



**Ferndale Housing Commission**  
**Regular Board of Commissioners Meeting minutes**  
**500 E. Nine Mile Rd Ferndale, MI. 48220**  
**Community Room**  
**March 27, 2026, Meeting Minutes**  
**6:00 P.M.**

**1. Roll Call**

The Regular Board meeting was called to order at 6:03 P.M. by Board President Reginald Sutherland. Roll call: Reggie Sutherland, Kate Baker, Joel Milliner, Aliyah Mgawe, Dana Parke. Alvita Lozano was excused

**2. Approval of Agenda**

Ayes: All                      Nays: None      Motion: Passed

**3. Approval of Minutes**

Ayes: All                      Nays: None      Motion: Passed

**4. Financials**

Ayes: All                      Nays: None      Motion: Passed

**5. Executive Director's Report**

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

- The reassignment of Staff roles was successful; the delinquency rate has decreased by 42% .
- Delayed HAP manual payments have declined since the restructuring; averaging from 16-20 per month to 6-10 per month. The amounts of

manual payments have decreased as we have become more current with our payments; previous manual payments were retroactive up to 12 months, the average delinquency rate is now 1-3 months.

- The FHC annual audit will take place in April with a new auditor, Hannah Bond, who has been highly recommended by other Michigan E.Ds. FHC will no longer employ Barrale and Associates; their findings were caused by themselves.
- We have a temporary worker to organize and convert the files from a 2-prong binder to a 6-page folder. She will also purge the older files, reducing the space needed to store the files.
- The Housing Specialist that excelled in correcting PIC errors has had PIC reporting responsibility, as well as the error corrections, added to her new role as PIC Coach. She will instruct her coworkers on how to correct the errors, ensuring HUD receives current data.
- The Housing Specialist promoted to HCV Program Manager has exceeded expectations, she has taken on the manual payment responsibility and is looking forward to taking on the monthly rent roll task.
- HUD has awarded FHC additional funding to cover April and May HCV expenses; the HCV funding is \$1,278,384 with the Admin Fees totaling \$105,088.
- FHC is undergoing an audit with Workman's com (MCWCF) audit; in the past they attempted to bill FHC for former employees, a physician, janitors and a landscaper. They were prompted to remove the 'extras' and corrected the invoice saving FHC \$7K

## **6. Public Housing Report**

- Two residents in need of special assistance have obtained PCAs to help with daily living. There was a marked improvement in the appearance of 1 resident who was initially against having a PCA.
- There were 21 work orders in February: 10 in the scattered sites and 11 in the high-rise buildings. The average turnaround time was 2.03 days until completion. March has had 18 work orders (as of the 24<sup>th</sup>)

with 1 scattered site and the remainders being for the high-rise buildings.

- There was 1 eviction in March for serious lease violations.
- DTE inadvertently shut down the power at WW for work that they had previously completed; the shutdown resulted in damage to the water pump system. DTE will reimburse FHC for repairs.
- 15 WW units failed city inspections; all repairs have been completed, and the units have since passed inspection.
- FHC will receive 18 new fire alarms for WW; the older ones are either missing or nonfunctioning.
- 1 furnace broke down in a scattered site unit and was scheduled for repair or replacement.
- The hot water tank at AH malfunctioned, a contractor was contacted.
- FHC has 8 vacancies, with 4 units being turned. We have 11 potential applicants; the carpeting was replaced in 1 unit; 4 units have been freshly painted.

## **6. Call to Audience**

- The audience consisted of two Royal Oak Township officials (and one: Kimberly Reaves (Treasurer) and Genine Joshua (Deputy Treasurer). They expressed their gratitude for the 8 vouchers FHC allocated for the Royal Oak Cottages development. Kimberly informed the Commissioners that there will be a Phase II, and they would appreciate more vouchers.
- A resident did appear briefly later in the meeting; he stated he had no hot water. The hot water was tested in both the community room kitchen as well as a restroom and found to be hot.

## **7. Call to Commission:**

- Katie asked Aliyah to provide Aliyah's job description for Aliyah's review.
- Reggie requested the Closed meeting on the agenda (for Aliyah's review) be rescheduled until the April meeting.
- Dana requested copies of the Resident Handbook for the Commissioners.

- Kate requested that Aliyah email a copy of her achievements to Alvita.

The meeting was adjourned at 7:05 PM by President Sutherland