



FEBRUARY 12, 2020 REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on February 12, 2020 at 6:35 PM in the Community Room at 415 Withington.

- A. Roll Call
Meeting called to order at 6:35 PM
Present: Dan Martin, Deanna Wiltse, Reggie Sutherland and Heather Van Poucker
Excused: Jennifer Bentley, Donnie Johnson
- B. Approval of Agenda
Heather Van Poucker asked to add SEMAP under New Business.
Motion by Commissioner Wiltse, seconded by Martin, be it so resolved to approve the Agenda as amended.

Ayes: All Nays: None Motion Passed.
- C. Approval of Minutes (Sign approved minutes)
i. Annual Meeting of January 15, 2020
Motion by Commissioner Martin, seconded by Wiltse, be it resolved to approve the minutes of January 15, 2020 as submitted.
Ayes: All Nays: None Motion Passed.
ii. Regular Meeting of January 15, 2020
Motion by Commissioner Martin, seconded by Wiltse, be it resolved to approve the minutes of January 15, 2020 as submitted.
Ayes: All Nays: None Motion Passed.
- D. Presentation of 2019 Year End Financial Statements (Ravi Yalamanchi, Fee Accountant)
Mr. Yalamanchi reviewed the Entity Wide Revenue and Expense Summary for FYE 2019, and the Entity Wide Balance Sheet Summary for FYE 2019. He explained how depreciation is reflected in the balance sheets and year end financials. He affirmed the agency's strong financial performance, actual to budget, and the appropriateness of growing reserves with a goal to have 6 months of operations on hand. Van Poucker provided a 2019 year-end budget analysis showing that (without depreciation) the agency finished the year at \$115,064 revenue over expenses where \$111,952 was budgeted. She reported that FHC has about 3 months in reserve, and this positive year end will continue to grow reserves to meet the 6-month goal.
- E. Approval of Financial Statements
Van Poucker provided a summary of the Financials for Month ended December 31, 2019.
Motion by Commissioner Wiltse, seconded by Martin, be it so resolved to approve the Financial Report as presented.
Ayes: All Nays: None Motion Passed.

- F. Approval of Disbursements
Commissioner Sutherland reviewed invoices and counter signed checks. Commissioners reviewed HAP Expenses, Vendor Payments and the Payroll Summary.

Motion by Commissioner Wiltse, seconded by Martin, be it so resolved to approve the disbursements as submitted.

Ayes: All Nays: None Motion Passed.

- G. Executive Director's Report

Van Poucker reported on operational metrics including admissions and vacancies, violations and evictions and rent delinquencies. She provided information on the work order received and completed.

She reported a change in the contractual engagement for Social Work Services indicating her priority is retaining Jessica Esker to provide continuity for residents. She has formed excellent professional relationships with residents and has earned their trust. It is imperative to retain her if possible. If FHC is to receive the ROSS-SC grant, this issue will be easier to resolve.

Van Poucker reported another scattered site home requiring mold remediation and indicated she would provide more information at it comes available.

She read emails from 2 program participants, that expressed very positive feedback about their customer experience with Emily Tong and Jennifer Mondy.

Van Poucker provided answers to questions raised during public call.

Motion by Commissioner Martin, seconded by Wiltse, be it resolved to receive and file the Executive Director's report as submitted.

Ayes: All Nays: None Motion Passed.

- H. New Business

- i. Capital Improvement Plan

Van Poucker presented information demonstrating the commitment of Capital Funds for critical projects like roofs, furnaces, mold remediation, balconies, and other non-cosmetic items. She proposed that, rather than diverting capital funds to cosmetic unit improvements, a voluntary transfer program be utilized to offer existing residents an opportunity to move into a newly refreshed "flipped" unit. She cautioned that this program would have to be implemented while still preserving acceptable occupancy rates. The proposed program was well received by the board and Van Poucker said she would move forward immediately with implementation.

- ii. Selection of Appraisal Services for Scattered Site Properties

Van Poucker requested this item be tabled and moved to next month's agenda.

iii. Discussion of Finance Committee

Commissioner Martin explained how the City Council uses a finance committee to streamline some of the standard financial reviews (payroll, payables, etc.). The elected body still has oversight and approval authority, but when the information comes before the council, they know it has already been closely reviewed by the committee. All agreed to table this item until the full Commission has an opportunity to discuss.

iv. Approval of 2019 Section Eight Management Assessment Program (SEMAP) Submission

Van Poucker reported that the 2019 SEMAP submission had been completed and she expected a score of 100 out of 100. The HCV Administrative Plan provides that the board annually approve the agency's SEMAP certification.

Commissioner Wiltse requested this item be tabled until the next meeting so the full board could act upon it.

I. Old Business

i. Approval of By-Laws

Van Poucker presented the by-laws with changes requested at the annual meeting, including expanded language regarding filling board vacancies, term limits, and Commissioner insurance.

Motion by Commissioner Martin, seconded by Wiltse, be it resolved to approve the updated by-laws as submitted.

Ayes: All Nays: None Motion Passed.

J. Open Call/Call to Audience.

Several Withington West residents attended and Carole Morency spoke for the group. She said they are supportive of FHC plans to improve its properties. She said they trust FHC and believe the commitments the board has made. She said many residents are being scared by outside groups spreading contrary information and that they don't speak for residents. She said they don't want them at resident meetings, and expressed concern that they identify themselves as "concerned neighbors" when they are really part of this group.

Commissioners responded that residents have the absolute right to political activity and to engage with any person or group, even those who may oppose FHC plans. However, residents also have the right to privacy and can say "no thank you" to if they are not interested. They reminded residents that board meetings are public meetings and anyone can come, but resident meetings are not public because they are not meetings of a public body.

Phyllis Patterson inquired about whether change machines can be installed in laundry rooms.

K. Call to Commission. NONE.

L. Adjournment. MEETING ADJOURNED AT 7:24 PM

