



**Ferndale Housing Commission
Regular Board of Commissioners Meeting minutes
Withington West Community Room
December 19, 2025
6:30 P.M.**

1. Roll Call

The Regular Board meeting was called to order at 6:07 P.M. by Board Commission President Reginald Sutherland. Roll call: Reggie Sutherland, Alvita Lozano, Kate Baker, Joel Milliner, Kimmaly Morris, Aliyah Mgawe

2. Approval of Agenda

President Sutherland moved to approve Agenda
Ayes: All Nays: None Motion: Passed

3. Approval of Minutes

President Sutherland moved to approve the meeting minutes
Ayes: All Nays: None Motion: Passed

4. Financials

President Sutherland moved 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:

- The clearance of a HUD voucher from May 2025. One voucher can be submitted at a time; this one was outstanding and blocked FHC from requesting additional vouchers.

- The shortfall funding requested before the government shutdown has been approved.
- The next shortfall phone call is scheduled for February, 2026
- Changes in FHC staff insurance; medical, dental, vision, and pharmacy has been updated and is effective 12/01/2025
- The ADA compliant switch plate for WW may be installed Spring of 2026
- R.O. Cottages interviewed FHC applicants for move-in dates before 12/25/2025
- FHC had delinquent caseloads which were the focus for the HCV team
- The Resident Handbook, Admin Plan, and the Organizational Policy books are being updated as time allows
- The 2026 Annual Plan will be available for public viewing at the BOC meeting held on 1/30/2026

6. Deputy Director/Public Housing Manager's Report

- The HUD NSPIRE inspection resulted in 7 failed items, one being an faulty emergency door which as promptly repaired. Proof of the repair was uploaded to the NSPIRE portal on the day of the inspection
- The City of Ferndale inspections resulted in 17 failed items which were scheduled for repair and reinspection
- 4 newly vacant units will be turned after all inspection noted items have been repaired
- 6 vacant units had been leased in November 2025
- 5 vacant units have applicants currently being screened for occupancy
- Our newly hired maintenance staff will save FHC a significant amount of money as they are willing and able to perform the work the previous maintenance men contracted out such as drywall repair, plumbing, light electrical, cement work and much more. Licensed contractors will be called for work requiring certified workers. The above items cost approximately \$200K per year.

- Works orders were handled as usual during the inspection repairs.

6. Call to Audience

- There was no audience in attendance

7. Call to Commission:

- Commissioner Baker stated the Ferndale Community Foundation may have more funding that FHC can apply for
- Commissioner Lozano stated the wallpaper in the community room should be painted
- Kimmaly stated we will eventually redecorate
- Aliyah stated FHC had major expenses i.e., furnaces, sump pumps, flooded basements etc.
- Aliyah stated she was able to provide a dinner for AH while remaining compliant with HUD by providing Lease Compliance and Housekeeping standard literature and providing the dinner after the training.
- Kate asked what caused the delay in processing, causing the annuals and interims to become delinquent. Aliyah responded with the changes in staffing and correcting many annuals and interims that had not been processed correctly.
- Aliyah stated she had changed to 5-Year Plan to be required every 5 year instead of every year as it had been. The Plan is able to be revised/updated as needed.
- Commissioner Milliner asked about the shortfall funding and the voucher being approved as FHC was told not to issue any vouchers. Aliyah explained that the vouchers from the HCV program are different from the HUD vouchers which are used to request funding.
- Chairman Sutherland asked if all tools were accounted for, asking if any were missing. Kimmaly and Aliyah answered they did not think anything was missing, but it was discovered that many tools had not been used.
- Kimmaly gave an update on using parts from one boiler to repair another, both boilers are now functional.

- Kimmaly stated a scattered site home was without heat and needs professional repairman to repair. The tenant has left the home and was staying with her sister until the furnace can be repaired.
- The City of Ferndale passed a house with our current insurance carrier found lacking due to a handrail needing to be secured to the porch. The railing has been installed.
- One scattered site driveway failed due to cracks in the cement, FHC has an extension to repair the driveway after winter.
- Kimmaly spoke on the elevators failing after passing inspections. The elevator repair company will repair the elevators at no charge.
- Commissioner Lozano requested the BOC be notified when grants are approved; Aliyah responded that all funds are reported monthly in the finance report.
- Commissioner Kate gave kudos to the progress made thus far and spoke on grants and improvements that can benefit the residents.
- Chairman Sutherland gave kudos on the new maintenance team
- Chairman Sutherland admired the decorations in the community room. Aliyah stated the Resident Committee decorated the room, stating she had spoken to AH on many occasions regarding them forming a Resident Committee.

The meeting was adjourned at 6:48 PM by President Sutherland