



415 Withington Ferndale, MI. 48220

FHC BOARD OF COMMISSIONERS

Regular Meeting Agenda

August 28, 2026 @ 6:00 P.M.

415 Withington

Ferndale, MI. 48220

Community Room

- 1. Reading of The Rules of Engagement**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
- 4. Approval of Financial Reports**
- 5. Report from the Executive Director**
- 6. Open Call to Audience (Limit to 3 minutes, please)**
**ALL CONCERNS WILL BE ADDRESSED BY APPROPRIATE STAFF DURING
REGULAR BUSINESS HOURS. PLEASE PUT CONCERNS IN WRITING.**
- 7. Call to Commission**
- 8. Adjournment**

415 Withington • Ferndale, MI. 48220 • Phone (248) 547-9500 • Fax (248) 547-1137



"Equal Housing Opportunity"

FHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, practices. Please advise us if you require a reasonable accommodation.



415 Withington Ferndale, MI. 48220

Ferndale Housing Commission Rules of Engagement Board Meeting Protocols

1. **One conversation at a time:** Please avoid side chatter or interrupting others while they speak.
2. **Balance Participation:** Allow everyone to speak once before anyone speaks twice.
3. **Assume Positive Intent:** Approach disagreements with curiosity and respect rather than defensiveness. We are here to solve problems and create solutions, nothing more.
4. **Adhere to timebox:** Start on time, end on time, and limit all comments to three minutes. Be respectful.
5. **Please Speak in the appropriate window:** Please wait until your designated time to speak is called: Call to Commissioners or Call to Audience. Doing so allows audience concerns to be fully addressed and allows accuracy in transcribing the Minutes and record keeping.

The following changes will be implemented in future Minutes:

****Action items will be documented; core decisions, and clear commitments only****



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**Ferndale Housing Commission
Regular Board of Commissioners Meeting Minutes
Withington West Community Room
415 Withington, Ferndale, MI 48220
July 31, 2026, Meeting Minutes
6:00 P.M.**

1. Roll Call

The Regular Board meeting was called to order at 6:10 P.M. by Board Vice President Joel Milliner. Roll call: Reginald Sutherland, Joel Milliner, Aliyah Mgawe, Alvita Lozano, Dana Parke, Kate Baker.

Commissioner Milliner opened the meeting by reading the Rules of Engagement. The Rules of Engagement are meant to keep order in the meeting

*Special Guests: Terry and Lionel (Cleaning Crew) were in attendance.

2. Approval of Agenda

The agenda was approved.

Ayes: All Nays: None Motion: Passed

3. Approval of Minutes

It was noted that Kate Baker had been listed incorrectly in the minutes. The minutes were amended to remove Kate Baker as indicated.

Ayes: All Nays: None Motion: Passed

4. Financials

Ayes: All Nays: None Motion: Passed

(Commissioner Lozano questioned the PILOT amount stating it was higher than usual).

5. Executive Director's Report

- FHC will begin implementing the new zip-code payment standards in October 2027. Detailed letters were mailed to all HCV recipients.
- The SEMAP scores for 2025 show the FHC as a Standard Performer. report attached.
- The FHC has received Capital Funds of \$355,533. The HUD report was attached.
- The financial audit is ongoing.
- There were no updates to report on the grant written by Commissioner Baker
- Comerica Bank merged with Firth Third Bank.
- Letters were sent to all PH residents reminding them of the rules and regulation of the FHC.
- FHC has published an RFP for an attorney to keep on retainer, the RFP was attached.
- Special Guest Terry and Lionel (Cleaning Crew) were in attendance.

6. Public Housing Report

- Inspections were completed at the Scattered Sites, with nine units failing; the failed items were corrected and a reinspection was scheduled.
- Both high-rise buildings reported low water pressure and temperatures which were caused by a water main break on Eight Mile Road and affected many homes and buildings in the area.
- Four new residents moved into WW which put the building at full capacity; AH had forty applications pending.
- The FHC earned \$3300 credit with HD supply, the credits will be used on future purchases.
- Car and Trucking, our trash contractors, sent pictures to the city complaining about 'excessive trash' The trash was cleaned the same day.
- An AH resident put food in the front hallway causing maggots; the maggots were cleaned up, and the trash container was cleaned.
- FHC received delinquent water bills with the threat of adding the amounts to the tax bill. It was discovered the water bills were sent to an incorrect email address. We will meet with the city to reconcile the payments.
- Twenty work orders were received and completed according to severity. Nineteen were completed immediately.

