Ferndale Housing Commission

Annual and Regular Meeting Agenda
RESCHEDULED
FHC BOARD OF COMMISSIONERS
Monday, February 10th 6:00 PM
415 Withington. Ferndale MI. 48220

Annual Meeting Agenda:

1. Roll Call
2. FYE 2024 Budget
3. FYB 2025 Budget
4. By-Law Review (Annual)
5. Ethics Policy Review (Annual)
6. Q4 Credit Card, Payroll and PTO Carry Forward
7. Assets/Depreciation Schedule (Annual)

Regular Meeting Agenda:

1. Approval of Agenda
2. Approval of Minutes
3. Approval of Financial Report
4. Executive Director Report
5. Deputy Director/Public Housing Manager Report
6. Old Business
   - Fraud Protection update
7. New Business
   - Proposed RFP for Human Resources Consulting Services
   - Moving Board Meetings to Fridays
8. Open Call to Audience
9. Call to Commission
10. Adjournment

FERNDALE HOUSING COMMISSION
Regular Board of Commissioners Meeting Minutes
Autumn House Community Room
December 16, 2024
6:00 P.M.

1. Roll Call

Dana Parke opened the meeting at 6:05 P.M.

Aliyah Mgawe, Kimmaly Morris, Alvita Lozano, Joel Milliner, and Dan Martin were in attendance. Reginal Sutherland presented at 6:06 P.M.

1. Approval Of Agenda

   Ayes: All Nays: None

2. Approval of Minutes:

   Ayes: All Nays: None

3. Approval of Disbursements

   Dan Martin and Alvita Lozano approved disbursements of financials

4. Executive Director Report:
   - Bank fraud and all funds were recovered
   - Positive Pay added to bank account to prevent future fraud
   - The BOC approved HUD 110% increase for payment standards
   - Utility Payment Standards approved effective January 1, 2025
   - Voucher count increased from 722 to 781
   - Change in staff with L. Rice's resignation
   - Board meeting had been updated to consider a holiday
   - FHC received a $2500 grant from the Ferndale Community Foundation

5. Deputy Director's Report:
   - City Inspections rescheduled for January 8, 2025
   - Fire Chief Robinson warned FHC of a $35 fee for every false. All residents have been notified.
   - FHC was gathering quotes for painting units and unit turnovers

- Wallpaper installation commenced on the 5th Floor of AH
- AH and WW were scheduled for fire alarm testing; all residents were notified
- Vacant units have been scheduled for painting
- Office/Waitlist Coordinator Dominique Grove hosted a Bingo luncheon with Oak Street Health which attracted many residents. Food and beverages were provided.

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. We have received phone calls from people stating they were contacted by The FHC for Section 8 vouchers or available units. The callers stated they would be issued a voucher for a small fee. We have added a warning to our website that the FHC is not sending emails and will never ask for money.

4. HUD has graciously granted us permission to request the drawdown money that had been unclaimed. The majority of the money had been spent; the remainder will be provided to The FHC. We are meeting with HUD often to determine when we will receive the funds and how we are allowed to use it.

5. 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.

6. 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.

7. All of the Shepherd House vouchers The FHC had allocated have been utilized.

8. Interviews are scheduled for next week to fill the vacant Housing Specialist position.

9. Alera Group, our new insurance brokers, have been invited to the March BOC meeting.

10. Ravi, our financial consultant has been invited to our March BOC meeting.

11. 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 10, 2025
RE: Monthly Report

- 55 Units were inspected by the City of Ferndale on January 8, 2025 – two units failed for minor carpet repairs and are scheduled for re-inspection on February 11, 2025.
- This will complete the City Inspections for FHC.
- Both buildings passed the Fire Alarm Systems Tests and are operating efficiently but will however need upgrades to bring them up to current standards.
- Storm Damage Repairs will be finalized by the end of February 2025
- The Final appointments are scheduled for mid-month.
- Unit turn-overs have been scheduled for painting and will be scheduled for carpeting.
- The Xfinity Router was repaired and is currently working.
- 1944 Almont and 1556 Albany both suffered damages to their roofs, and both were repaired with in days of damage. 1944 Almont is currently being quoted for additional repairs as it had previous damage from 2023 that was not completed.
- I have asked the roofers to work with me on a schedule to inspect the roofs of the scattered site houses to ensure we are ready for the winter of 2025/2026.
- Dominique Grove our Office Coordinator has scheduled Bingo and Name that Tune for Both AH&WW those pending date have been posted.

