorial supplies listed under Rose Pest Solutions rather than Royal Cleaning Services. Van Poucker will correct.

Motion by Commissioner Sutherland, seconded by Heler be it resolved to approve the disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

E. Approval of Financial Report

Van Poucker reported the financials ending January 31, 2018 contain 2017 budget data and needs to be updated by the Fee Accountant. She requested this item be tabled to the special meeting on March 20th.

Motion by Commissioner Heler, seconded by Tartaglia be it resolved to table approval of the financial report.

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

Van Poucker gave overview of operational metrics (occupancy, violation/evictions, delinquencies, work orders.) She noted a couple units at each property would be held vacant off-line to provide space during the unit renovations.

Davis inquired about how aggressively FHC pursues non-payment. Van Poucker provided information on our policies and practices, to strictly enforce payment with openness to repayment agreements if possible to avoid unnecessary turnover.

Van Poucker informed the board there had been fraudulent activity within an FHC bank account, that she was working closely with the bank to aggressively resolve, and Comerica had reimbursed all losses. She advised the Police said they could not investigate without knowing where/when the checks were cashed/deposited and that Comerica could not provide that information.

Bentley advised that a similar situation had occurred at her work and the bank was able to precisely identify where/when checks were cashed. She will get information to share with Van Poucker for further action.

Sutherland noted that several residents at Autumn House had also experienced fraudulent activity on their Comerica accounts. Van Poucker inquired whether it was creating bad checks, as FHC had experienced, or some other form of fraud/theft. Sutherland was unsure.

Van Poucker updated the board on the addition of a commercial sized recycling bin that will be used at Autumn House, and the progress made on exploring feasibility of contracting with DPW for landscaping and snow removal services.

Van Poucker updated the board on activities related to the mold remediation at a scattered site home, the HUD audit response, bed bug activity, upcoming contract RFPs, the wait list purge, new hires and

orientation, and staff educational programming.

Heler directed Van Poucker to include Recycling on the April agenda.

Heler directed Van Poucker to include Comerica bank fraud on the April agenda.

Motion by Commissioner Tartaglia, seconded by Heler, be it resolved to accept the Executive Director's report.

Ayes: All

Nays: None

Motion Passed.

G. New Business

i. Approval of SEMAP Certification

Van Poucker explained this is an annual internal audit that is submitted to HUD. We QC audit each and every file in both programs, this additional audit is yet another assurance that we are operating in compliance.

Bentley inquired about the sampling used. Van Poucker advised it varies based on indicator and is prescribed for us. Some are larger samplings than others. Bentley noted it seemed like a large sampling.

Motion by Commissioner Heler, seconded by Sutherland, be it resolved to approve the SEMAP certification as submitted.

Ayes: All

Nays: None

Motion Passed.

ii. Potential partnerships with Ferndalehaus developer

Van Poucker advised the board that she was in the beginning phases of conversation with our new neighbor, Ferndalehaus, about the potential to lease some parking spaces and create a small dog park on the southeast corner of with Withington property. She discussed the framework she is using for these conversations: that there needs to be a significant positive impact on our residents and all the neighbors to Withington in order for FHC to consider these suggestions. For example, exterior painting of the building in exchange for parking. She cautioned the dog park idea was very loose and unclear whether it would be a public space (she does not think this is feasible) and who would maintain, etc.

iii. Financial Policies Review: Internal Control Policy

Bentley suggested the draft as presented be used as a framework as we proceed with specific financial policy review/update and that it be approved with some minor changes as part of the complete financial policies package.

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to table the Internal Control Policy.

Ayes: All

Nays: None

Motion Passed.

H. Old Business: NONE

I. Call to Residents' Committee Members

Mr. Washington requested inspection reports. Van Poucker advised that she just needed more specifics about what inspections (fire, city, REAC, FHC, etc.) and what timeframes he needed.

J. Open Call/Call to Audience.

Remi reported that several residents expressed interest in installing partial covered parking in the front and back lots to help with snow issues.

Van Poucker advised this was not in the physical needs assessment or the capital improvement plan, but the board reviews the CIP annually and could certainly make changes then, or whenever they'd like.

Remi reported that residents would get a lot of use out of bike racks at the building.

Van Poucker will follow up and get installed asap.

K. Call to Commission

Bentley noted that the April meeting would be Commissioner Heler's last and invited everyone to come and help celebrate her service and thank her for her hard work.

L. Adjournment.

There being no further business the meeting was adjourned at 6:04 p.m.

SIGNED _____ **DATE:** _____