- An AH resident made an appointment with a contractor without FHC permission, the contractor confirmed it was the resident that made the appointment. The resident was held responsible for the invoice.
- Lights were reported to be out on the fourth floor.
- A long time and cherished resident, Joseph Repass, had passed away. He was a staple at the BOC meeting and will be missed.

Terry and Lionel Report

- Terry stated the difference between WW and AH is astonishing with AH being 'filthy' with most problems originating with the tenants and poor housekeeping.
- Terry and Lionel discussed maintenance concerns and changes to the maintenance schedule. Terry reported that his schedule had been changed so that he could come three days instead of two, he comes early in the morning (M, W, F).
- Both were concerned about a resident depositing food in the recycle bin which caused maggots in the main hallway.
- Lionel stated the residents were angry with him for not removing the recycling bin which contained the food that bred the maggots. The Cleaning Crew does not remove these containers; this is reserved for the maintenance men.
- Terry was concerned that a resident reported he did not vacuum the floors in the hallway, he stated the floors are vacuumed three times weekly.
- Lionel reported that the hallway restroom at 415 was particularly filthy after the events.

7. Call To Commissioner

- Commissioner Lozano asked why the PILOT exceeded the usual amount,
- Commissioner Parke requested that the financial information be consolidated and summarized because the financials were lengthy.
- Commissioner Lozano thanked everyone for sharing their concerns and discussed considering a resident committee. The audience refused stating they did not 'get along' well enough to consider having another Resident Committee.
- Commissioner Millier requested the Credit Union 1 statements be included in the financial packets.
- Joel also discussed replacing carpet with tile, Aliyah responded that the FHC has requested quotes for wood veneer panels.

- Commissioner Baker reported that she is chair of the Southeastern Michigan Art Museum. She will attend her last FHC BOC meeting in August.
- Commissioner Sutherland reported that deputy clerks and two applicants were discussed for the BOC meeting.
- Commissioner Baker reiterated the importance of the broken lock on the Community Room door, the parking lot lights being out, and the flower beds being overgrown.
- Commissioner Baker suggested calling DPW regarding trash removal; also, calling Jim at Car and Trucking.
- Commissioner Milliner suggested maintenance completing a walk-through of the buildings with a checklist detailing the condition of the lights, doors, and anything that may need attention.
- Commissioner Sutherland stated he had two applicants for future BOC Commissioners

8. Call To Audience

- Concerns were raised regarding locks, the patio door, lights, parking lots, and flower beds not being groomed.
- A resident complained the grass clipping were not cleared from her patio.
- Residents reported that vacuuming of floors was not consistently being completed.
- A resident raised concern regarding a bill from Paul C. Scott and requested clarification about why she was billed.

The Executive Director showed the work order and bill and explained the resident was confirmed to have initiated the repairs by the plumbing company.

- A resident complained the trash bin in the back had not been washed out, and there were strangers sleeping in the community room.
- There were complaints that the community room had been used for events without being booked; Aliyah stated the community room would be locked. Anyone wishing to book it may do so according to the rules.

