



**Ferndale Housing Commission  
Regular Board of Commissioners Meeting minutes  
Autumn House Community Room  
November 21, 2025  
6:00 P.M.**

**1. Roll Call**

The Regular Board meeting was called to order at 6:00 P.M. by Board Commission President Reginald Sutherland. Roll call: Reggie Sutherland, Alvita Lozano, Kate Baker, Joel Milliner, Dana Parke, Kimmaly Morris, Aliyah Mgawe

**2. Approval of Agenda**

President Sutherland led the motion to approve 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. Financials**

President Sutherland led the motion to approve the Financial reports  
Ayes: All                      Nays: None      Motion: Passed

**5. Executive Director's Report**

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

- Staff changes: Lead Maintenance Supervisor, Jose Gonzalez, retired on November 26; Maintenance tech resigned and last day was November 14<sup>th</sup>.
- Two new Maintenance techs began training with Mr. Gonzalez on November 17<sup>th</sup>. The two, new staff members (James Elliott and Eric Simpson) have much experience in maintaining and/repairing appliances, carpentry, painting, landscaping and bring much to FHC. They were received with a warm welcome and will save FHC tens of thousands of dollars in contractor fees.
- The Lead Maintenance Supervisor title has been retired, both maintenance men have the same title; Both Maintenance Techs and are paid equally.
- FHC will purchase the equipment for allow the Maintenance Techs to complete work orders that were originally farmed out to contractors.
- The 2026 Strategic Plan has been added to the FHC website.
- Hannah Bond is our new financial auditor, replacing Barrale and Assoc. Ms. Bond has agreed to a three-year contract and will perform remote audits, saving FHC \$2,500.
- Ravi Yalamanchi has remained with FHC and the Fee Consultant.
- Royal Oak cottages has had three changes in management thus far. The homes were schedule to be ready to occupy in mid-November.
- The Resident Handbook, Admin Plan, and Organization Policy books are being updated as time allows.
- A HUD voucher submitted in May and requesting \$9K has been delaying our funding – we are allowed one voucher at a time, and this voucher had been submitted in May. We are unable to submit other vouchers until the outstanding voucher has been cleared.
- There was concern from other residents regarding an elderly resident who does not appear to be able to live on her own; Adult Protective Services has been contacted and the resident has been assigned to a social worker.
- FHC staff medical and dental insurance were upgraded from the past BCN medical/dental to a higher tier or BCN medical with Delta Dental as the preferred dental coverage. Due to the increase in BCN plans, the costs are comparable to the older plans for FHC, with a slight

increase in premiums for staff. These plans were to be effective on December 1, 2025.

**6. Deputy Director/Public Housing Manager's Report**

- The HUD NSPIRE inspections resulted in seven failed items. One of the items was regarding a faulty emergency door which was promptly repaired and uploaded to the NSPIRE portal on the same day.
- The City of Ferndale inspections resulted in 17 failed items which were scheduled for repair and reinspection.
- 4 newly vacant units will be scheduled for turning after all inspection items have been repaired.
- 6 units have been leased in November
- 5 vacant units have applicants that are being screened for occupancy
- Our newly hired maintenance staff will save FHC a significant amount of money being paid to contractors as they are willing and able to do the work the previous maintenance men were unwilling to perform i.e., painting, drywall, plumbing, light electrical, cement work and much more. The contractors will be called upon for any work that require certified workers. The above items cost approximately \$200K per year. Our goal is to reduce the times we reach out to contractors to complete our service requests,
- Work orders were handles as usual along with the repairs needs to pass inspections.

**6. Call to Audience**

- There was no audience present at this meeting

**7. Call to Commission:**

- Reginald Sutherland asked how much the new maintenance techs were being paid; he was told \$27 per hour each.
- Joel stated he was awaiting confirmation from the health department to initiate the vaccines at WW and AH.

- It was stated the Citizens of Fair Ferndale may have grant money available
- Kate knew of a grant with a deadline for December 5<sup>th</sup>, she emailed the grant to Aliyah stating she would meet with Aliyah to write the grant.
- Joel mentioned the Bambee HR contractors; Aliyah stated she did apply and was awaiting the contract.

The meeting was adjourned at 7:02 PM by President Sutherland