



December 9, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of The FHC Board was called to order on **December 9, 2020 at 6:30 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 Johnson; seconded by Martin, be it so resolved to approve the Agenda as amended.

Ayes: All Nays: None Motion Passed.

C. Public Hearing on 2021 Plan

Heather Van Poucker stated there was one request for the plan. No public comment on the posting.

D. Approval of Minutes (signed by HVP)

- i. Regular Meeting of November 18, 2020
- ii. Closed Session of November 18, 2020

Motion by Commissioner Wiltse; seconded by Johnson, be it so resolved to approve the regular meeting minutes and closed session minutes of November 18, 2020 as presented.

Ayes: All Nays: None Motion Passed.

E. 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.

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

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Heather Van Poucker reviewed the Public Housing operational reports for the month including pest control, lease violations/warnings, delinquencies, occupancy, and work orders. Three proposals from laundry service providers are being reviewed and analyzed and recommendations brought in January.

Bank statements, investments and savings accounts have been reviewed and successfully reconciled by the Fee Accountant.

A grant application was submitted to the Ferndale Community Foundation for \$2,000 which would go toward technology/computer training.

Fifty-one residents participated in the Thanksgiving meal program provided by Westminster Church.

FHC will be partnering with the Ferndale DDA and Bobcat Bonnie's to provide packaged holiday meals to residents since we cannot have our traditional dinner/buffet.

Becky has launched the second year of the "Deck the Halls" decorating contest. The social worker has reported 64 total services for 10 individuals.

There was a phone call with HUD to discuss the water testing results in the City of Ferndale and the FHC plans to ensure the safety of residents at our properties. Our response is to educate and advise them of options (requesting water tests, free filters). Households in buildings, scattered sites, homes with children under age 18 and HCV families who rent properties in Ferndale have been identified and advised of resources.

The Inclusion, Diversity, Equity & Anti-Racism (IDEA) Initiative is ongoing with preliminary findings from the survey complete and the IDEA Task Force applications received. Van Poucker connected with many community members including Dave Garcia of Affirmations, the team from the Full Circle development, newly elected Oakland County Commissioner Charlie Cavelle, and Jordan Twardy from the City of Ferndale moving forward with the FHC 2021 Strategic Plan.

Performance review letters and compensation letters were provided to FHC staff.

G. New Business

i. Resolution approving changes to Personnel Policies

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to approve the changes to Personnel Policies.

Ayes: All Nays: None Motion Passed.

ii. Resolution approving 2021 Annual Plan

Motion by Commissioner Johnson; seconded by Martin, be it so resolved to approve the 2021 Annual Plan.

Ayes: All Nays: None Motion Passed.

iii. Resolution adopting 2021 Budgets for Housing Choice Voucher and Public Housing Programs.

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to adopt 2021 Budgets for Housing Choice Voucher and Public Housing Programs

Ayes: All Nays: None Motion Passed.

iv. Adoption of 2021 Meeting Schedule.

Motion by Commissioner Martin; seconded by Johnson, be it so resolved to adopt the 2021 Meeting Schedule.

Ayes: All Nays: None Motion Passed.

v. Approval of year-end write offs.

Motion by Commissioner Johnson; seconded by Wiltse, be it so resolved to approve the year end write offs.

Ayes: All Nays: None Motion Passed.

vi. Receive and file 2019 Audit.

Commissioner Johnson noted he reviews many audits in his professional life and this is a very clean audit that FHC should be proud of. Motion by Commissioner Martin; seconded by Johnson, be it so resolved to receive and file 2019 Audit.

Ayes: All Nays: None Motion Passed.

vii. Discussion of Project Based Vouchers for Full Circle Development

Heather Van Poucker related her discussion with the team from Full Circle Development regarding partnering with project-based vouchers and ways Autumn House residents might utilize their community spaces. Commissioners expressed consensus that the collaboration is very beneficial to the community and FHC mission/goals.

viii. Closed Session: Executive Director's Performance Evaluation

FHC Board discussed that this item could be addressed in open session since there are no questions or issues with the request submitted by the Executive Director or her associated performance evaluation. Van Poucker requested an additional contribution to her 457-retirement account in lieu of an increase to salary in an amount that conforms with her employment contract.

Motion by Commissioner Martin; seconded by Wiltse, be it so resolved to contribute to the Executive Director's retirement fund in lieu of salary increase.

Ayes: All Nays: None Motion Passed.

H. Old Business

(NONE)

I. Open Call/Call to Audience

Claude Washington: Will the residents be having a Christmas dinner?

Heather Van Poucker responded that Bobcat Bonnie's would be providing a dinner for residents. Information on sign up and delivery would be forthcoming.

J. Call to Commission

MEETING ADJOURNED AT: 7:12 PM.


1.13.2021