Adjournment

The meeting was adjourned at 7:35 P.M. by Commissioner Sutherland



415 Withington Ferndale, MI. 48220

Executive Director's Report
August 28, 2026

- The new zip-code payment standards were sent to all HCV participants with a letter of explanation detailing when the zip-code payment standards will become effective.
- The Grant written by Commissioner Baker has been awarded to FHC. HUD will provide \$170,000 that we are hoping to use to repair all elevators or replace one. HUD has these funds locked and earmarked as Reserved. There has been no response as to why these funds have not been released.
- HUD has also authorized \$106,176 operating subsidy. The voucher has been submitted but needs HUD approval before being dispersed. HUD approval may take months.
- We are awaiting bids from elevator repair/replace companies. Three elevator companies have been invited to review the elevators and provide a quote thus far.
- The FHC has received two responses for an attorney; one response could not be opened; we have requested to have the response faxed or dropped off.
- The financial audit is ongoing; it must be uploaded to HUD within 60 days
- To ensure the safety and privacy of the FHC tenants, the names were removed from the front door buzzers. The buzzers ring the corresponding apartments; delivery persons will continue to ring the apartment numbers to gain entrance. There is no provision of the Michigan Compiled Laws, The Michigan Building Code, The Michigan Fire Code, or HUD regulations require names to be

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displayed. There are notices, in place of the names, reminding delivery drivers to deliver packages to the apartments.

- Comerica Bank merged with Fifth Third Bank; Kimmaly, Alicia and I are scheduled for a 'walk-through' and training with Fifth Third Bank August 28, 2026. As this is the day of our BOC meeting, updates will be provided at the September meeting.
- The FHC has terminated the lease of a WW tenant for harassment and bullying behavior. The tenant did vacate prior to being evicted, thereby avoiding being reported to HUD as being evicted, which would have prevented them from residing in public housing in any State for a period of ten years. We have issued one other Lease Termination to another WW tenant for failure to control their guest. The guest was screaming profanities in the common hallway and cursing me and my staff. The FHC is serious about enforcing the Zero Tolerance rule and striving to clean up the properties of all bad actors before the end of 2026.
- The FHC has received two bids in response to the RFP issued last month. The bids will be presented to the Commissioners after they have been reviewed.
- At the request of Commissioner Parke, the financials have been trimmed down with the omission of redundant finances which included: payroll journals, quarterly payroll reports, and quarterly credit card reports. The payroll reports are included in the financial reports provided by the FHC Fee Accountant; the current credit card statements have been included in the financial packets.
- Paychex, the company that issues our paychecks, made a mistake in issuing a staff member three complete paychecks in addition to the requested 40-hour PTO pay that had been omitted from a previous pay period. The staff member reported the mistake as soon as it was realized and has planned to repay the FHC the full amount of mistaken paycheck. The amount owed has been deducted from her paycheck and will be available to view with the next BOC payroll financials.
- We have contacted two Lighting companies to update the lighting in the AH parking lot and are awaiting the quotes.
- HUD has increased the amount of money for Micro-Purchases that must be reported to the BOC from \$10K to \$15. These purchases will be presented to the BOC but do not need BOC approval.
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FERNDALÉ HOUSING COMMISSION

Payment Voucher Entry

eLOCCS

OFND Operating Fund

Payment Voucher

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

HUD implemented the Line of Credit Control System (eLOCCS) to process requests for payments to grantees. Grant recipients should fill out a voucher form for the applicable HUD program with all the necessary information prior to the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 099-01779192	2. LOCCS Pgrm Area OFND	3	4
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5. Voice Response No. n/a	6. Grantee Organization FERNDALÉ HOUSING COMMISSION
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8. Grant or Project No. MI096-00000126D	6a. Grantee Organization TIN 38-2449126
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Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1000	Operating Subsidy	319,160.00	319,160.00	0.00	106,176.00
	Total:	319,160.00	319,160.00	0.00	106,176.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory
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ALIYAH MGAWE	13. Signature	14. Date of Request 08-25-2026
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Warning: HUD will prosecute false claimers and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)

form HUD-50080-OFND-a (4/2000)

This Payment Request was **ACCEPTED**, however
HUD review is required because...

- Estimated **August** deposits of **\$106,176.00** exceed a per month calculated threshold of **\$35,463**.
- Estimated **cumulative** deposits of **\$319,160.00** exceed a **8 month** calculated threshold of **\$283,704**.

This voucher **will not** be paid without review and approval by HUD personnel. Please call your HUD office to assist in this review process.



Please use the **Cancel Voucher** option on the main menu if you need to cancel this voucher prior to payment.

