



Minutes of August 8, 2018

A REGULAR MEETING of the Ferndale Housing Commission was held at 5:00 pm in the Community Room at 415 Withington.

A. Roll Call

Present: Jennifer Bentley, Donnie Johnson, Reggie Sutherland, Deanna Tartaglia, Jeannie Davis, and Heather VanPoucker

Absent: None

B. Approval of Agenda

Motion by Commissioner Tartaglia, seconded by Johnson, be it resolved to approve the Agenda as presented. Add special meeting minutes of June 4, 2018.

Ayes: All

Nays: None

Motion Passed.

C. Approval of Minutes

i. Regular Meeting of July 11, 2018

Motion by Commissioner Johnson, seconded by Tartaglia, be it resolved to approve the minutes of July 11, 2018, as submitted.

Ayes: All

Nays: None

Abstain: Bentley

Motion Passed.

ii. Meeting of June 4, 2018

Motion by Commissioner Johnson, seconded by Tartaglia, (correct minutes instead of Agenda) Passed

C. Approval of Financial Report

i. Q2 Credit Card Detail

VanPoucker stated these reflect halfway through the fiscal year – revenues at 50% YTD, expenditures at 44% YTD. Some bills are still coming in. Water/Sewer – paid 3 of 4 bills, paid ahead on the big bill, expecting landscape services. Housing choice is in very good shape. The detail on Credit Card statement – reconciled to receipts, this is a new process. Tartaglia requested this in table format. VanPoucker stated this is available and Bentley requested totals

be added which will be in the future. Typically, you will see charges for hardware stores purchased by maintenance, staff travel.

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

Ayes: All

Nays: None

Motion Passed.

E. Approval of Disbursements

Review of invoices completed by Sutherland

Vendor payments - Tartaglia – gas purchased from the city? VanPoucker – yes, they invoice us

Motion by Commissioner Tartaglia, seconded by Johnson, be it resolved to approve the Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

Vacancies: 9 vacancies; 3 almost ready to fill by September

Violations: 1 violation/11 delinquent

Financial Report: - purchasing – reopened scattered site bids; received 1 bid but didn't include federally required paperwork; unwilling to sign all the requirements; VanPoucker will discuss with architect/engineer, this is for 10 roofs; Tanner Friedman – pricing competitive

Maintenance: 46 received, 40 completed; 2.3 days to complete routine work orders

Waitlist – 16,400 online and 605 paper applications – encouraged people to come to the office; the staff helped them complete the online applications. Staff is inputting paper applications. The lottery will be done.

RAD – met with City Council and attended a special workshop with CED and updated them about the RAD process. Began holding remote hours at Autumn House; only a few wanted to talk about RAD. Will keep doing that as long as it's meeting a need. Council happy to hear this board's strong values and goals is to enhance the quality of affordable housing.

Personnel – 1 maintenance staff person no longer with us; will take time to assess before hiring

Tartaglia asked if the 600-person draft would fit qualifications; they come in the order drawn but if their preferences are higher they are moved up; existing wait list would go before new 600. Most of those on the list don't have preferences.

Sutherland – if they're on the waiting list, are they kicked off? No, they are put above the new lottery picks unless somebody new had more preferences.

Status of mold house? Actively working on it.

Motion by Commissioner Tartaglia, seconded by Davis, be it resolved to approve the Executive Director's Report as presented.

Ayes: All

Nays: None

Motion Passed.

G. New Business

i. Approval of social worker services contract (tentative)

Sole source contract – SOS has capacity and expertise; also reached out to 3 other agencies but they're not interested. Under procurement policy may use sole source; meets our budget requirements; talking to the city about CDBG funding and SOS willing to work with FHC on grants. Page 2 of RFQ – on-demand support; relocation support; group support; will do onboarding and SOS has Hand Up which our residents can take advantage of; looking at 30 hours/week; physically on site 3-4 days/week.

Moved by Tartaglia, seconded by Davis, be it resolved to approve the Social Services contract as presented.

Ayes: All

Nays: None

Motion passed.

ii. Date for fall retreat/strategic planning review & update

Where we want to take things; goals; how we reach them and any adjustments;
September 25, 6 pm – 9 pm in the City Hall lower conference room

iii. Suspension of Non-Health/Safety Capital Plans pending RAD required a physical needs assessment

Johnson – add a caveat – classify flooring as health/safety issue for those with special needs/health - #3 suspended unless deemed health/safety issue – this would be for exceptions only, not for cosmetic purposes

Sutherland – people in building 10 years, is it a legal issue? No, only health/safety issue; VanPoucker will do those 10 years and any flips will have new paint/carpet in most instances

Moved by Johnson, seconded by Davis, be it resolved to approve the Plans as presented with amendment to include more explicit caveat to classify flooring as health/safety issue for those with special needs/health - #3 suspended unless deemed health/safety issue – this would be for exceptions only, not for cosmetic purposes

Ayes: All
Nays: None
Motion passed.

iv. Special meeting date for RAD application approval

Due September 4; meeting set for Friday, August 31 at 7:30 AM

H. Closed Session to Discuss Legal Matter

I. **Old Business - none**

J. Call to Resident's Committee Members

Garden is doing well; end of summer BBQ September

K. Open Call/Call to Audience

L. Call to Commission

Sutherland – on schedule for completion of Ferndalehaus? September? VanPoucker will contact the developer

Bentley – missed subcommittee meeting – had the wrong date - apologized

Tartaglia – missed, apologized

VanPoucker reminded board to get here on time because we need a quorum

Sutherland – rumored that Autumn House will be torn down; items are disappearing – 4th-floor fan; VanPoucker to remind residents that it's untrue

M. Adjournment.

There being no further business, be it resolved the meeting adjourned at 6:00 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, September 12, 2018, at 5:00 p.m. in the Community Room at Autumn House, 500 E Nine Mile Road.

SIGNED: Jeff Bentley DATE: 9/12/18



August 31, 2018
SPECIAL MEETING MINUTES

A SPECIAL MEETING of the FHC Board was held at 7:30 am in the Community Room at 415 Withington.

- A. Roll Call
 - i. Present: Bentley, Sutherland, Tartaglia, Johnson, Van Poucker
 - ii. Excused: Davis
- B. Approval of Agenda
 - i. Moved by Johnson, Second by Tartaglia; all support.
- C. New Business
 - i. Approval of Rental Assistance Demonstration (RAD) Public Housing Application

Van Poucker presented the Rental Assistance Demonstration (RAD) Public Housing Application and attachments. She stated that the application specifies conversion to Project Based Vouchers (PBV) which seems to be the best direction given that FHC already administers an HCV program. This can be changed during the conversion process, though a change would slow things. The utility allowance calculations represent a blended rate that includes scattered site home which have water/sewer. The application is a multiphase application, meaning the conversion can be completed in stages. The application proposes work at 500 E. Nine Mile first, followed by scattered site homes, then Withington West. There was discussion that when we select a development team we may make changes if appropriate, the goal will be to make things as easy for residents as possible. Bentley noted a typo in the number of units identified in the Summary of Resident Comments and PHA Responses, it should read 166. Van Poucker indicated next big step is to select a development team and requested feedback on the Co-Developer RFQ draft by Wednesday. She intends to advertise the RFQ on Friday, September 7, 2018.

- D. Open Call/Call to Audience. NONE
- E. Adjournment. 7:50 am

The next REGULAR MEETING of the board is scheduled for **September 12, 2018, at 5:00 p.m.** in the Community Room at 500 E. Nine Mile Road.

SIGNED: *J. Bentley* DATE: 9/12/18