Lansing Housing Commission
419 Cherry
Lansing, MI 48933

HUMAN RESOURCE CONSULTING SERVICES

REQUEST FOR PROPOSAL

PROJECT #:	**022024**
RELEASE DATE	**FEBRUARY 1, 2024**
DUE DATE	**FEBRUARY 22, 2024 2:00PM EST**

INVITATION TO RFP

Human Resource Consultant Services for Lansing Housing Commission

Project No.: 022024
Release Date: February 1, 2024
Due Date: February 22, 2024
Due Time: 2:00 PM EST

The Lansing Housing Commission (LHC) is soliciting a proposal from a qualified firm or consultant for professional and technical services to provide human resource consulting services for LHC.

Proposals must be received no later than 2:00PM EST on February 22, 2024. After this deadline, no other proposals or modifications will be accepted. One electronic copy of the proposal package must be delivered by **email to Karen Chase at** Karenc@lanshc.org. One bound copy must be mailed or dropped **off at LHC offices Attention Karen Chase 419 Cherry Street Lansing, Michigan 48933.**

Questions concerning the RFP submittal requirements should be directed to Karen Chase, Executive Assistant, at Karenc@lanshc.org. The deadline for questions is February 15, 2024.

Proposal packages submitted will be evaluated by an evaluation committee selected by LHC and ranked by the evaluation factors outlined in the **Evaluation Criteria** section.

This project is federally assisted and will obligate the ultimate awardee not to discriminate in employment practices; adhere to Department of Labor requirements and otherwise to adhere to applicable federal requirements. Minority and women owned business are encouraged to respond. LHC reserves the right to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected. LHC reserves the right to waive irregularities and to reject any and all proposals.

Douglas E. Fleming
Executive Director

DESCRIPTION OF ENTITY

LHC, located in Lansing, Michigan, is a Public Housing Commission as well as a Management Company that provides housing in the form of rental assistance through various programs for low to moderately low-income families throughout the tri county area. There are a total of 25 employees, 4 hourly and 21 salaried, and several temporary employees. LHC is committed to the development and management of quality, affordable, and fair housing options in a compassionate, health and safe way.

GENERAL PERFORMANCE REQUIREMENTS

All work is to be performed in accordance with professional standards, HUD regulations, requirements and criteria and local codes, regulations, ordinances, and statues. The selected individual or firm will perform only work which is authorized by the Executive Director, or designee. All requests will be relayed by a written document via email or verbal command via phone. No individual or firm shall act on its own, unless given previous directive from the Executive Director to do so.

All documents produced under contract to LHC must be submitted in a format to which both parties agree. All documents and products created by the selected individual/firm and any sub-contractors shall become the exclusive property of the LHC.

LHC is committed to affirmatively furthering fair housing for all persons regardless of age, race, color, national origin or ancestry, citizenship, religion, sex, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information, marital status, familial status, or any other basis protected by state, federal, or local law. All contractors are required to promote fair housing and comply with the Fair Housing Act and fair housing laws and regulations.

LHC, HUD, and the Comptroller General of the United Stated shall at all times have access to any books, documents, papers, and records of the selected individual/firm which are directly pertinent to the specific contract for the purpose of audit, examination, or for excerpts or transcripts.

- Create, update and maintain records of all employment status changes as to each employee, such as new hire, leaves, demotions, promotions, terminations, and more.
- Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors.
- Regular communication to management of changes affecting employment laws or regulations.
- Assistance with other tasks as deemed necessary to improve employee performance, supervision, or the work environment for employees.

The following should be addressed in the proposer's response:

Cover Letter

Proposal shall be accompanied by a cover letter, which should summarize the key elements of the proposal. An individual authorized to bind the proposer must sign the letter. The letter must stipulate that the proposal shall be valid for a period of at ninety (90) days. Indicate the address and telephone number of the proposer's office located nearest to LHC and the office from which the project will be managed. The firm name and business address along with the following:

- A brief synopsis of the general capabilities and strengths of the firm.
- A brief overview of the firm's history, including the number of years in business, ownership structure, previous name of business, if any.
- List and describe any joint venture, teaming, subcontracting arrangement, or involvement of other firms in the proposed work.
- Submit a list of and describe any lawsuits filed against the firm during the preceding five (5) years in conjunction with the type of services requested herein.
- Any additional information regarding your firm's experience and capabilities that you feel would be important.
- Include five (5) references, including contact person, company name, phone number, and address on similar installation contracts.
- Submit documentation on the firm's professional liability insurance and disclose any applicable deductible amount.

