



**MELVINDALE HOUSING COMMISSION**  
**March 5, 2018**  
**Special Meeting**

A Special meeting of the Melvindale Housing Commission held on Monday, March 5, 2018 at 10:00 a.m. in the Library of Coogan Terrace, 3501 Oakwood Blvd., Melvindale, MI 48122.

Chairperson Sue Herman called the meeting to order at 10:02 a.m.

**ROLL CALL:**

Present: Cotto, DeCaire, Suiter and Herman

Also present: Doug Gordon, Director of the Detroit PIH Office, Cynthia Telfer, MHC Director and Luz Guzman, Property Manager

**I. Approval of Agenda**

No agenda was prepared as the Notice of Special Meeting addressed the purpose of the meeting.

**II. New Business**

The Rockwood Housing Commission reached out to Cynthia Telfer, Director of the Melvindale Housing Commission on February 6, 2018 for assistance with administrative duties following the resignation of the Mr. Gary Jenkin (Rockwood's Director). A telephone conference was held involving Melvindale, Rockwood and HUD on Thursday, March 1, 2018 to discuss a possible management agreement.

Telfer passed out an "Intergovernmental Management Agreement" and an "Exigent Management Agreement" between the Port Huron Housing Commission and St. Clair Housing Commission for reference.

Mr. Gordon expressed a preference for a limited term agreement, encouraging Rockwood to hire a new director as quickly as possible. He asked Melvindale to assist in the advertising, recruitment and interviewing as may be needed. Melvindale Commissioner's must authorize Telfer to access HUD's systems (Enterprise Income Verification and Electronic Line of Credit Control (Eloccs) on behalf of Rockwood. Melvindale's capacity to provide management oversight shifted slightly when it lost its experienced voucher staff member. This change requires additional training, oversight and support for a new member of the staff by the Executive Director to ensure program performance does not suffer. Melvindale supports a temporary arrangement to assist Rockwood.

Commissioner Suiter motioned and DeCaire supported authorizing Cynthia Telfer to negotiate a ninety day agreement with Rockwood to be brought back to the Melvindale Housing Commission for its approval. Motion passed unanimously (4 – 0)

**III. Public Commentary – none**

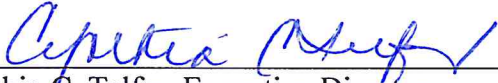
**IV. Adjournment**

*DeCaire* motioned to adjourn at 10:45 a.m.; *Cotto* seconded. Motioned passed unanimously.



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C. Sue Herman, Board Chair



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Cynthia C. Telfer, Executive Director