



**Ferndale Housing Commission
Regular Board of Commissioners Meeting minutes
Withington West Community Room
August 26, 2024
6:00 P.M.**

1. Roll Call

The Regular Board meeting was called to order by Board Commission President Reginald Sutherland. Roll call by Aliyah Mgawe: Reggie Sutherland, Dana Parke, Alvita Lozano, Joel Milliner, Kimmaly Morris. Dan Martin was excused.

2. Approval of Agenda

President Sutherland approved Agenda
Ayes: All Nays: None Motion: Passed

3. Approval of Minutes

President Sutherland led the motion to approve the meeting minutes
Ayes: All Nays: None Motion: Passed

4. Disbursements

Commissioner Lozano saw not issues with financials.
Ayes: All Nays: None Motion: Passed

5. Executive Director's Report

The following items were outlined in the E.D. report:

- The search for a different insurance broker to provide optimum coverage at a reduced rate from current insurance provider.

- The RFP for an inspection company; McCright is the current inspector company and has reduced their services due to staffing shortages. The reduction in services have impacted our HCV participants.
- Updated on the current insurance provider, Tokio Marine, in approving the contractors for restoration at AH.
- Additional money received from HUD in response to submitted voucher requests
- Vouchers that have been on 'hold' being reissued to serve more families in need
- Delayed Annual Recertifications being brought current to allow HUD funds to flow into the HCV Program. We are not paid if Annual Recertifications are not processed within a certain time limit
- Job Descriptions and roles were clarified at a Staff meeting
- Front door buzzer and telephones are fully functioning at WW
- Purchase of new refrigerators at a better price

6. Deputy Director/Public Housing Manager's Report

- 11 work orders were entered and completed
- **Occupancy:**
- Two scattered site buildings had to have tree branches removed with one needing roof repairs
- 2 vacant WW units will be turned after Labor Day
- 6 vacant units at AH, 4 of these unit need to be turned
- **Warning Letters:** No warning letters were issued
- **Lease Violations:** No Writ of Evictions, 3 Lease Violations
- **Autumn House Restoration:** Once the contractors are approved by the insurance company, the restorations will take approximately 2 weeks.
- **Routine Annual Testing:** Elevator generator passed; boilers passed, fire module testing for both building will be scheduled, backflow water sprinkling testing failed and repairs were underway
- **Camera System:** Site walk-through was scheduled for new camera system provider, the current providers are nonresponsive

- **City Inspection of Scattered Sites:** 3 Scattered sites units were scheduled for reinspection; contractors have been contacted to complete the 2023 and 2024 repairs
- **Appliances:** New refrigerators were purchased at half the price we were paying – by the same providers.
- **Habitat for Humanity:** We will contact Habitat for Humanity to find suitable and modern furniture for the community rooms.

6. Call to Audience

An audience member was concerned that the pop machine had been removed from the community room by the vendor. We were told by the vendor that there was not enough usage of the machine, and it was not generating enough funds to justify leaving it at WW.

7. Call to Commission:

- Commissioners Dana and Joel asked about using the HUD voucher money to complete the repairs at AH; Mgawe answered that it was not feasible because the Housing Commission had been operating in a deficit for 2 years, most of the money was recouped for outstanding government debts incurred during the period of deficiency. We are committed to adhering to a budget and will use the HUD money to make improvements on our properties.
- The Annual Strategic Planning meeting was rescheduled from Saturday, October 5, to Saturday, November 9th to accommodate Commissioners Dana and Joel
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The meeting was adjourned at 6:40 PM by President Sutherland