



Minutes of January 9, 2019

A REGULAR MEETING of the Ferndale Housing Commission was held at 5:13 pm in the Community Room at 500 E Nine Mile Road.

A. Roll Call

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

Absent:

B. Approval of Agenda

Motion by Commissioner Tartaglia, seconded by Johnson, be it resolved to approve the Agenda as amended.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

i. Regular Meeting of December 12, 2018

Motion by Commissioner Davis, seconded by Tartaglia, be it resolved to approve the minutes of December 12, 2018, as submitted.

Ayes: All

Abstain – Bentley

Signed by Sutherland

Motion Passed.

D. Approval of Disbursements

Review of invoices completed by Sutherland

i. HAP Expenses – going up – over \$800

ii. Vendor Payments – Grass cutting charges – 1 bill for the entire season – a few more expenses from the fire outstanding; gutter cleaning for scattered sites; Postage – rental of PB machines and purchase of postage

iii. Payroll Summary

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

Ayes: All

Nays: None

Motion Passed.

E. Approval of Financial Report

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

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

Vacancies: 13 vacancies; 3 units for those displaced by repairs, 2 homes offline for repairs (insurance claim)

Violations: 5 violations, 1 eviction, rents due were not processed because of the holiday (7 delinquent)

Work orders: 46 work orders/33 completed, average 2.6 days – operational benchmark – fire and holiday time off affected the averages

Social Work Activity:

Jessica met with 7 people in December, 1 non-responsive; attends resident meetings, office hours and on-demand meetings

Maintenance – down 1 person -

RAD application – next week will be onsite at 10 AM at Withington West, then Autumn House – will work with a local architect, beginning Capital Needs Analysis; Dykema – memo of understanding -

Resident Activities – active through holidays, fire safety programming coming up

Personnel – terminated part-time office person, no plans to replace

Federal Shutdown – not too much effect now; obligated to fund; they have zero support and may not be able to access funds; may do a furlough day, defer payments such as water

Affordable Housing – engaged with the city to analyze the demand for affordable housing

UM Project – looking at a project with communication improvements from FHC to residents

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

Ayes: All

Nays: None

Motion Passed.

G. New Business

- i. Approval of Changes and Additions to Personnel Policy
 - a. On-Call Assignment Policy
We have a current stipend but want to include additional on-call incentives to staff for dedicated and/or exemplary service for end of year award.
 - b. Cell Phone Policy
Proposing additional language – current plan is cost-free equipment; communicate by text – would like to provide equipment; expect some
 - c. Group Purchasing & Memberships
For non-FHC use – expect to be reimbursed; gym memberships; Sam’s Club, etc.
 - d. Anti-Nepotism & Fraternization
will protect FHC; both parties should be involved

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the Changes and Additions to Personnel Policy as presented.

Ayes: All

Nays: None

Motion Passed.

- ii. Approval of 2018 Year End Budget Adjustment
4% over in revenue – slightly worse off for expenses; we budgeted revenue and project next year; we don’t budget what we don’t collect – it’s a revenue shortfall; deductible and ceiling collapse is not covered;
Section 8 money is spent – adding more families; use budget reserves to cover public housing

Motion by Commissioner Johnson, seconded by Tartaglia, be it resolved to approve the 2018 Year End Budget Adjustment as presented.

Ayes: All

Nays: None

Motion Passed.

- iii. Review of Board Books

VanPoucker presented the commission with new Board Books and reviewed its contents.

- iv. Q4 Credit Card Review

list/place/line items/ most related to fire; new projector use for movie nights;

Motion by Commissioner Johnson, seconded by Davis, be it resolved to approve the Q4 Credit Card Review as presented.

Ayes: All

Nays: None

Motion Passed.

v. Q4 Payroll Journal Detail Review

Motion by Commissioner Johnson, seconded by Tartaglia, be it resolved to approve the Q4 Payroll Journal Detail Review as presented.

Ayes: All

Nays: None

Motion Passed.