Menu

eLOCCS
CFP Capital Fund Program
Payment Voucher

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Please reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

HUD implemented the Line of Credit Control System (eLOCCS) to process requests for payments to grantees. Grant recipients should fill out a voucher form for the applicable HUD program with all the necessary information prior to the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not have legal confidentiality.

1. Voucher Number 092-*****	2. LOCCS Program Area CFP	3	4
3. Voucher Response No. N/A	5. Grantee Organization FERNDALE HOUSING COMMISSION		
6. Grant or Project No. MI28E096601-26	7a. Grantee Organization TIN 38-2449126		
0100  BLI		Authorized	Available Drawdown Balance
Reserved Budget		170,000.00	0.00
Total:		170,000.00	0.00
Total:		170,000.00	0.00
BLI Drawdown Amount			

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of unexpended disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11 Name & Phone Number of Person completing this form

12 Name & Title of Authorized Signatory

13 Signature

14 Date of Receipt
08-26-2026

Warning: HUD will prosecute false claims and statements. Certification may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Form HUD-50010-CFP-2 (4/2000)

By drawing down funds from this grant (note: this only applies to grants awarded in 2018), the PHA agrees to be bound by the terms and conditions of the Annual Contributions Contract (ACC) (ACC Form Info) and the Grant Funding Exhibit(s) (also referred to in certain public housing grant programs as the ACC Amendment) that corresponds with the grants awarded in 2018 as provided in the following location https://www.hud.gov/program/offices/public_indian_housing/programs/publicaffairs/2018a/acc. HUD's annual Grant Funding Exhibit(s) to the ACC together with the ACC constitute the annual grant agreement for the PHA's public housing program for grants awarded in 2018.



Date: August 24, 2026

RE: Public Housing Report

- Withington West was inspected on August 18th, 2026, by the Ferndale Fire Marshall for the expired 10-year fire alarms and the exit door signs. The project will cost \$7, 200 to complete. The FHC is searching for exit signs that are compatible with the wiring.
- The units listed below were leased in August 2026
 - 1. 415-201
 - 2. 415-212
 - 3. 415-403
 - 4. 500-412
 - 5. 500-503
- There are 3 current Vacant units at Withington and they have been scheduled for turnover.
- The ADA Door Panel was repaired at 500 E. Nine Mile. This is the second repair; the last repair was in June 2025. A resident has been observed hitting the plate with a cane which damages the plate. Please use hands only to press the plate.
- A transformer malfunctioned at the 500 building; we were alerted by the Ferndale Fire Department. The transformer was repaired by 8:00 AM by DTE. A resident had to be carried upstairs to their apartment.
- FHC received two quotes for flooring replacement in both buildings; we are awaiting a third.
- The water Board sent over \$4000 in credits that will be applied to the current billing cycle.
- The Public restroom at 415 Withington was damaged due to the leaks coming from the pipes in the laundry room above the restroom. The pipes have been repaired; the repairs are ongoing in the restroom.

- The cameras at 500 E. are being quoted. The barriers that FHC is facing is that many of the components needed for the repairs are restricted by the United States. The contractor is attempting to find compatible parts. The goal is to repair the current system instead of replacing it.
- The lighting wall fixtures have been ordered. The price for the fixture is \$42 per fixture – FHC has located them for \$26.99. They are Led ceiling panels.
- Residents are complaining about missing delivery packages. The FHC is not responsible for missing packages. There is a sign posted near the front door buzzers requesting the carriers to deliver the packages to the apartments.
- A tenant at AH trashed the front lobby with smashed watermelon rinds and other food items. It was cleaned immediately by our maintenance men.



**FERNDALE HOUSING COMMISSION (FHC)
CODE OF ETHICS AND STANDARDS OF CONDUCT**

APPROVED JUNE 14, 2017

REVIEWED JANUARY 10, 2018; JANUARY 9, 2019; JANUARY 15, 2020; JANUARY 13, 2021;
JANUARY 24, 2022; JANUARY 23, 2023

Contact info@ferndalehousing.com or (248) 547-9500 if you need this information provided in an alternative format (different language, large font, verbally presented, etc.)

