



415 Withington, Ferndale, MI 48220

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Minutes of November 14, 2018

A regular meeting of the Ferndale Housing Commission was held at 5:00 pm in the community room at 500 East Nine Mil.

A. Roll Call

Present: Bentley, Sutherland, Tartaglia, Johnson, Van Poucker

Excused: Davis

B. Approval of Agenda

Motion by Johnson, seconded by Sutherland, be it resolved to approve the agenda as presented.

Ayes: All

Nays: None

C. Approval of Minutes (Chair or Designee Signs)

i. Regular Meeting Minutes of October 10, 2018

Minutes not available, table until next regular meeting.

D. Approval of Financial Report (Chair or Designee Signs)

Motion by Johnson, seconded by Tartaglia, be it resolved to approve the financials ending September 30, 2018, as presented.

Ayes: All

Nays: None

E. Approval of Disbursements

Review of invoices completed by Sutherland.

Motion by Johnson, seconded by Tartaglia, be it resolved to approve the October vendor payments as presented.

Ayes: All

Nays: None

Motion by Sutherland, seconded by Tartaglia, be it resolved to approve the October Payroll and October HAP Disbursement, as presented.

Ayes: All

Nays: None



F. Executive Director's Report

Van Poucker presented a summary of operational reports and performance including occupancy, lease violations and evictions, delinquencies, and work orders. She briefed the board on purchasing and maintenance activities, and the progress made following the fire and water damage at Withington. She updated the board on the status of the RAD application process, and the activities undertaken to meet with residents through the RAB and other means. The Social Worker offered a summary of activities from the previous month.

Van Poucker noted the resident letter that offered high praise for Emily Tong's work.

G. New Business

i. Approval of 2019 Meeting Dates

Motion by Tartaglia, seconded by Johnson, be it resolved to approve the 2019 meeting dates with correction of typo listing previous year in OMA statement.

Ayes: All

Nays: None

ii. Approval of 2019 Classification / Compensation System

Van Poucker provided an overview of the methodology used to review job descriptions and analyze market comparability of pay ranges. She affirmed the system, its development and administration, conforms to board policy.

Motion by Johnson, second by Tartaglia, be it resolved to approve the 2019 classification / compensation system.

Ayes: All

Nays: None

iii. Approval of Emergency Procurements

Van Poucker presented the emergency procurements used to secure two contracts: emergency disaster mitigation and construction services. The emergency disaster mitigation contract was awarded in conformance with board procurement policy on emergency purchase as a non-competitive contract. The construction contract was posted and was competitive in conformance with board procurement policy, however it did not follow a sealed bid process in order to expedite the process because of the emergency nature of the project.

Motion by Johnson, second by Tartaglia, be it resolved to approve the emergency procurement actions to contract disaster mitigation and fire reconstruction.

Ayes: All

Nays: None

iv. Capital Plan Review

Van Poucker presented the current capital plan, developed using a physical needs assessment, and recommended it serve as a “plan b” in the event RAD does not proceed.

Johnson noted it is a good plan, presented in a satisfactory format. He recommended modifying some numbers that looked conservative such as roof replacement. He also suggested adding a new work truck.

v. Review 2018 Year End Estimations

Van Poucker reviewed current YE projections, noting with the fire at Withington we will likely need to see how expenses in November and December change things. A 2018 budget revision will be recommended in December or January.

vi. Review of 2019 Draft Budget

Van Poucker presented a draft of the 2019 budget which provides for modest gains in operating reserves for both programs; increase in retirement contribution, and modest wage increases across the board.

H. Old Business (None)

I. Call to Residents’ Committee Members.

Renee Blackwell reported that Autumn House is planning holiday projects for the kids, a thanksgiving dinner for residents, and bingo and other social activities throughout the month.

J. Open Call/Call to Audience.

Claude Washington: When will projector and screen be available? Van Poucker: Both are at the office, just need to get them to Autumn House

Jennifer Bailey: What were the three bids for? Van Poucker: Contractors to fix Withington after the fire (not for any RAD work.)

Jennifer Bailey: Can notifications that we put under the doors be mailed instead? Van Poucker: No, things that are more immediate we drop off; and things that are not “official” don’t need to be mailed so we save money by hand delivering.

Jennifer Bailey: What size will new units be? Van Poucker: It is way too early to determine anything about what work needs to be done through RAD, let alone specific design decisions.

Terry Crockran: Specific question about how his rent is calculated. Van Poucker: That is a question for the Property Manager, please contact the office.

K. Call to Commission.

Commissioner Bentley formally acknowledged and commended Emily Tong for her exceptional service.

Commissioner Sutherland introduced Christopher Virden and indicated his interest in using the community room kitchen to prepare meals for residents and/or offer cooking instruction. Van Poucker suggested he work with the resident committee to determine interest, coordinated schedules, etc. If there is sufficient interest, any resident can reserve the community room if it is available.

L. Adjournment. Meeting adjourned at 6:06 pm.

The next REGULAR MEETING of the board is scheduled for **Wednesday December 12, 2018, at 5:00 p.m.** in the Community Room at 415 Withington, Ferndale.

X Raymond Sutherland Date 12.12.18