



## Minutes of March 20, 2018 SPECIAL MEETING

A SPECIAL MEETING of the Ferndale Housing Commission was held at 7:00 am in the Community Room at 500 East Nine Mile.

- A. Roll Call  
Present: Jennifer Bentley, Reggie Sutherland, Deanna Tartaglia, Jeannie Davie, Heather Van Poucker  
Absent: Ann Heler (excused)
- B. Approval of Agenda  
Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the Agenda with removal of item E. v.  
Ayes: All  
Nays: None  
Motion Passed.
- C. Approval of Minutes from Regular Meeting of March 14, 2018  
Motion by Commissioner Sutherland, seconded by Tartaglia be it resolved to approve the minutes as presented.  
Ayes: All  
Nays: None  
Motion Passed.
- D. Approval of Financial Report  
Motion by Commissioner Tartaglia, seconded by Sutherland be it resolved to approve financial statements ending January 31, 2018 as presented.  
Ayes: All  
Nays: None  
Motion Passed.
- E. New Business
  - i. Review of financial policies: Accounts Payable  
Commissioner Bentley directed removal of specific staff member's name and asked that final policy specify that the ED or Program Managers are the only positions with authorization to approve invoices. Also, that invoices are initialed and that our payables system includes maintenance of electronic files. Lastly, final policy will include language about file retention and purging according to record retention policies.
  - ii. Review of financial policies: Cost Allocation  
No changes/additions.
  - iii. Review of financial polices: Payroll  
The ED advised that the process at present relies too heavily on the ED position, and that additional review would be beneficial. Bentley suggested that the Board review a detailed payroll report twice per year which contains a list of who is on payroll, individual pay rates, and paid time off balances. Also, at year end and in the budget preparation process, the board would review time off balances being carried forward. Lastly, a Program Manager will

review/approve the ED's use of paid time off bi-weekly and report any suspected abuse to the board.

iv. Review of financial policies: Disposition

Bentley directed that language be added in first section to specify that the results of any sales will be documented and reported to the board. Bentley inquired about more efficient and/or effective means of selling property rather than a formal bid process. Van Poucker will research whether HUD requires the use of the bid process or if there is an opportunity to develop more flexible policy to include other types of public auctions or means of selling property. Tartaglia noted the use of the GSA auction may be a way to dispose of FHC property easily and quickly using a method already approved by other public entities.

Bentley asked that the disposition policy reference an inventory control policy, and that such a policy be updated/developed as part of the financial policy review process.

~~v. Review of financial policies: Capital Asset and Capitalization~~

F. Open Call/Call to Audience: NONE

G. Adjournment.

There being no further business the meeting was adjourned at 7:43 am

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