READING ACCESSIBILITY MEASURE: Executive Summary: Grade 9.2, Entire Code of Ethics: Grade 16

EXECUTIVE SUMMARY

The following "Code of Ethics and Standards of Conduct" is based on model policy language that helps us comply with HUD regulations and federal procurement requirements. It is detailed and contains a lot of legal jargon. Below is a summary to simplify and summarize the information.

WHAT is a Code of Ethics?

It is a detailed policy that lays out the standards that can be expected at the FHC.

WHO does this Code apply to?

- ✓ FHC Staff and Board of Commissioners
- ✓ FHC Contractors & Subcontractors
- ✓ FHC Volunteers

WHY is Code of Ethics important?

It represents our commitment to doing business with integrity.

WHERE and WHEN does this Code apply?

It applies at all times and governs our behavior as public employees entrusted to serve the public and safeguard public resources.

FHC CODE OF ETHICS

We will conduct business honestly, transparently, in compliance with laws and regulations, and in accordance with our organizational values. We will hold ourselves accountable to the highest standards and invite others to as well.

That includes:

- ✓ How we treat people we are entrusted to serve
- ✓ How we behave as an employer
- ✓ How we interface with the public
- ✓ How we conduct ourselves as business partners with other organizations and vendors

You can expect FHC to treat everyone with dignity and respect.

That means we will:

- ✓ Be inclusive and welcoming to all
 - Actively protect against and strictly enforce discrimination and harassment policies
 - Provide equal access to employment and services and equitable outcomes for all
- ✓ Be fair, consistent, honest, and trustworthy in all our dealings
 - Ensure there is no preferential treatment, and everyone receives the same standard of customer care and consideration
- ✓ Be kind and compassionate
- ✓ Be patient, courteous, and responsive
- ✓ Communicate in a direct and professional manner
- ✓ Guard personal privacy and exercise discretion with sensitive or confidential information
- ✓ Act as good stewards of the public's trust and resources
 - We will only use FHC money, resources, property, and equipment for FHC business.
 - We won't use our public position for private gain.
 - We will disclose any actual or potential conflicts of interest (personal interests that may influence our decisions or cases where we could benefit directly or indirectly by a decision.)
 - A contractor bidding on work for the FHC must declare if they have an interest in or relationship to the organization.
 - Staff will follow adopted purchasing procedures when making purchases or entering into contracts.
 - Staff will not ask for or accept favors, gifts, or gratuities.
 - Contractors will not use gifts, favors, or other gestures to try to influence FHC Staff or Commission.

Questions about this Code of Ethics, or reports of violations, may be directed to the Executive Director or any FHC Commissioner.

CODE OF ETHICS AND STANDARDS OF CONDUCT

1.0 PURPOSE

The provisions contained herein shall apply to all employees, the Board of Commissioners of the Ferndale Housing Commission, volunteers, contractors, and subcontractors. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Commission. Because of its status as an independent public entity, the Commission recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which members of the Board of Commissioners and staff are to be held accountable.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

With respect to contracted professional services of the Commission (legal, accounting, or otherwise), it is required that these professionals will also abide by the professional ethics of their profession.

2.0 CONSTRUCTION

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, including state law regulating conflicts of interest pertaining to public contracts involving public servants under the Michigan Contracts of Public Servants with Public Entities Act, being MCL 15.310, et seq. and contributions to political campaign organizations under the Michigan Campaign Finance Act, being MCL 169.201 et seq. In cases where no statutory precedent exists, the policy of the Ferndale Housing Commission shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

3.0 DEFINITIONS

"Agent" shall mean any employee of the Commission (whether full or part time) acting in his or her official capacity is an agent of the Commission.

"Claim" shall mean any demand, written or oral, made upon the Commission to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Commission.

"Confidential information" shall mean information obtained by a Commissioner or Commission employee while acting as a Commissioner or Commission employee that is not available to members of the public pursuant to the Michigan Freedom of Information Act, being MCL 15.231 et seq., or pursuant to other law, regulation, policy, or procedure recognized by law, and that the Commissioner or Commission employee is unauthorized to disclose.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the form in which it is stated.

