



July 15, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on July 15, 2020 at 6:32 PM via Zoom online video conference.

A. Roll Call

Meeting called to order at 6:32 PM

Present: Jennifer Bentley, Dan Martin, Donnie Johnson, Reggie Sutherland, Heather Van Poucker.

B. Approval of Agenda

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

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes (signed by Heather Van Poucker)

i. Regular Meeting of May 13, 2020

Motion by Commissioner Johnson, seconded by Martin, be it resolved to approve the minutes of April 15, 2020 as submitted.

Ayes: All Nays: None Motion Passed.

D. Approval of Financial Reports & Disbursements as reviewed & approved by the Finance Committee

Commissioners Johnson and Martin reviewed the detailed financial reports and disbursement information. The committee received and reviewed: bank account summary; vendor payment log; HAP register with details; payroll summary. Commissioner Sutherland reviewed invoices and counter signed checks.

Motion by Commissioner Martin, seconded by Johnson, be it so resolved to approve the Financial Report as presented.

Ayes: All Nays: None Motion Passed.

- E. Approval of Second Quarter Detailed Financial Reports (Credit Card Detail, Payroll Journals-Detailed) as reviewed by the Finance Committee.

Motion by Commissioner Johnson, seconded by Martin, be it so resolved to approve the Second Quarter Detailed Financial Reports as presented.

Ayes: All Nays: None Motion Passed.

- F. Approval of Financial Statements for the Month Ended May 31, 2020.

Van Poucker provided a summary of the Financials for Month ended May 31, 2020. Motion by Commissioner Johnson, seconded by Martin, be it so resolved to approve the Financial Report as presented.

Ayes: All Nays: None Motion Passed.

- G. Executive Directors Report

Voluntary transfers and new admissions have begun following strict safety/Covid-19 protocols. In compliance with state and federal guidelines, no evictions were issued in June. If the stay on evictions is lifted July 15, eviction proceedings will be reinstated that were underway prior to March/April. Late fees and rent delinquencies will be reinstated in August. Routine work orders (non-aesthetic) have resumed. Residents are being called ahead for health screening for safety of maintenance staff.

The Ferndale Housing Development Corporation received its 501c3 designation.

Two staff members converted PTO overages into the 457 deferred compensation program. The 2019 Annual Actuarial Valuation Report from MERS is attached with details regarding the pension program.

The ROSS Service Grant resident survey was returned at a 28% response rate. This survey will be used to focus on areas of interest and needs of the residents.

The Air Conditioning Loaner Program was initiated. 30 portable units and 10 window units were purchased as well as maintenance installing resident-owned units at no charge.

Proposals have gone out to two potential bidders to select a consultant/facilitator to assist with our "Inclusion, Diversity, Equity, Anti-Racism" initiative.

Tentative plans have been made to resume the scattered site property appraisal project in late July unless the governor reinstates restrictions or there are other changes to public health that warrants delay.

H. New Business

- i. Housing Choice Voucher Set-Aside Funds/Shortfall Application
Application attached that was submitted to HUD for set-aside/shortfall funding due to impacts of Covid-19. Work is ongoing with HUD Shortfall Team to monitor, analyze and forecast program needs.
- ii. Approval of Change in Personnel Policy (Holidays: add Juneteenth; rename Columbus Day to Indigenous People's Day)

Motion by Commissioner Martin, seconded by Bentley, be it so resolved to approve the change in personnel policy adding Juneteenth and renaming Columbus Day to Indigenous People's Day.

Ayes: All Nays: None Motion Passed.

- iii. Report on selection of equipment and installation service provider for Computer Labs and building wide Wi-Fi.

Commissioner Sutherland asked if security cameras would be on the labs. Van Poucker stated that security cameras would be on the labs. Commissioner Martin asked about Covid sanitizing protocol and Commissioner Bentley inquired about time limits for computer use. Van Poucker stated that rules of computer use including time limits and Covid protocol would be posted in the labs. Computer labs will be included in ~~weekly cleaning~~ by current contractor.

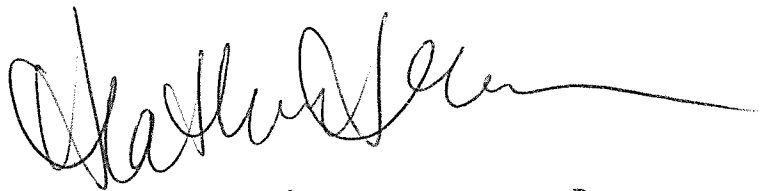
daily sanitizing

- I. Old Business
-None

- J. Open Call/Call to Audience
Dana Parke stated that she is eager to learn more about affordable housing in Ferndale and is please to hear of Heather Van Poucker's and the FHC Board's attention to improving FHC.

- K. Call to Commission
Commissioner Martin stated that the Ferndale City Clerk will have the drive thru absentee voting applications and voting at City Hall. Martin also stated that FernCare had received approval for flu shots.

- L. Adjournment 7:13 PM.



8.12.2020