



## Minutes of May 9, 2018

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

A. Roll Call

Present: Jennifer Bentley, Reggie Sutherland, Deanna Tartaglia, Jeannie Davis, and Heather VanPoucker

Absent: None

B. Approval of Agenda

Motion by Commissioner Tartaglia, seconded by Davis, be it resolved to approve the Agenda as presented.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Financial Report

VanPoucker - ending 3/31/18 – first 3 pages public housing budget

Revenue – HUD and rents, misc. revenues; compared YTD to actual, at 27%, good position

Operating – below

Utilities – little high

Total YTD – 27%, just a few points above

Maintenance – 16%, not bad

Total operating exp. – 19% of total, expect to be 25%, good

Voucher – PGM – 2 pages

Spot on at 25% on revenue

Expenditures at 24%

Motion by Commissioner Sutherland, seconded by Tartaglia, be it resolved to move Financial Report to the next meeting.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Minutes

i. Regular Meeting of April 11, 2018

Motion by Commissioner Davis, seconded by Sutherland, be it resolved to approve the minutes of April 11, 2018 as presented.

Ayes: All

Nays: None

Abstain: Heler

Motion Passed.

ii. Special Meeting of April 11, 2018

Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the minutes of April 17, 2018 as presented.

Ayes: All

Nays: None

Abstain: Heler

Motion Passed.

E. Approval of Disbursements

Review of invoices completed by: Sutherland

Vendor – VanPoucker – BCN payment is for 2 months (overlap in how billing statement/invoices received); DTE vacant property – higher than usual VanPoucker checking; Elite Imaging is high – VanPoucker double checking source of overage

Payroll questions – no questions, slight spike in overtime due to furnace issues

HAP – went down – VanPoucker stated we will be trending up; natural attrition, we're not in a position to actively replenish but will be in June

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

Ayes: All

Nays: None

Motion Passed.

H. Executive Director's Report

Handouts of management

**Vacancies:** 7 vacancies, 1 uninhabitable, holding for storage

**Violations:** 1 violation/6 delinquent

**Delinquencies:** 8 for this month

**Financial Report:** pause for the moment until new commissioner is on board because of his financial background

**Activities:**

**Maintenance:** 56 received, 39 completed; seasonal turnover input by VanPoucker; small work orders that are not clear for pest control; 3 days to complete; pest 0 at Withington; 2 at Autumn House in follow up protocol

Landscaping – finalizing contract with city

Pest control responses – 4, will meet with representative committees so they know the decision making factors on Monday. Informational meetings for remodeling projects; will go out to bid when they have firm commitments; can still do electrical updates without them packing up;

Recycling bins – backup, 3 ordered @ \$55 each

Roofing at scattered – estimated at \$95,000; coming in at \$93,000 with contingencies; close on storage locker

**Waiting List Purge:** June 1, will open the voucher program. Outreach is contacting within district. VanPoucker will address at June 14; low income is at 80%, below \$40,000 qualify

**Personnel:** Fair housing event in Ypsilanti with Mondy attending

Next week – RAD conference in DC – VanPoucker and Tartaglia are attending with Jordan Twardy.

Motion by Commissioner Tartaglia, seconded by Davis be it resolved to approve the Executive Director's Report as presented.

Ayes: All

Nays: None

Motion Passed.

I. New Business

1. Recommendation to Mayor to appoint Donald Johnson

Bentley – asked him to apply; know him through Civil Service board and he works for city of Detroit

VanPoucker – met him for coffee; authentic/sincere, easy rapport, excited to have someone on board with financial rehab. He is on vacation but offered to call in during the meeting. Bentley said not necessary.

Tartaglia – very good looking resume

Moved by Tartaglia, second by Sutherland be it resolved to approve the appointment of Donald Johnson to the Ferndale Housing Commission and forward request to the city for Council approval.

Ayes: All

Nays: None

Motion passed.

2. Approval of Property/Liability Insurance Renewal

VanPoucker – not many in this business; asked agent to put together 3 quotes, came back with 2, Tokyo Marine at \$43,000. Slight increase over last year, asking to go for 2 years if there is minimal difference

Moved by Tartaglia, second by Sutherland be it resolved to approve the proposal from Tokyo Marine for Property/Liability insurance at \$43,000 as presented.

Ayes: All

Nays: None

Motion passed.

### 3. Approval of Unused Time Off Policy

VanPoucker – need to make sure our financials look great; GFOA requires you to show time on your books; 5 staff members have unused banks of over 2,000 hours; consider buy back of time; would like to see them convert a portion to retiree health care; background – allow staff to convert portion – set date by which time long-service employees would be eligible for full retirement; can take the entire amount; options – EE can take 75% and put into Retirement Savings Account – we wouldn't pay employer taxes on this; if you want money in your pocket, we offer 50% and both sides pay taxes. Also incorporated – anything over 80 hours, can cash out; STD after 7 days; pension plan has LTD; need about 13 hours to remain whole.

Moved by Tartaglia, second by Davis, be it resolved to approve the Unused Time Off Policy as presented.

Ayes: All

Nays: None

Motion passed.

### 4. Discussion of Legal Matter (Closed Session)

Moved by Tartaglia, second by Sutherland, be it resolved to move into closed session at 5:39 pm.

5:51pm back in open session

#### J. Old Business

Status of Mold – getting 3 prices; city needs to sign off on our selection because they're using CDBG funds

#### K. Call to Resident's Committee Members

Autumn House Prom is on June 2 at 5 pm- \$20/ticket includes Chinese dinner, decorating room at Autumn House, DJ on site; donations accepted.

Rat traps – need more; appreciate bike racks from FHC at Autumn House

Jackie Brown - Looking forward to RAD program. Sounds good.

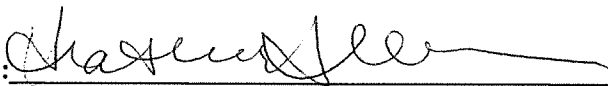
Sutherland – speaking on behalf of a resident – how soon before we change pest control companies; Remi from Autumn House and Dennis from Withington West are meeting with

VanPoucker on Monday to review proposals; heard there was a misunderstanding – no you cannot hire your own pest control company, we cannot reimburse outsiders.

- L. Open Call/Call to Audience -none
- M. Call to Commission - none
- N. Adjournment.

There being no further business, be it resolved the meeting adjourned at 5:59 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, June 13, 2018, at 5:00 p.m. in the Community Room at Withington West, 415 Withington.

SIGNED:  DATE: 6.13.18