"Contractor" shall mean a party who, or which, seeks to enter, or enters into a contract with the Commission for the delivery of goods or services.

"Conventional" shall mean those housing programs operated by the Commission, which are broadly considered part of the "conventional public housing program." This shall include but not be limited to, such programs as public housing, the Capital Fund, HOPE VI, and the Public Housing Drug Elimination Program (PHDEP).

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid, or unpaid, on a fixed or unfixed term, provisional or permanent.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Commission. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Commission.

"Family" shall mean spouse, parent, child, sibling, grandparent, grandchild, aunt/uncle, niece/nephew, cousin, or any of these established through marriage or adoption, including "in-law" and "step" relationships.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose because of any extra, or action or omission to decide or act, on the part of the Commission, its Board, or employees.

"Leasing program" shall mean those programs operated by the Ferndale Housing Commission that are broadly included within the Section 8 Program or the tenant-based program, whether it be for certificates or vouchers. Unless otherwise noted, the provisions contained herein shall apply equally to both the "Leasing" and the "Conventional" programs of the Commission.

"Official Action" shall mean any act, omission, decision, recommendation, practice, or procedure of the Commission.

"Person" shall mean any individual, corporation, partnership, business entity, association, organization, and may include a Commission employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Commission guidelines adopted pursuant thereto.

4.0 DISCLOSURE REQUIREMENTS

4.1 EMPLOYEES

No Commission employee shall be directly or indirectly a party to, or have a personal interest in, any contract (except employment contract) with the Commission, including as a lessor or lessor's agent.

Except as otherwise provided by applicable law, a Commission employee must disclose annually in writing any familial relationship with program participants, applicants, vendors, or others where even a potential perception of bias may arise. An employee must disclose:

1. Any financial interest, direct or indirect, that he or she or an immediate family member has in any contract or matter pending before the Ferndale Housing Commission.
2. Any interest that he or she, or an immediate family member has in real or personal property that is subject to a decision by the Ferndale Housing Commission.

All disclosures that are required under this section shall be made in writing, on a form that is provided by the Ferndale Housing Commission and sworn to in the presence of a notary public. After completion, the form shall be kept by the Executive Director, and a copy given to the President of the Board of Commissioners.

4.2 COMMISSIONERS

Commissioners are expected to outline voluntarily and fully his or her personal interests and potential conflicts of interest prior to assuming their seat on the board in writing. Such a statement shall be submitted to the Executive Director and Board Chairman within thirty (30) days of the Commissioner's appointment. For Commissioners currently serving, an updated statement shall be developed within thirty (30) days of their re-appointment for a new term. However, Commissioners are expected to update the Ferndale Housing Commission on an ongoing basis as new personal interests and potential conflicts of interest arise. Such a statement shall disclose the following:

1. The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Commission and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
2. Any current or past contact in, or interest in, activities or programs of the Commission, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.

4.3 CONTRACTORS

Except as otherwise provided by applicable law, all contractors doing business or seeking to do business with the Ferndale Housing Commission shall disclose:

1. Any financial interest, direct or indirect, that he or she or an immediate family member has in any contract or matter pending before the Ferndale Housing Commission.

2. Any interest that he or she, or an immediate family member has in real or personal property that is subject to a decision by the Ferndale Housing Commission.
3. Campaign contributions and expenditures in accordance with applicable law.

5.0 STANDARDS OF CONDUCT

DISCRIMINATION AND HARASSMENT

It is the policy of the Ferndale Housing Commission to provide equal opportunity and equitable outcomes to all qualified individuals in its recruitment, hiring, employment and procurement practices; and to prohibit discrimination against any person on the grounds of race, color, sex or gender, gender identity/expression, religion, height, weight, marital status, sexual orientation, familial status, pregnancy, veteran or military status, or national origin; or based on physical or mental disability, handicap, genetic information, HIV status, or other protected classes.

