



## Minutes of October 10, 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, Reggie Sutherland, Jeannie Davis, and Heather VanPoucker  
Absent: Johnson, Tartaglia

B. Approval of Agenda

Motion by Commissioner Davis, seconded by Sutherland, be it resolved to approve the Agenda as amended.  
Ayes: All  
Nays: None  
Motion Passed.

C. Approval of Minutes

i. Regular Meeting of September 12, 2018

Motion by Commissioner Sutherland, seconded by Davis, be it resolved to approve the minutes of September 12, as submitted.  
Ayes: All  
Nays: None  
Motion Passed.

C. Approval of Financial Report

i. Financials ending August 31, 2018, Public Housing & Housing Choice Vouchers  
Nothing remarkable since last review at end of 3<sup>rd</sup> quarter but included Q3 CC report.  
Agreed quarterly to review payroll journal, not redacted, do not distribute without redaction.

ii. Review of Q3 Credit Card Details

iii. Review of Q3 Payroll Journal Details

Motion by Commissioner Davis, seconded by Sutherland, 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 – 1,000 for postage? VANPOUCKER – a lot of documents must be mailed

HAP – included detail as discussed, trends over last year, shortfall last year and not able to lease up, lose 5-6 through attrition, as of spring can lease up new families, publicly noticed, added families and have new wait list to work from; included detail of time it takes to go from voucher to become housed/financed. Have 30 vouchers out now, will put out another 20 vouchers this month, about 60% success rate to lease out.

Payroll – no questions

Motion by Commissioner Sutherland, seconded by Davis, be it resolved to approve the Disbursements as presented.

Ayes: All

Nays: None

Motion Passed.

F. Executive Director's Report

**Vacancies:** 10 vacancies; 2 homes offline, several families coming into the program

**Violations:** 5 violations, 2 evictions, rents due were not processed due to holiday

**Work orders:** 46 work orders/43 completed, average 2.6 days

**Financial Report:** everything reconciled

**Maintenance** – we lost 1 person but hoping to fill some of the roles through contracting; flipping units, cleaning/custodial – using ServPro on a short-term basis; local landscaping for some of the homes, sidewalks/snow, etc. Royal Services for extra duties and may add a day for onsite services

**RAD application** – resident advisory board tour on September 27; residents from the scattered site homes and both high rises attended; RFQ is out for a co-developer should our application be accepted and it's due this Friday. We will convene a committee to consider responses – expect at least three. Should be able to move ahead with CAN quickly; site visits planned for 10/18 for Ypsilanti and Taylor as they've gone through the RAD conversion; hoping to consolidate scattered site homes; Taylor has hi-rise which has been rehabbed; bus has been rented, taking about 50 residents for the site visits. Working on communications plan to see "at a glance" what the conversion involves. Infographics should be available for our next meeting and it will be a key piece of the website.

Resident activities – Oakland County Prosecutors office explained how to protect their information online; working with South Oakland Shelter – drop off site for Forgotten Harvest and will have pantry items available for residents; if this is well received, we will continue. More educational and enrichment programs are coming in the future.

Motion by Commissioner Sutherland, 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. 2019 Strategic Plan

Mission remained the same; added sustainable to vision/mission. Hi-lited ways to implement goals for next year; removed "national model" for now; layout the goals that tie to our mission, how to measure each, time frame, and budget for each; tasks, details for next year to achieve the goals; reviewed several; the key is improving the affordable housing in Ferndale. Present a secure/welcome environment – safety, values in the plan, and enforcement of activities in our hi-rises. Enhance customer interface.

Motion by Commissioner Davis, seconded by Sutherland, be it resolved to approve the 2019 Strategic Plan as presented.

Ayes: All

Nays: None

Motion Passed.

ii. 2017 Audit

No findings; page 7 section 3, inadvertently responded yes but that will be corrected in the final copies and will be available on our the website upon receipt. Bentley – there is no need for them to come to the November meeting.

Motion by Commissioner Sutherland, seconded by Davis, be it resolved to approve the 2017 Audit as presented.

Ayes: All

Nays: None

Motion Passed.

Audit Received

iii. Approval of 2019 Payment Standards

Administration plan for voucher program requires payment standards – 90 – 110% of fair market rents that they establish for our area – Detroit/Warren/Ferndale – compared to FMR we're at or within the basic range, except for 0 bedrooms. We need to look deeper but fiscal year 2019 is 100%. Other funding resources have been higher than anticipated.

Rent burden – 30% or below is where we prefer; broke out 30-40%; anything higher is concerning – how do they cover the rest. Looked at the unit quality and availability – fewer units are available for lease for the Section 8 program; quality – most pass HQS – at the point of the lease and then annually, not overly concerning; rent increases – 1-3%, success rate is 64-67%

range, we're in 60% range. The last page – will free up some availability; cost impact analysis – should be absorbed, about 1% - would like it effective December 1, 2018.