H. Old Business - none

I. Call to Residents' Committee Members

Claude reported that Renee left resident committee at Autumn House – Thanksgiving, Halloween, Christmas, New Year's Eve, more money spent than necessary – will hold very strict to rules – all approved; 1 person has strike; office stood by and hope to have more to do with the kids; member can only have 1 obligation instead of 2 – trying on trial basis

Planning Valentine's day breakfast for residents – Bingo starts tomorrow (Davis will check on old equipment from GKCC)

J. Open Call/Call to Audience

Will an increase in rent be needed to compensate? VanPoucker stated they would have to change the law to make an increase

Renee – resigned as of today – will still come to meetings

K. Call to Commission

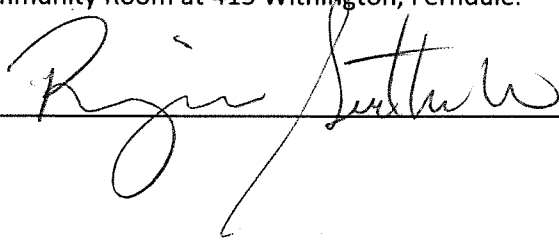
Thanks from Sutherland for the nomination.

L. Adjournment

There being no further business, be it resolved the meeting adjourned at 6:12 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, February 13, 2019, at 5:00 p.m. in the Community Room at 415 Withington, Ferndale.

SIGNED:



DATE:

2-13-2019



Minutes of January 9, 2019

The ANNUAL 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: Donnie Johnson, Deanna Tartaglia, Reggie Sutherland, Jeannie Davis, Jennifer Bentley, and Heather VanPoucker

Absent:

B. Approval of Agenda

Motion by Commissioner Johnson, seconded by Sutherland, be it resolved to approve the Agenda as amended.

Ayes: All

Nays: None

Motion Passed.

C. ANNUAL MEETING

i. Review of By-Laws

Amend Article I – Section 4

Second sentence, delete **and a resident of the City of Ferndale.**

Amend Article III Meetings – Section 7

Commissioner shall notify **both** the President of the Commission **and** the Executive Director . . .

Motion by Commissioner Johnson, seconded by Davis, be it resolved to approve the By-Laws, as amended.

Ayes: All

Nays: None

Motion Passed.

ii. Change in Regular Meeting Times

Motion by Commissioner Johnson, seconded by Tartaglia, be it resolved to approve the change in regular meeting times from 5:00 PM to 6:30 PM.

Ayes: All

Nays: None

Motion Passed.

III. Review of Ethics Policy

Motion by Commissioner Sutherland, seconded by Davis, be it resolved to approve the Ethics Policy as submitted.

Ayes: All

Nays: None

Motion Passed.

C. Election of Officers

Nomination by Davis – Bentley 2 years – President

Nomination by Tartaglia – Sutherland – 2 years – Vice President

Ayes: All

Nays: None

Motion Passed.

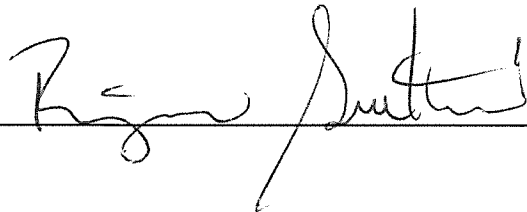
D. Open Call/Call to Audience - None

E. Call to Commission - None

F. Adjournment

There being no further business, be it resolved the meeting adjourned at 5:13 p.m.

SIGNED:



DATE:

2-13-2019



Ferndale
Housing
Commission

415 Withington, Ferndale, MI 48220

(Phone) 248-547-9500
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January 16, 2019
SPECIAL MEETING MINUTES

A SPECIAL MEETING of the FHC Board was called to order on January 16, 2019 at 7:32 a.m.
in the Community Room at 415 Withington.

- A. Roll Call: Present: Bentley, Tartaglia, Johnson Excused: Davis, Sutherland
- B. Approval of Agenda: Motion by Commissioner Tartaglia, seconded by Johnson, be it resolved to approve the Agenda as presented.
Ayes: All Nays: None Motion Passed.