It is the policy of the Ferndale Housing Commission that harassment in the workplace will not be allowed or tolerated. All staff, Commissioners, program participants, volunteers, vendors, and the public have a right to an environment free from intimidation, harassment, or discrimination. This policy applies equally to all unlawful forms of harassment or discrimination based on race, color, sex or gender, gender identity/expression, religion, height, weight, marital status, sexual orientation, familial status, pregnancy, veteran or military status, or national origin; or based on physical or mental disability, handicap, genetic information, HIV status, or other protected classes.

Harassment may include but is not limited to joking remarks, stories, nicknames, abusive conduct or speech, epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts, transphobia, homophobia, and written or graphic materials that denigrate or show hostility or aversion toward an individual or group. Intentionally mis-gendering a person or refusing to use their personal pronouns is an example of transphobia-based harassment. Repeated offensive statements or behaviors based on protected class status is harassment.

FHC will not tolerate or condone intimidation, harassment, or discrimination of or by its staff, Commissioners, program participants, volunteers, vendors or other third parties. Violations will be handled as follows:

- **Employees:** Subject to disciplinary action including termination as laid out in the Personnel Manual
- **Residents/Program Participants:** Subject to adverse action including termination from programs as laid out in the Resident Handbook, Admissions and Continued Occupancy Policy (ACOP), Administrative Plan, Lease, and other applicable documents
- **Vendors/Third Parties:** Subject to adverse action including termination of contract and debarment from future contracts
- **Commissioners:** Subject to disciplinary action by the Board including recommendation to the Mayor for removal
- **Volunteers:** Subject to disciplinary action including termination

5.1 EMPLOYEES

The Standards of Conduct contained within the Code of Ethics shall be generally applied to avoid

the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with the Commission. No Commissioner or employee shall use, cause, or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Commission.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Commission unless:

1. The contract between the person and the Commission is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, and the Ferndale Housing Commission Procurement Policy; or
2. The contract between the person and the Commission is one in which the Commission employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Commission employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Commission acting in performance of his or her official duties to any person, agency, or organization.

5.1.1 PROHIBITION OF GIFTS AND GRATUITIES

No Commission employee shall solicit any gift or consideration of any kind, nor shall any Commission employee accept or receive a gift regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Commission. No Commission employee shall accept cash or monetary gifts from any person who has an interest proposed or pending before the Commission. No Commission employee shall accept alcohol or other controlled substances from any person who has an interest proposed or pending before the Commission. No Commission employee shall solicit, encourage, or accept personal favors that warrant an appearance of impropriety from any person who has an interest proposed or pending before the Commission.

The prohibition listed above shall not apply to:

1. An award publicly presented to a Commission employee or Commissioner by an individual, governmental body or non-governmental entity or organization in recognition of public service.
2. Complimentary copies of trade publications, books, reports, pamphlets, calendars, periodicals, or other informational materials.
3. Admission or registration fee, travel expenses, entertainment, meals, or refreshments that are furnished to the Commission employee (i.) by the sponsor of an event, ceremony, or appearance related to official commission business in which one or more of the public is invited or (ii.) in connection with a speaking engagement or assisting an organization or another governmental entity.

5.1.2 PROHIBITION ON SELF-INTERESTED REGULATION AND PARTICIPATION

No employee of the Commission shall discuss, vote upon, decide, or take part in (formally or informally) any matter before the Commission in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 50 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation.

5.1.3 PROHIBITION ON INFLUENCING DECISIONS RELATED TO IMMEDIATE FAMILY MEMBERS

The Commission will not employ family members of any Commissioner or staff member. An exception may be made based solely on job-related merit and a clear determination that the decision services the best interest of the Commission. If an exception is to be made, it must be by formal action of the Board at a public meeting. In no event shall an employee serve under the direct supervision of a family member, and in no event shall a Commission member or employee participate in the decision-making process regarding employment or contract-for-services of any family member.

5.1.4 IMPROPER USE OF COMMISSION PROPERTY PROHIBITED

No Commission employee shall use or permit the use of Commission-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Commission property.