Motion by Commissioner Sutherland, seconded by Davis, be it resolved to approve the 2019 Payment Standards as presented.

Ayes: All

Nays: None

Motion Passed.

iv. Approval of 2019 Annual Plan & 5 year Plan Revision

Our strategic plan is used to complete HUD forms; policy reviews, documents, includes RAD application and that we've applied and intend to pursue.

Motion by Commissioner Davis, seconded by Sutherland, be it resolved to approve the 2019 Annual Plan & 5 year Plan Revision as presented.

Ayes: All

Nays: None

Motion Passed.

v. Executive Director Performance Review (Closed Session)

Moved into closed session at 5:40 pm

vi. Approval of updated Executive Director Job Description

vii. Approval of contractual pay adjustment for Executive Director

Adjourned from closed session at 6:00 pm

Moved into open session at 6:02 pm

H. Old Business (None)

I. Call to Residents' Committee Members (None)

J. Open Call/Call to Audience

Jennifer – AH – what is customer culture? VanPoucker – goals from the Strategic plan – app based way for maintenance, ways to enhance interaction with residents to be more customer service friendly. Jennifer – what happens when the building is finished? VanPoucker – that's our current voucher program Wayne/Oakland/Macomb – HUD sets fair market rents, we set our payment standards to 90-110%. Jennifer – how do houses in \$250-400,000 range compare? VanPoucker – rent calculations are based at 30% of income, FMR that we approved increasing today, it allows them to have more range in their budget, so they can secure rental property; FHC portion increases, not the resident's; sometimes it means we can serve fewer people because we have more money going out; it's a very careful balance.

Miriam – see rents going up in general Detroit area when compared to Detroiters I know; can't afford \$1200-1400 rents. If you have a voucher for \$700, who takes up that slack. VanPoucker – example 1

bedroom is \$750, we've had an astronomical change in available homes for Section 8 – people are selling homes instead of renting; we can't go higher than 110% per HUD, 1-2 bedroom is the challenge. We will not reduce the number of units that we currently have. The City is also working on affordable housing. A goal over the next year is landlord outreach – to help educate them about the benefits of the voucher program.

Lish – affordable housing is different than public housing, how will that affect voucher programs;  
VanPoucker – you have to be 80% or below; AMI is your income eligibility, your rent is calculated on your income.

David – expressed continued concern about RAD program – in public housing, you pay based on your income. Affordable housing doesn't have to be connected to 30% of your income but rather AMI, that's the problem with the RAD program. LIHTC version? The concern is you can see good things up front, but it doesn't solve the long-term program.

Bentley – we're looking at basic needs – water, heat, and quality housing

David - You have a time limit – they have expiration dates when private developers are involved; they can say it's affordable housing instead of public housing. Good that you're going on trips; requested FHC release the RAD proposal - who are the developers, their history, want to see that.

VanPoucker – it's a publically posted RFQ that's posted on our review board

David – that hasn't come up in any resident meeting

VanPoucker – I've provided it to every meeting

Larry – tried to apply for Withington, then changed to Section 8 but it expired and it was cut off; now I have Autumn House, several complaints, paying for the animal too. It sounds like we're moving out of Autumn House no matter what you do. Paying for living in Autumn House. Am I going to get the deposit back when I move to my next place? How do I know that any other Section 8 will take what I have or what if I want a 2 bedroom? Concerned about the money range – what decisions I should make, affordable housing, etc. I want to be in Withington and in Ferndale and will they take me?

VanPoucker – The RAD application hasn't been approved yet. The steps in conversion are to apply, and if approved, HUD will issue a "chap" which is a commitment to subsidize the program; then we work with a developer in how we will approve our public housing process which takes about a year. Have talked at meetings that we have what we think will happen. Autumn House was built in the early 70s and it doesn't have amenities that are now standard. Once we have CAN we'll know. We only think we have to rebuild Autumn House – we'll talk about specifics like how much money to reallocate, secure equivalent housing, etc. If you have a need for a change in housing, like a 2 bedroom, we can talk about that now. We have a social worker who can help you manage the stress, anxiety you have now and help you. We recognize this is stressful and we want to help pre-empt that. We have at least a year of planning; no changes can or will occur until a closing which is at least a year away.

Bentley – resident meetings – advisory meetings are available.

K. Call to Commission

L. Adjournment

There being no further business, be it resolved the meeting adjourned at 6:20 p.m.

The next REGULAR MEETING of the board is scheduled for Wednesday, November 14, 2018, at 5:00 p.m. in the Community Room at 500 East Nine Mile, Ferndale.

SIGNED: Raymond Sutherland DATE: 12-12-2018