



**NOTICE OF REGULAR BOARD OF COMMISSIONER MEETING
CLOSED MEETING AFTER REGULAR MEETING
FRIDAY, FEBRUARY 28, 2025
AUTUMN HOUSE COMMUNITY ROOM
500 E. 9 MILE RD, FERNDAL 48220
6:30 P.M.**

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
- 4. APPROVAL OF FINANCIALS**
- 5. EXECUTIVE DIRECTORS REPORT**
- 6. DEPUTY DIRECTORS REPORT**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
- 9. OPEN CALL TO AUDIENCE**
- 10. CALL TO COMMISSION**
- 11. ADJOURNMENT**

CLOSED SESSION

415 Withington • Ferndale, MI. 48220 • Phone (248) 547-9500 • Fax (248) 547-1137



"Equal Housing Opportunity"

FHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, practices. Please advise us if you require a reasonable accommodation.

**Ferndale Housing Commission
Board of Commissioners Meeting
February 10, 2025
Withington West Community Room
6:18 P.M.**

An ANNUAL MEETING of the FHC Board was called to order on February 10, 2025, at 6:18 P.M. in the Community Room at 415 Withington. The Regularly scheduled Board meeting was held immediately afterwards.

1. Roll Call

Present: Daniel Martin, Reginald Sutherland, Dana Parke, Joel Milliner, Alvita Lozano, Kimmaly Morris, Aliyah Mgawe.

2. FYE 2024 Budget Review

FYE 2024 Budget was reviewed

3. FYE 2025 Budget

FYE 2025 Budget was reviewed. Discussions were held as follows:

- Aliyah Mgawe outlined a raise for both Kimmaly Morris as well as herself.
- Dan Martin stated although Aliyah is responsible for what she pays her staff, he could not agree to the raise requested for Aliyah based on the budget alone.
- The raise requested for Aliyah will be decided at her annual review meeting.
- Capital Fund Drawdown reports were distributed detailing a lack of funding drawdowns for over a year. Aliyah stated she has been applying for these funds and will continue to do so.
- HUD allowed a review/correction of the Voucher Management System (VMS) reports, Aliyah did review/correct the VMS reports for each month of 2024, revealed that HUD owes FHC \$97,000 which will be paid after a HUD review.

4. By-Law Annual Review

The FHC By-Laws were reviewed and accepted.

AYES: All

NAYS: None

5. Ethnics Policy Review:

The FHC Ethnics Policy was reviewed and accepted.

AYES: All

NAYS: None

6. Q4 Credit Card, Payroll and PTO Carry Forward

- Bill Willcock clarified that all PTO over 80 hours is to be placed in the Retirement Fund

**Ferndale Housing Commission
Regular Board of Commissioners Meeting**

1. Approval of Agenda

President Sutherland led motion to approve the meeting agenda.

Ayes: All

Nays: None

Motion Passed

2. Approval of Minutes

President Sutherland led the motion to approve the meeting minutes.

Ayes: All

Nays: None

Motion: Passed

3. Approval of Financial Report:

Commissioner Dan and Alvita approved the financial reports

4. Executive Director Report:

- Positive Pay had been added to the FHC bank account to avoid fraudulent activity. The Detective in charge inquired into dropping the investigation as there were no further fraudulent charges. Aliyah will continue the investigation for full prosecution of the culprits.
- Update on HCV waitlist pull and voucher issuances
- The FHC will bill the housing commissions of port-out participants and is no longer absorbing.
- Shepherd House moves have begun, with 7 tenants moving.
- Ann Heler is assisting in securing funds from the Devon Trace Corporation.

There were three voting points:

- Proposed annual vacation of 10 days: closing the FHC from December 24-January 2. Aliyah, Bill and Jose will remain available. Dan suggested the maintenance team be allowed to take their full day if they are called in for emergency maintenance during the vacation closure. Aliyah agreed.

AYES: All

NAYS: None

- Proposed \$500 bonus for all staff, no matter the length of time served at FHC. Dan suggested the bonuses be merit-based. Aliyah agreed.

AYES: All

NAYS: None

- Proposed to move BOC meetings from Mondays to Fridays to allow staff time to prepare and have the following day to decompress; Monday meetings are following by walk-in hours which increase staff stress. Dana was concerned that moving the meetings could interfere with her travel plans and she would not be able to attend the meetings. Dan suggested ZOOM meetings to accommodate Dana, who then stated she does not always have cell service.

