



November 18, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of The FHC Board was called to order on **November, 2020 at 6:31 PM** via Zoom online video conference.

A. Roll Call

Present: Reggie Sutherland, Heather Van Poucker, Dan Martin, Donnie Johnson, Deanna Wiltse

Absent: Jennifer Bentley (excused)

B. Approval of Agenda

Motion by Commissioner Wiltse; 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 HVP)

i. RESCHEDULED Regular Meeting of October 19, 2020

Motion by Commissioner Johnson; seconded by Martin, be it so resolved to approve the minutes of October 19, 2020 as amended.

Ayes: All Nays: None Motion Passed.

D. Approval of Financial Reports; Payrolls & Disbursements as reviewed 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.

- i. Public Housing Financial Statement ended September 30, 2020
- ii. Housing Choice Voucher Financial Statement ended September 30, 2020
- iii. September Bank Statements
- iv. October HAP Register
- v. October Payrolls
- vi. October Vendor Payments/Disbursements
- vii. MERS Q3 Statement of Fiduciary Net Position

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. Executive Director's Report

Van Poucker relayed Public Housing operational reports for the month including pest control, lease violations/warnings, occupancy and work orders.

The front driveway at Withington is complete and open. It has a larger turn-in radius and wider barrier-free entry in front.

Proposals to provide laundry vending to our buildings are due November 30.

ROSS Grant/Social Work activities continue with free markets at both buildings and deliveries to scattered site homes. Becky is coordinating with Ferndale Parks/Rec on arts/crafts and pen pals for seniors. Thanksgiving dinners will be delivered by Westminster Church and resident volunteers will coordinated pick-up at both buildings. "Deck the Halls" door decorating contest will begin December 1. The Social Worker reported 76 services provided to 11 individuals.

The IDEA survey is underway. We hope to receive at least 20% overall response rate (around 200 surveys). We've received 186 to date. We've received 8 resident/HCV participant applications to serve on the Task Force.

The County provided free Covid-19 testing for all adult FHC residents and staff on 10/23/20. We had strong participation and zero positive cases. Free flu vaccine clinics were held at both buildings.

We have reverted to nearly 100% remote office with staff in office only as necessary.

Maintenance is on urgent/emergency work orders only. The buildings remain on essential-visitors-only and no gatherings of any size.

F. New Business

- i. Approval of MERS plan contacts list and plan adoption agreement addendums
 - a. Correcting contact from Ann Heler to Jennifer Bentley
 - b. Defined Benefit Plan Addendum, Division 63450101, "General"
 - c. Defined Contribution Plan Addendum, Division 634501110402, "Director"
 - d. Defined Contribution Plan Adoption Agreement Addendum, Division 634501106990, "106990"

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to approve the MERS plan contacts list and plan adoption agreement addendums.

Ayes: All Nays: None Motion Passed.

- ii. Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to approve Establishing Authorized Signatories for MERS contracts and service credit purchase approvals.

Ayes: All Nays: None Motion Passed.

- iii. Approval of Hero Pay for Front Line Maintenance Staff

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to approve Hero Pay for front line Maintenance Staff.

Ayes: All Nays: None Motion Passed.

- iv. Resolution Approving changes to the FHC Personnel Manual, effective January 1, 2021. Tabled until December 9, 2020 FHC Board Meeting.

- v. Review of DRAFT 2021 Budget

Van Poucker reviewed budget draft, highlighting addition of ROSS-SC grant. Will present final draft for board consideration in December.

- vi. CLOSED SESSION: Executive Director performance evaluation

Motion by Commission Johnson at 7:12 p.m. to go into closed session for agenda items vi. And vii.; seconded by Wiltse; all ayes.

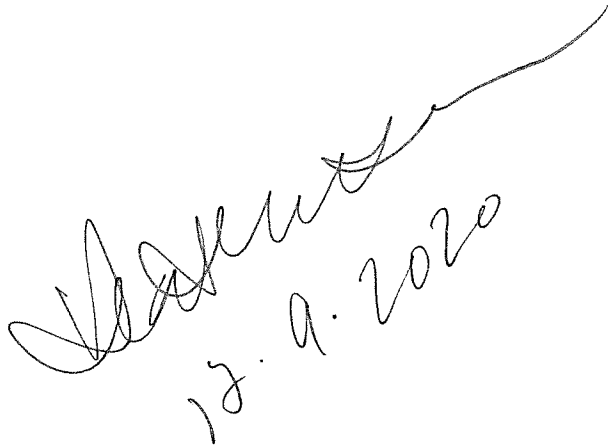
- vii. CLOSED SESSION: Pending legal matter

Motion by Commission Johnson at 7:23 p.m. to end the closed session for agenda items vi. And vii.; seconded by Wiltse; all ayes.

- G. Old Business
(NONE)

- H. Open Call/Call to Audience
(NONE)

- I. Call to Commission
(NONE)



Handwritten signature and date: 12.9.2020

MEETING ADJOURNED AT: 7:24 p.m.