

April 15, 2020

REGULAR MEETING MINUTES

A REGULAR MEETING of the FHC Board was called to order on April 15, 2020 at 6:33 PM via Zoom online video conference.

A. Roll Call

Meeting called to order at 6:33 PM

Present: Jennifer Bentley, Dan Martin, Deanne Wiltse, Reggie Sutherland, Heather Van Poucker.

B. Approval of Agenda

Motion by Commissioner Martin, seconded by Sutherland, be it so resolved to approve the Agenda as amended.

Ayes: All Nays: None Motion Passed.

C. Approval of Minutes (signed by Heather Van Poucker)

i. Regular Meeting of March 11, 2020

Motion by Commissioner Wiltse, seconded by Martin, be it resolved to approve the minutes of March 11, 2020 as submitted.

Ayes: All Nays: None Motion Passed.

D. Approval of Financial Reports & Disbursements as reviewed & approved by the Finance Committee

Commissioner Martin stated the Finance Committee had reviewed detailed financial reports and disbursement information and recommends the board approve all financial reports and disbursements as submitted. Commissioner Sutherland reviewed invoices and counter signed checks.

Motion by Commissioner Sutherland, seconded by Wiltse, be it so resolved to approve the Financial Report as presented.

Ayes: All Nays: None Motion Passed.

E. Approval of Financial Statements for Month Ending February 29, 2020

Van Poucker provided a summary of the Financials for Month ended February 29, 2020. Motion by Commissioner Martin, seconded by Sutherland, be it so resolved to approve the Financial Report as presented.

Ayes: All Nays: None Motion Passed.

F. Executive Director's Report

Van Poucker reported on operational metrics and how they have been influenced by the stay-at-home order. She stated in compliance with state and federal guidelines no evictions have been issued. Contact has been made with families in the Public Housing and Housing Choice Voucher programs to identify have experienced a loss of income or change in employment status to expedite interim adjustments to rent.

Both buildings are being sanitized/disinfected daily by custodial contractor with special attention to touch points. Hand sanitizer has been made available. Plungers, light bulbs and garbage disposal wrenches were made available to help further limit interactions and help remedy common maintenance issues. CDC informational flyers were posted and updated information is frequently sent out via txt alert and Facebook. Staff have been making direct calls with nearly all residents on a regular basis to 'check-in' and distinguish any needs. Many volunteers have come forward to offer their assistance to help shop/run errands. A volunteer list was made available to residents. Meals have been distributed with help from the Mayor, Ferndale Fire Department and the Aronson Family. Cloth masks were donated and distributed. Door hangers were ordered and will be distributed as a way to identify residents who may need a well check.

A potential change machine vendor has been identified and will proceed with purchasing when stay-at-home order has been lifted.

Jamere Jackson is beginning an HCV Specialist Certification program online.

G. New Business

- i. Consideration of proposals for Property/Liability insurance renewal
Presentation by Robert Bucko, President, Stevenson Company on summary of coverage and information on the renewal of insurance and risk management program.

Motion by Commissioner Martin, seconded by Sutherland, be it so resolved to approve the renewal for property/liability insurance.

Ayes: All Nays: None Motion Passed.

- ii. Approval of temporary modification of maintenance plan during stay-at-home order

Motion by Commissioner Wiltse, seconded by Sutherland, be it so resolved to approve the temporary modification of maintenance plan during stay at home order.

Ayes: All Nays: None Motion Passed.

- iii. Presentation of plan for covering payroll during stay-at-home order

Staff continue to use banked PTO if needed.

H. Old Business

None

I. Open Call/Call to Audience

Britt asked if FHC would be waiving rent.

Jennifer Bailey asked if residents had to pay rent for April and May and did they need to pay on time.

J. Call to Commission

None

K. Adjournment. MEETING ADJOURNED AT 7:15 PM.

A handwritten signature in black ink, appearing to read "Jennifer Bailey", with a long horizontal flourish extending to the right.

5.13.20