AYES: 3

NAYS: None

ABSTAIN: 2

5. Deputy Director Report

- 55 Units were City inspected on January 8th, 2 units failed for minor carpet repairs and would be reinspected February 11th.
- Both WW and AH passed fire alarm inspections
- Storm damaged reports will be completed by the end of February
- Unit turnovers have been scheduled for painting
- The Xfinity router has been repaired and is functioning
- Two scattered site building had roof damages which were repaired
- All scattered site roofs will be inspected to ready them for winter of 2025/2026
- Bingo and Name that Tune were added to the Resident Meetings at AH and WW
- 14 work orders were submitted and completed

6. Old Business Fraud Audit

7. New Business

The FHC will publish a RFP for Human Resource Consulting Service

8. Open Call To Audience

Darlene Shanks would like to revert to the older parking passes. Carol Morency stated that the older fall apart in the sun and were worthless.

9. Call To Commission

Dan stated that during the Annual Meeting the Commissioner officers were to be updated/reviewed.

- The Vice-President role was mentioned, Dana will remain VP
- All other Commissioners will remain in the roles they currently hold
- Joel Milliner stated he and Reggie will hold resident meetings to meet with the residents on Saturday, with the next meeting to be held on Friday 28th
- Dan would like to meet with the auditor and the financial consultant.
- Aliyah stated the financial consultant asked for a raise; Dan suggested a meeting with the financial consultant
- Dan also requested a meeting with the financial auditor

The meeting was adjourned at 7:54 P.M.

Executive Director's Report February 2025

1. We saved \$24K on our Workman's Comp audit by insisting the auditor (Compone) revise the 2023 audit they were charging us for not providing Independent Contractor or COIs for multiple contractors which had been provided. Once the email with the original COI was forwarded, Compone has agreed to revise the 2023 audit.
2. 30 new HCV vouchers were issued for candidates on the waitlist.
3. HUD had granted all Housing Commissions permission to review and correct the Voucher Maintenance System (VMS) 2023 calendar year reports. This report determines HUD funding. The submissions were corrected, and we were able to claim the money owed us from 2023. The reports are included in your BOC packets.
4. The FHC has an outstanding Port Out bill of \$66+. We have tried to negotiate to no avail. This is the highest of the outstanding invoices from the port-outs which have not been paid in several years.
5. We have had heavy monthly manual payments needed for landlords/property owners due to holds that had not been released, lease-ups that had not been processed and the aforementioned portability billings that had not been paid. Almost all of these payments originated in 2023/2024. HUD WILL reimburse us as we have categorized these payments as 'after the first of the month' expenses. Last month's manual payments totaled \$55K.
6. All of the Shepherd House vouchers The FHC had allocated have been utilized.
7. Interviews are scheduled for next week to fill the vacant Housing Specialist position.
8. Alera Group, our new insurance brokers, have been invited to the March BOC meeting.
9. Ravi, our financial consultant has been invited to our March BOC meeting.
10. Barrale Renshaw CPAs and Advisors has been invited to our March BOC meeting



To: Board of Commissioners
From: Kimmaly Morris P.H. Manager / D.D.
Date: February 27, 2025
RE: Monthly Report

- ❖ City of Ferndale inspections has all been completed and every unit and passed
- ❖ Storm Damage Repairs have been finalized and a meeting with Insurance Restoration Pros is scheduled to meet with FHC Monday March 3, 2025 to inspect and sign off on the project.
- ❖ The painting for unit turnover are half way completed and we are scheduling for carpeting and or cleaning whichever is more physically more responsible.
- ❖ Four Furnaces went down during last week s polar vortex snow storms – Paul Scott was contacted – each family was given heaters by our team to ensure their warmth and comfort- all the furnaces were repaired and one was replaced and all the furnace are up and running now – a plan is being put into place to check all the filters and to schedule regular furnace inspection – and all the heater have been collected.
- ❖ The Roofing Contract has sent a list of all the roofs that have been recently updated there are 27 scattered sites units being scheduled for roofing inspections.
- ❖ 7 work orders – 5 completed



FERNDALE HOUSING COMMISSION

Award Information

[Menu](#) [Oblig/Exp Status](#) [Award Information](#)

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

Award: MI28P096501-23 (CFP) Capital Fund Program

[General](#) [Budget](#) [Vouchers](#) [Obl/Exp](#)