5.1.5 DISCLOSURE OR IMPROPER USE OF CONFIDENTIAL INFORMATION PROHIBITED

No Commission employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of the Commission, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Commission, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Commission shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

5.1.6 PROHIBITION ON ONE YEAR POST-EMPLOYMENT

No former employee of the Commission shall personally represent any person in a matter in which the former employee personally participated while employed by the Commission for one year if such representation would be adverse to the interests of the Commission. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

5.1.7 INCOMPATIBLE EMPLOYMENT PROHIBITED

No employee of the Ferndale Housing Commission shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

5.1.8 PROHIBITION ON PARTICIPATION IN LEASING PROGRAMS

No person employed by the Commission shall be permitted to participate as a lessor or lessor's agent in the leasing programs. These prohibitions, however, shall not apply where the employee or Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes, or a Resident Commissioner as stipulated by the U. S. Department of Housing and Urban Development.

5.2 COMMISSIONERS

The Board of Commissioners of the Ferndale Housing Commission is the architect of policy governing the operations of the Commission and retains legal and fiscal responsibility for the Commission. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interests renders difficult the circumscription of external interests and activities of the Commissioners. It is the intent that, as far as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees.

1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:
 - i. A Commissioner having interest through an unpaid volunteer position must disclose the relationship. The Board, at its discretion, may allow the Commissioner to discuss the matter.
 - ii. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection or occurred at least two years prior to the current discussion of the matter, the Commissioner must disclose this relationship but may freely act.
2. No Commissioner may use his or her position on the Board to intimidate, coerce, persuade, or otherwise influence any of the activities or employees of the Commission.

No member of the Board of Commissioners in his or her individual capacity shall be a lessor or lessor's agent. These prohibitions, however, shall not apply where the employee or Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes, or a Resident Commissioner as stipulated by the U. S. Department of Housing and Urban Development.

5.3 CONTRACTORS

The Ferndale Housing Commission, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for contractors and suppliers of products and/or services to the Commission. The Commission requires that contractors and suppliers adhere to certain basic principles in conducting business with the Commission. Specifically, these principles include:

1. No direct or indirect personal inducement of Commission employees. This includes the giving of gifts, money, tickets or any item or service having value.

It is also expected that contractors or suppliers of professional services to the Commission will be governed by the Code of Ethics to which their profession prescribes. The Commission reserves the right to have contractors and suppliers sign a statement of compliance with the standards of conduct of the Commission.

Any contractor or supplier found in violation of Commission policy will be formally reprimanded in a public meeting and will not be considered eligible to do business with the Commission for a period determined by the board to be commensurate with the offense, up to permanent debatement.

6.0 ADVISORY OPINION

A Commission employee, or an applicant or candidate to be a Commission employee, may request an advisory opinion from the Board of Commissioners regarding the application of the disclosure requirements found in this policy or of the standards of conduct found in this policy regarding the commission employee's own conduct.

A request for an advisory opinion shall be addressed to the President of the Board of Commissioners. It shall be submitted in writing and set forth the facts and circumstances upon which the opinion is sought and shall be signed by the Commission employee making the request.

At its discretion, the Board may issue an opinion. The opinion, if undertaken, will be issued within thirty (30) days. The Board may extend the response time an additional thirty (30) days as needed.

7.0 VIOLATIONS

In the case of Commission employees, any violations must be reported to the Executive Director. Violations may result in termination of employment or other disciplinary action as stated in the Ferndale Housing Commission Personnel Policy. The Board of Commissioners shall be notified of all such violations.

In the case of the Executive Director, any violations must be reported to the Board of Commissioners. Violations may result in contract termination or other disciplinary and precautionary action as deemed necessary.

In the case of an individual board member, any violations must be reported to the Board of Commissioners and the Mayor. Violations may result in recommendation of board removal, banishment from board activity, or other precautionary action as deemed necessary.

Violations that involve more than one board member and/or the Executive Director shall be

reported to the FHC Attorney. Any violation may be reported to the attorney.

8.0 AUTHORITY

No Commission employee acting individually can bind the housing Commission by and action or verbal representation. Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee, who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Commission.

If it is determined that a matter was performed; a contract entered into; or any matter was conducted, decided, or acted upon in a manner prohibited by the Code of Ethics; it may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.