



Ferndale  
Housing  
Commission

415 Withington, Ferndale, MI 48220

(Phone) 248-547-9500  
(Fax) 248-547-1137  
(TTY) 800-545-1833 (Ext. 818)

**REGULAR MEETING MINUTES OF OCTOBER 15, 2019  
7:00 A.M. AUTUMN HOUSE (500 EAST NINE MILE)  
(RESCHEDULED REGULAR MEETING OF OCTOBER 9, 2019)**

**A. Roll Call**

Meeting called to order at 7:00 a.m.

Present: Bentley, Sutherland, Wiltse, Johnson

**B. Approval of Agenda**

Motion by Commissioner Johnson to approve the agenda as presented, seconded by Sutherland.

Ayes: All                      Nays: None                      Motion Passed.

**C. Approval of Minutes (sign approved minutes)**

Motion by Commissioner Johnson to approve the agenda as presented, seconded by Sutherland, to approve the Regular Meeting Minutes of September 11, 2019 as presented.

Ayes: All                      Nays: None                      Motion Passed.

**D. Approval of Disbursements**

Commissioner Sutherland reviewed the invoices and counter signed the checks.

Motion by Commissioner Johnson to approve the HAP Expenses, Vendor Payments, and Payroll as presented, seconded by Sutherland.

Ayes: All                      Nays: None                      Motion Passed.

**E. Approval of Financial Report**

Executive Director Van Poucker presented a summary of the financial statements for the Public Housing and Housing Choice Voucher programs and reported that the Fee Accountant had reconciled all bank, savings, and investment accounts. Also presented were detailed third quarter credit card expenditures and payroll journals

Motion by Commissioner Sutherland to approve the Financial Reports ended August 31, 2019, and detail Q3 reports as presented, seconded by Wiltse.

Ayes: All                      Nays: None                      Motion Passed.

**F. Executive Director's Report**

Executive Director Van Poucker presented a report of the September operational activities including new admissions, vacancies, violations/evictions, delinquencies, work order completion, purchasing/maintenance activities, resident activities, and staff training and activities. She informed the board preliminary results of the HUD VMS review of our HCV program is excellent. They look for variances under a 3% threshold, anything higher is a "finding." Ours is 0.15%. She also reported the ROSS-SC Grant Application has been submitted, which would fund the social worker for 3 years. The City of Ferndale offered in-kind match and CDBG funds as a match.



Motion by Commissioner Sutherland to approve the Executive Director's report as presented, seconded by Wiltse.

Ayes: All                      Nays: None                      Motion Passed.

G.      New Business

i.    2020 Draft Budget

Executive Director Van Poucker presented the draft budget, highlighting overall average increase in staff compensation of 2.8%, and no change in health insurance costs. She noted our funding position in MERS remains low, and recommended including a 15% contribution in the 2020 budget. She discussed the potential need for early retirement incentives which may include payout of accrued unused time which would be significant.

Motion by Commissioner Johnson to approve the 2020 Budget as presented, seconded by Sutherland.

Ayes: All                      Nays: None                      Motion Passed.

ii.   2018 Audit Report

Executive Director Van Poucker presented the audit report which contains no concerns or findings. The report was received and filed.

iii.   Exclusive Agency Agreement/Real Estate

Executive Director Van Poucker presented a proposal from a local commercial real estate expert and advised the board that next steps in converting the scattered homes is to request bids to appraise the portfolio. There is also need for specialized services in the strategic assessment of our portfolio. The agreement as presented is structured with a monthly retainer. The board agreed a sole source award is appropriate given the local expertise/specialized knowledge involved, but that comparative costs are needed to ensure the rates proposed are competitive. Also, an hourly rate is a preferred structure for engaging these professional services. Van Poucker will work with the agent to restructure the proposal and obtain market data for this type of consulting service.

iv.   2020 Annual Plan and 5-Year Plan

Van Poucker presented the forms pertaining to the annual submission of the Agency 2020 Annual Plan, which corresponds to the 5-Year Plan.

Motion by Commissioner Sutherland to approve the 2020 Annual Plan and Corresponding 5-Year Plan as presented, seconded by Wiltse.

H.      Old Business

i.    Weapons Policy: Table until next month

I.      Call to Residents' Committee Members. None.

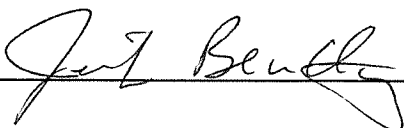
J.      Open Call/Call to Audience. NONE

K.      Call to Commission. NONE

L.      Adjournment at 7:47 a.m.

The next meeting of the board is scheduled for **Wednesday November 13, 2019, at 6:30 p.m.**  
in the Community Room at 500 East Nine Mile.

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



November 13, 2019