

**Ferndale Housing Commission Minutes
Of February 8, 2017**

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, February 8, 2017, at 5:00 pm in the Ferndale Housing Commission Community Room located at 415 Withington (Withington West), Ferndale, MI 48220.

A. Roll Call.

Present: Jennifer Bentley, Melissa DaSilva, Carol Morency, and Heather VanPoucker

Absent: Ann Heler, excused

B. Approval of Agenda.

Motion by Commissioner DaSilva, seconded by Morency, be it resolved to approve the Agenda as presented.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

I. Regular Meeting Minutes of January 23, 2017

Motion by Commissioner Morency, seconded by DaSilva, be it resolved to approve the minutes of the January 23, 2017 Regular Meeting as submitted.

Ayes: All

Nays: None

Motion Passed.

D. Approval of Disbursements

Carol Morency reviewed and approved the checks.

3 properties with unusually high water bills, maintenance is investigating Comcast bill high because they lost our check

Motion by Commissioner Morency, seconded by DaSilva, be it resolved to approve Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

E. Executive Director's Report

Year end balance sheets; detailed at year end and in conformance with that meeting

Faz score and last 3 years – done before VanPoucker started – haven't gotten REAC score, should do better but big hit of 7 pts for tape on a sprinkler head (leftover from holiday dinner). Spoke to

the Fire Marshal and there is no latitude for change.

Autumn House questions – valid for visual alarm, was never done as requested several years ago; should be done no later than next week.

Resident committees are doing great work – active, engaged
Sgt. Brown presenting the *Hope not Handcuffs* program
Mental health workshop on Friday at Withington West

Purchasing:

Admin review – Nan McCay – well worth the money
Also included is one year of updates and review and there will be a lot of changes that will impact our policy.

HQS inspections – in final stages – error in fees – remain in the same position will go live on 20th

Needs assessments – coming up when weather breaks

Branding/website – DaSilva stated she needs the 1 pager – VanPoucker will send – engaged with College of Creative Studies and offered estimate of \$1200-1500 for website and branding; possibly an art contest.

Maintenance – window at Autumn House – repair is underway; civil rights complaint has been dismissed without merit;

2017 Professional Development Plan – will work with staff

Live with online payroll system – has an app with paychecks

Smoke free policy public hearing, resident meetings, walk in comments, written comments, 1 scattered site at Autumn House meeting. People very open and positive – most concern around enforcement, not a lot of problems expected, need education information for residents, check CVS and FF pharmacy; need new signage; anticipate litter with neighborhood – working with city. Implementation plans are in place. Group signing of lease.

Motion by Commissioner Bentley, seconded by Morency, be it resolved to accept the Director's report as submitted.

Ayes: All

Nays: None

Motion Passed.

F. New Business:

1. Final Approval of Smoke Free Policy and Lease Addendum
Motion by Commissioner Morency, seconded by DaSilva, be it resolved to approve the Smoke Free Policy and Lease Addendum as submitted.

Ayes: All

Nays: None

Motion Passed.

2. Board Vacancy

Commissioner Morency's term of office will end this May. Seeking applications from Ferndale Housing residents and will forward applications to the board for vetting.

3. Final Approval of Ethics Policy

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

Ayes: All

Nays: None

Motion Passed.

G. Old Business

1. 431 Wordsworth Appraisal

Property as is with foundation/chimney issues \$70,000

Repaired \$130,000

Process to remove one property from our portfolio is the same as removing a 1,000-unit complex. It's a nicer home, 3 bedrooms, nice kitchen, but foundation is bad. Could sell but not safe to inhabit without repairs. Flat rate rent is \$800-900. It's in the capital budget – will bring more information at the next meeting. DaSilva –also consider the benefit of servicing other scattered sites if this property is sold. VanPoucker – most need new roofs. Revisit at a morning meeting.

Utility reimbursement review – last time we did analysis, had to share, can now get online. Have met with Mr. Washington, and hope to have updated schedule in March

H. Call to Audience. nothing

I. Call to Commission. nothing

J. Call to Residents' Committee Members. Ongoing issue with smelly hallways from cannabis at Withington West; another resident said it's coming from 2nd floor, and they're throwing cigarette butts over the balcony; hard for residents to point a finger when you can't actually prove it's

coming from a particular apartment. VanPoucker stated it will be easier once we're smoke free.

K. Closed Session

Motion by Commissioner Morency, seconded by DaSilva, be it resolved to move into Closed Session at 5:47 pm.

Ayes: All

Nays: None

Motion Passed.

L. Adjourn.

The board reconvened at 5:58 pm. There being no further business, the meeting adjourned at 5:59 pm.

The next regular board meeting will take place on Wednesday, March 8, 2017 at 5:00 p.m. in the Autumn House Community Room (Board Room) located at 500 E Nine Mile, Ferndale, MI 48220.