

## Ferndale Housing Commission Minutes

Of May 10, 2017

A REGULAR MEETING of the Ferndale Housing Commission was held on Wednesday, May 10, 2017 at 5:11 PM in the Autumn House Community Room (Board Room) located at 500 E Nine Mile, Ferndale, MI 48220.

**A. Roll call:**

Present: Bentley, DaSilva, Tartaglia, VanPoucker, and Heler  
Absent: none

**B. Approval of the Agenda –**

Motion by DaSilva, seconded by Bentley, be it resolved to approve the agenda.

Ayes: All  
Nays: None  
Motion Passed.

**C. Approval of the minutes:**

*Regular meeting of 3/8/17 –*

Motion by DaSilva, seconded by Bentley, be it resolved to approve the Regular meeting minutes of 3/8/17 as amended.

Ayes: All  
Nays: None  
Motion Passed.

*Regular meeting of 4/12/17 –*

Motion by Bentley, seconded by Tartaglia, be it resolved to approve the Regular meeting minutes of 4/12/17 as submitted.

Ayes: All  
Nays: None  
Motion Passed.

**D. Disbursements:**

Checks reviewed and signed by Heler  
Vendor payments: HAP register payment, steadily going up,  
Vendor payments: city looked at water meters, some came down.  
Maintenance overtime: standard  
Office is higher because we're short 1 staff

Motion by Bentley, seconded by DaSilva, be it resolved to approve the Disbursements as submitted.

Ayes: All  
Nays: None

Motion Passed.

**E. Executive Director's Report:**

Added work order log and added a new table – completion rate – April 47, completed 40 (80%)  
This is good rate, average days to complete 2.6 and urgent in same day; vacancies 1, leasing this week delinquencies not bad – no evictions, 1 violation

March financials attached; no significant modifications; tracking actual to budget; performing better than expected; vouchers, expected to be down but we're ahead

Resident activities – engaged with both, great plans for spring, cleanup program; DPW wonderful, Carlos said make a wish list; can take advantage of staff/equipment; shopping for patio furniture, gazebo, BBQ equipment; well worth small investments; public spaces utilized;

Purchasing – hired new landscaper, working through some things, difference in pricing; asked residents if it was worth it

Went to Taylor's facility – building wide wi-fi controlled by office to opt out of cable; working with IT provider; storage lockers for residents

Personnel – Emily fair housing training; EVP/Jen Lansing training

Motion by DaSilva, seconded by Tartaglia, be it resolved to approve the Director's Report as submitted.

Ayes: All

Nays: None

Motion Passed.

**F. New Business**

1. Approval of Diversified electric's quote for Autumn House exterior lighting  
Carlos (DPW) told them about Diversified Electric – happy with pricing; all exterior lighting; removing 6 poles cap/conceal underground; new pole light; can also switch out wall pack; replace canned recess light, strip of light in front arch, replace with LED, illuminate lighting over patio, and parking lots, each door; added \$\$ for perimeter work, contingency funds; internal hall lights tied into units; suggested retrofitting hall lights and replace exit signs; Under the amount required to vote – 2 projects
2. Physical needs assessment review –  
\$12.9m worth of work over 20 years for all buildings. It's going to be a challenge. HVP – regardless, it can support. Only 1 person comes off board each year. Will need study session and then work with resident committees for directions; homes need some focus/work quickly. Can start looking at grants for projects.

**G. Old Business:**

1. HUD Comprehensive Management Assessment Settlement & Repayment Agreement

We're almost there, believe their number is correct; buyout was overpaid because some info was not forthcoming; it's only a few thousand; bulk of payment is for unauthorized travel expenses, will settle for \$20k instead of \$184k; HUD believes it was made per contractual agreement; communication from HUD referenced the wrong date; received confirmation from HUD they used the wrong template and will reissue correct one.

Motion by Bentley, seconded by Tartaglia, be it resolved to approve the HUD Comprehensive Management Assessment Settlement & Repayment Agreement, contingent upon receipt of appropriate letter from HUD.

Ayes: All

Nays: None

Motion Passed.

2. Approval of Ethics Policy

All corrections have been made as requested.

Motion by Bentley, seconded by DaSilva, be it resolved to approve the revised Ethics Policy as presented.

Ayes: All

Nays: None

Motion Passed.

3. Approval of Admission and Continued Occupancy Policy (ACOP)

A public hearing was held with open comment period; foundation of the public housing; it's not exciting but it's our policy; interesting changes in our preferences, Ferndale residents, elderly and disabled; we go back 5 years on criminal history was 7, HUD uses 3.

Motion by DaSilva, seconded by Bentley, be it resolved to approve the Admission and Continued Occupancy Policy (ACOP) as presented.

Ayes: All

Nays: None

Motion Passed.

4. Approval of Lease pending attorney review

The new Lease will reflect the ACOP and is currently being reviewed by the attorney.

Motion by DaSilva, seconded by Tartaglia, be it resolved to approve the Lease pending review by the attorney.

Ayes: All

Nays: None

Motion passed.

5. Approval of Resident Handbook

These are the house rules; its free and part of a welcome packet.

Motion by Bentley, seconded by Tartaglia, be it resolved to approve the Resident Handbook as presented.

Ayes: All

Nays: None  
Motion Passed.

6. Approval of Administrative Plan

The plan governs Section 8 – Wayne, Oakland, Macomb – no huge changes.

Motion by DaSilva, seconded by Bentley, be it resolved to approve the Administrative Plan as presented.

Ayes: All  
Nays: None  
Motion Passed.

7. Closed Session to discuss legal strategy

Motion by Tartaglia, seconded by DaSilva, be it resolved to move into Closed Session to discuss legal strategy at 5:57 pm.

Ayes: All  
Nays: None  
Motion Passed.

Motion by Tartaglia, seconded by DaSilva to reopen the regular meeting at 6:40 pm.

Ayes: All  
Nays: None  
Motion passed.

**H. Open Call:**

Jackie – safety, houses people with disabilities including mental; how do we draw the line without violating rights and it being a danger/threat to community; HVP – if you feel in danger call 911; if violating lease for any reason call office; challenge with lease violations we need to go to court for eviction; if they're not well, say who yells a lot, sound proofing could be done; we can't identify what we think might be wrong; speaking generally, we can call mental health agencies, will do what we can but this isn't an assisted living situation. If they're threatening you call PD, Jackie, you show preferential to elderly/disabled, HVP, that's not up to us.

Claude – when are they starting on lights; HVP just approved tonight, after May 20.

Resident - incident occurred, felt life in danger, has anxiety every time they see this person; let Emily know she doesn't feel safe; not happy with response and thought more could be done to ensure my safety. HVP – in course of investigation they speak with PD; have had one immediate eviction for a serious condition. DaSilva - similar protocol – no one solution for everyone; cannot be one response; must take person's history into consideration; HVP – we have prioritized social work within our office; we don't know what's happening with our funding, it's slower coming

**I. Call to Resident's Committee Members**

Communication from Autumn House resident committee – needs subcommittee; if we're going to formalize need to know direction we want to go.

**J. Call to Commission – none**

There being no further business, the meeting was adjourned at 6:50 pm.

**The next regular board meeting will take place on Wednesday, June 14, 2017 at 5:00 pm  
in the Community Room at 415 Withington.**