



## Minutes of April 10, 2019

A REGULAR MEETING of the Ferndale Housing Commission was held at 6:30 pm in the Community Room at 415 Withington.

A. Roll Call

Present: Reggie Sutherland, Deanna Wiltse, Jennifer Bentley, and Heather VanPoucker  
Absent: Donnie Johnson, excused

B. Approval of Agenda

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

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

i. Regular Meeting of March 13, 2019

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to approve the minutes of March 13, 2019, as submitted.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Disbursements

Review of invoices completed by Sutherland

- i. HAP Expenses – p2 paralegal fees for RAD conversion, how much more is expected? VanPoucker stated they are also working on the outstanding bank account. Anticipate more work on Master Development Plan, it's hopefully close but we anticipated on the MDA, then added non-profit and bank account.  
Fire – paid the \$5k deductible, paid for nominal upgrades under \$15k, the balance is coming from insurance  
Wayfinding – 50% deposit; using local artist for directional signage

ii. Vendor Payments – none

iii. Payroll Summary – none

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

Ayes: All

Nays: None  
Motion Passed.

E. Approval of Financial Report

i. Financials ended February 28, 2019

included months through February 2019 – once March books are closed we'll have a better snapshot, the fire will slow things down but fire reimbursement will show. Watch Social Worker position, budgeted 1/2, looking at CDBG funds or HUD program, it might be June/July before grant applications are available

ii. Q1 Credit Card Detail – no questions

iii. Q1 Payroll Journal Detail – no questions

Motion by Commissioner Sutherland, seconded by Wiltse, be it resolved to approve the Financial Report as presented.

Ayes: All  
Nays: None  
Motion Passed.

F. Executive Director's Report

Pushed hard in March to complete the properties.

**Vacancies:** filled 4 in March, expect another 2 now, should fill shortly remaining vacancies

**Violations:** 2 violations, added warnings log – investigate every complaint and staff is tracking

**Work orders:** down comparatively but caught up now, inspections done this week

**Social Work Activity:** 23 served, new ones added

**Financial:** all are in order, finalizing transition on elevator phones, more involved than anticipated, Becky has been tenacious in following up. When done, can proceed with adding monitors. Pavement, resealing and restriping coming up at both sites. Painting RFP out. Annual inspections completed in both buildings. Offsite being done in blocks, working with the city.

**RAD application** – scheduling resident advisory meeting end of month – working on modifying application due to phasing – March 12, 2019, HUD issued new guidelines, focus on scattered site homes; voluntary conversion could be much easier, might have to go through section 8 – doesn't require us to eliminate units, but transfer assistance and use dollars generated to do work at Withington West and leave 9% deal at Autumn House and create more units there. Would net out the same number of units. HUD wants out of public housing so we're going in the right direction. 166 units and want to end with 166 units, same # of bedrooms and reduce the number of scattered homes, improve our buildings. Core goals are intact but tools are changing. There may be more opportunities, money, coming along. We're going to reposition our

portfolio. 20 of our homes sit in the opportunity zone in Ferndale that gives us more creative opportunities. Met with HUD Detroit field office and others, they want to encourage us to do a public housing conversion at Royal Oak Township and have us administer their voucher program. A panel phone call from Chicago, RAD, to talk about what could be the best fit.

### **Resident Activities –**

**Personnel** – Jessica is working with Becky on social activities. Spring events, enrichment programs, United Way, AAS, professional organizer, and spring cleaning day. Attended the Building Better Communities conference with Emily.

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

Ayes: All

Nays: None

Motion Passed.

### **G. New Business**

i. Appointment of Ann Heler to the Ferndale Housing Development Corporation Board (FHDC) Bentley – Heler has agreed to join the board.

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to approve the appointment of Ann Heler to the Ferndale Housing Development Corporation Board.

Ayes: All

Nays: None

Motion Passed.

ii. Q1 Progress Report on 2019 Strategic Plan

In pretty good shape – RAD plans continuing, attending things behind the scene, achieving work order metrics; resident survey May/June; Jennifer Munday working on how to understand lease, landlord/tenant relationships, and outran each to landlords to help them understand on a business side and community side; availability of proper units is difficult; we inspect annually instead of every 2 yrs; working with CED Director Twardy on inclusive housing needs and our needs; Detroit accepts the HQS inspections; in Oakland they follow and it's a possible solution to do 1 inspection and fill 2 needs. Resident committees elected new people at Withington West; Autumn House elected 2-year term ending 12/31/19.

University of Michigan CID presentation at Rust Belt was phenomenal; a handful of people have started using online payments. More frequent contacts with residents – proving to be a bit difficult because VanPoucker needs to be in the office – Jessica and Becky will be working with resident committees and on communication; reconfigured Emily and she's doing pest control inspections, walk around inspections at sites; staff presence is there but VanPoucker not as much. Not getting a lot of track on the financials, personnel policy manual that addresses – policies in place but not integrated, want a consolidated manual, have gone through 1/3 but it will happen this year.

iii. Review/Approval of changes to Procurement Policy

Fast-tracked because of HUD guidance, opens thresholds considerably; new HUD levels and \$250,000 is not a small number; it kicks in the ICE – independent cost, the board would still get 3 quotes and approve over \$25,000. Asking for \$15,000 because we're at \$10,000. FHC would still approve everything over \$25,000. Still need 3 or more quotes. Change micro-purchase from \$2,000 to \$10,000, anything \$10k or less is 1 quote; not looking to spend but likes not having to conform to HUD requirement until over \$250,000. Table to the next meeting so we can discuss with Donnie Johnson. Bentley stated that this is what Detroit and Chicago are doing, \$2000 is low.

Tabled the changes in the Procurement Policy to the next meeting.

iv. Review/Approval of Maintenance Plan and Charges –

We have established a policy review calendar, not much has changed but stay on schedule. No significant changes to the maintenance plan. Changes are very minimal. No changes to maintenance fees. A few bumps in staff and material costs but no need to change fees.

Bentley – page 3 – are residents being notified prior to maintenance arriving? No, getting close to email/text notices. Page 5 – inventory – at least once a year someone not involved do an audit to check – VanPoucker stated that Ravi keeps track of those that need to be depreciated, things like furnaces, big-ticket items, appliances, the majority is on an as-needed basis. VanPoucker – we keep small things, screws, washers, faucet – Bentley – ok, not a problem. Working on improving reporting capacity.

Motion by Commissioner Wiltse, seconded by Sutherland, be it resolved to approve the Maintenance Plan and Charges as presented.

Ayes: All

Nays: None

Motion Passed.

H. Old Business

i. Board vacancy –

Continue seeking a qualified person to fill the position. Consider adding information to the city website.

I. Call to Residents' Committee Members - none

J. Open Call/Call to Audience - none

K. Call to Commission – Sutherland had questions about painting at Autumn House – want to go brighter colors – VanPoucker will put together a color palette. Online payments – changing banks is difficult – can't incur fees because we're non-profit. For RAD agreement we are required to have a depository agreement with a bank, beyond FDIC requirements.

L. Adjournment

There being no further business, be it resolved the meeting adjourned at 7:40 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, May 8, 2019, at 6:30 p.m. in the Community Room at 500 E Nine Mile.

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