Qualifications

Describe the qualifications of the proposer and key staff that have performed projects similar in size and scope within the past five years to demonstrate competence to perform these services. Included should be names of key staff that participated on those projects and their specific responsibilities, and a summary of the proposer's demonstrated capability, including the length of time that the services in the Scope of Work have been provided. All proposers should provide at least three references, including name and contract information, which have received similar services. LHC reserves the right to contact the references listed.

Fee Proposal

Indicate the hourly fee for all services in the Scope of Work. Please also indicate an hourly rate for work outside of the scope of work. Provide the firm's suggested methods and amounts of compensation. Include the hourly billing rate for all personnel that will provide services during the agreement term.

Each proposal shall contain a statement of the minimum compensation for which the firm is willing to render services to LHC, including the amounts and/or methods of calculation. LHC is interested in proposals that will provide top quality service at competitive rates.

Each proposal should offer at least two methods of determining fees for services rendered:

1) based on hourly rates and
2) fixed firm price per service.

Other methods or variations in determining compensation are encouraged and will be considered. LHC reserves the right, without qualification, to negotiate a fee structure with the selected firm.

Include in the price proposal the smallest fraction hour delineation for billing (1/12, 1/6, ¼, ½, etc.); retainer requirements, list all reimbursable expenses and charges for copies, telephone, fax and automobile mileage.

Compensation that is based on hourly rates shall be billed monthly by property, grant or program and shall be based only on actual time spent, without multipliers, add-ons, "unit billing" or other variations that could or would result in payment for more than actual time spent.

LHC DOCUMENTS AND HUD FORMS

The following forms MUST be completed and submitted with the proposal documents. Failure to complete and submit ALL the forms required MAY render the proposal nonresponsive and subject to disqualification.

THE FOLLOWING NOTICES ARE PROVIDED FOR YOUR INFORMATION AND DO NOT NEED TO BE RETURNED WITH YOUR PROPOSAL:

NOTICE SECTION 3 CLAUSES
FORM HUD 5369-B INSTRUCTIONS TO OFFERORS NON CONSTRUCTION
FORM HUD 5370-C I GENERAL CONDITIONS NON-CONSTRUCTION

THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL DOCUMENTS. FAILURE TO COMPLETE AND SUBMIT ALL OF THE FORMS MAY RENDER THE PROPOSAL NON-RESPONSIVE AND SUBJECT TO DISQUALIFICATION

FORM LHC OFFERORS INFORMATION
FORM LHC SECTION 3 BUSINESS SELF-CERTIFICATION
FORM LHC SECTION 3 COMPLIANCE REPORT
FORM LHC SECTION 3 COMPLIANCE AFFIDAVIT
FORM LHC CRIMINAL ACTIVITY CERTIFICATION
FORM LHC SENSITIVE INFORMATION POLICY
FORM ILLEGAL IMMIGRATION REFORM ACT PROCUREMENT CERTIFICATION

Each item listed above MUST be completed and submitted with the proposal. This list does not include other submittals that maybe required. Read the RFP documents fully and carefully.

EVALUATION CRITERIA

Evaluation of all proposals received shall be based on the following criteria:

- Qualification of Entity and Key Personnel **(20 points)**

  Includes the proposer's ability to provide the requested scope of work, recent experience conducing work of similar scope, complexity, and magnitude for other agencies of similar size, references. Familiar with HUD rules and regulations.

- Approach to Providing the Requested Scope of Work **(20 points)**

  Includes an understanding of the RFP and of the project's scope of work; knowledge of applicable laws and regulations related to the scope of work.

- Price Proposal **(30 points)**

  Price proposals will be evaluated on the basis of cost on fee proposal submitted.

- Prior Experience **(20 points)**

- Innovating and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities **(10 points)**