Reporting Period	Reported On	Reported By	LOCCS Authorized	PHA Cumulative Obligated	LOCCS Disbursed	PHA Cumulative Expended
02-28-2023	05-02-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
03-31-2023	05-02-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
04-30-2023	05-31-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
05-31-2023	07-06-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
06-30-2023	08-04-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
07-31-2023	09-01-2023	E. TONG	0.00	0.00 0%	0.00	0.00 0%
08-31-2023	12-21-2023	R. SPENCER	0.00	0.00 0%	0.00	0.00 0%
09-30-2023	12-21-2023	R. SPENCER	0.00	0.00 0%	0.00	0.00 0%
10-31-2023	12-21-2023	R. SPENCER	0.00	0.00 0%	0.00	0.00 0%
11-30-2023	12-21-2023	R. SPENCER	0.00	0.00 0%	0.00	0.00 0%
12-31-2023	01-25-2024	R. SPENCER	0.00	0.00 0%	0.00	0.00 0%
01-31-2024	04-19-2024	A. MGAWA	0.00	0.00 0%	0.00	0.00 0%
02-29-2024	04-19-2024	A. MGAWA	0.00	0.00 0%	0.00	0.00 0%
03-31-2024	05-03-2024	A. MGAWA	0.00	0.00 0%	0.00	0.00 0%
04-30-2024	05-08-2024	A. MGAWA	0.00	0.00 0%	0.00	0.00 0%
05-31-2024	05-08-2024	A. MGAWA	0.00	0.00 0%	0.00	0.00 0%
06-30-2024	06-14-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
07-31-2024	08-13-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
08-31-2024	09-06-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
09-30-2024	09-06-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
10-31-2024	10-21-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
11-30-2024	11-04-2024	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
12-31-2024	01-03-2025	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
01-31-2025	01-03-2025	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%
02-16-2025	01-29-2025	A. MGAWA	336,089.00	0.00 0%	0.00	0.00 0%



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FERRDALE HOUSING COMMISSION

Award Information

Award: MI28P096501-21 (CFP) Capital Fund Program

General Budget Members Obl/Exp

Reporting Period	Reported On	Reported By	LOCCS Authorized	PHA Cumulative Obligated	LOCCS Disbursed	PHA Cumulative Expended
04-30-2021	04-30-2021	H. VAN POUCKER	0.00	0.00	0.00	0.00
05-31-2021	06-08-2021	H. VAN POUCKER	0.00	0.00	0.00	0.00
06-30-2021	07-06-2021	H. VAN POUCKER	0.00	0.00	0.00	0.00
07-31-2021	09-09-2021	H. VAN POUCKER	0.00	0.00	0.00	0.00
08-31-2021	09-09-2021	H. VAN POUCKER	0.00	0.00	0.00	0.00
09-30-2021	09-15-2021	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
10-31-2021	11-03-2021	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
11-30-2021	12-03-2021	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
12-31-2021	01-06-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
01-31-2022	02-01-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
02-28-2022	03-10-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
03-31-2022	03-30-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
04-30-2022	05-02-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
05-31-2022	06-08-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
06-30-2022	07-13-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
07-31-2022	08-09-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
08-31-2022	09-07-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
09-30-2022	10-05-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	50,000.00
10-31-2022	11-07-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	125,000.00
11-30-2022	12-05-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	175,000.00
12-31-2022	12-16-2022	H. VAN POUCKER	270,796.00	270,796.00	0.00	250,000.00
01-31-2023	05-02-2023	E. TONG	270,796.00	270,796.00	250,000.00	250,000.00
02-22-2023	05-02-2023	E. TONG	270,796.00	270,796.00	250,000.00	250,000.00



Award Information									
03-31-2023	05-02-2023	E. TONG	270,796.00	270,796.00	100%	250,000.00	250,000.00	92%	
04-30-2023	05-31-2023	E. TONG	270,796.00	270,796.00	100%	250,000.00	250,000.00	92%	
05-31-2023	07-06-2023	E. TONG	270,796.00	270,796.00	100%	• 251,733.00	250,000.00	92%	
06-30-2023	08-04-2023	E. TONG	270,796.00	270,796.00	100%	• 270,796.00	250,000.00	92%	
07-31-2023	09-01-2023	E. TONG	270,796.00	270,796.00	100%	• 270,796.00	250,000.00	92%	
08-31-2023	12-21-2023	R. SPENCER	270,796.00	270,796.00	100%	• 270,796.00	250,000.00	92%	
09-30-2023	12-21-2023	R. SPENCER	272,040.00	270,796.00	99%	• 270,796.00	250,000.00	91%	
10-31-2023	12-21-2023	R. SPENCER	272,040.00	270,796.00	99%	• 270,796.00	250,000.00	91%	
11-30-2023	12-21-2023	R. SPENCER	272,040.00	270,796.00	99%	• 270,796.00	250,000.00	91%	
12-31-2023	01-25-2024	R. SPENCER	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
01-31-2024	04-19-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
02-29-2024	04-19-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
03-31-2024	05-03-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
04-30-2024	05-08-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
05-31-2024	05-08-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
06-30-2024	06-14-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
07-31-2024	07-23-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
08-31-2024	08-09-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
09-30-2024	09-06-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
10-31-2024	10-21-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
11-30-2024	11-04-2024	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
12-31-2024	01-03-2025	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	250,000.00	91%	
01-31-2025	02-03-2025	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	270,796.00	99%	
02-28-2025	02-03-2025	A. MGAWE	272,040.00	270,796.00	99%	270,796.00	270,796.00	99%	



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