- C. New Business
- i. Periodic personnel evaluation of Executive Director: Motion by Commissioner Tartaglia, seconded by Johnson, that the board meet in closed session at 7:35 a.m. under section 8 of the Open Meetings Act to consider a periodic personnel evaluation of the Executive Director, as requested by the Executive Director.
Ayes: All Nays: None Motion Passed.

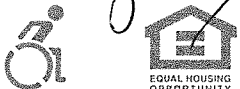
Motion by Commissioner Johnson, seconded by Tartaglia, to conclude the closed session and return to open session at 7:44 a.m.
Ayes: All Nays: None Motion Passed.

ii. Approval of Executive Director Employment Contract:
Tartaglia stated her support for proposed changes to the employment contract, noting that considerable additional work would be required as the Commission undertakes major property rehab and development through RAD. Commission reviewed the updated job description which reflects these changes. Johnson noted his support for proposed changes to the position description and employment contract, indicating a moderate approach is prudent given financial uncertainties. Bentley agreed, suggesting a mid-range adjustment be utilized, and proposed 8% for the retention amount, with future pay adjustments ranging from 3% to 5% depending on performance. There was consensus on other modifications to benefits including severance (4 months, increasing each year to 6-month maximum), retirement contribution (10%), and life/ad&d/std insurance. All agreed on other proposed language clarifications as proposed. Bentley directed Van Poucker to have the final contract reviewed by legal counsel.

Motion by Commissioner Johnson, seconded by Tartaglia, to enter into an employment contract with the Executive Director according to the terms discussed above, for a term that begins upon execution and continues through December 31, 2020, renewable for a third year unless either party provides notice to terminate.

- D. Open Call/Call to Audience: None
E. Adjournment. 7:52 a.m.

Ryan Sutherland 2/13/2019





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Housing
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February 6, 2019
SPECIAL MEETING MINUTES

A SPECIAL MEETING of the FHC Board was called to order on February 6, 2019 at 7:34 a.m.
in the Community Room at 500 East Nine Mile.

- A. Roll Call: Present: Bentley, Tartaglia, Sutherland Excused: Johnson
- B. Approval of Agenda: Motion by Commissioner Tartaglia, seconded by Sutherland, be it resolved to approve the Agenda as presented.
Ayes: All Nays: None Motion Passed.
- C. New Business

Resolution Forming Non-Profit Subsidiary

Van Poucker explained the need to establish a subsidiary non-profit, the Ferndale Housing Development Corporation, to serve as the legal framework for entering into partnership with Brinshore and to apply for tax credit programs and other sources of funding. She indicated in the future the board may wish to also establish a 501c3 which is another form of non-profit.

Motion by Commissioner Sutherland, Seconded by Tartaglia, to approve the resolution creating a non-profit subsidiary, the Ferndale Housing Development Corporation, wholly owned and controlled by the Ferndale Housing Commission, as presented, with final version to correct typo in "subsidiary" spelling in title of document.

Ayes: All Nays: None Motion Passed.

Resolution Appointing Directors to Board of Non-Profit Subsidiary

Van Poucker explained that the FHC board, wholly owning and controlling the Ferndale Housing Development Corporation, appoints directors to the FHCD board. She reported that the attorney recommended having membership on the board who is not affiliated with the FHC, and that Dan Martin fills that role. She indicated that once the non-profit is established, the board may wish to expand directors to include a third FHC board member and a second non-affiliated member. Beginning with three directors allows for swift start up at this time.

Motion by Commissioner Sutherland, Seconded by Tartaglia, to approve the resolution appointing Jennifer Bentley, Heather Van Poucker, and Daniel Martin as directors of the board of the Ferndale Housing Development Corporation, as presented, with final version to correct typo in "subsidiary" spelling in title of document.

Ayes: All Nays: None Motion Passed.

- D. Open Call/Call to Audience: None

- E. Adjournment: 7:40

Roger Sutherland 2/13/2019



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