



MELVINDALE HOUSING COMMISSION

May 15, 2017

Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Monday, May 15, 2017 at 3:00 p.m. in the Community Room of Coogan Terrace, 3501 Oakwood Blvd., Melvindale, MI 48122.

Chairperson Sue Herman called the meeting to order at 3:00 p.m.

ROLL CALL:

Present: Cotto, DeCaire, Herman, Suiter and Williams

Also present: Executive Director Cynthia Telfer, Property Manager Luz Guzman, Financial Assistant Lisa Dionisi, ROSS Coordinator Eric Temple, and Occupancy Specialist Nicole Jubenville.

Pledge of Allegiance

I. Approval of Agenda

DeCaire moved to approve the agenda; *Cotto* seconded. Motion approved 5 – 0 (*Cotto*, *DeCaire*, *Suiter*, *Herman*, and *Williams*)

II. Approval of Minutes

Williams moved to approve regular meeting minutes of April 17, 2017; *DeCaire* seconded. Motion approved 5 – 0 (*Cotto*, *DeCaire*, *Suiter*, *Herman*, and *Williams*)

III. New Business

a. FYE 12/31/2016 Independent Audit Report

Reviewed by Board and recommended to be placed on file

b. Resolutions

Resolution 2017-009 To Approve Revised PH Tenant Charge List

DeCaire moved; *Cotto* seconded to approve the revised tenant charge list as proposed. Telfer provided the Board with feedback she'd received from residents and/or HUD staff during the comment period. Charges have been updated and in some cases reduced from the charge list in effect from April 14, 2014.

Motion approved 5 – 0 (*Cotto*, *DeCaire*, *Suiter*, *Herman*, and *Williams*)

Resolution 2017-010 To Write off Obsolete / Broken Inventory

Williams moved; *Suiter* seconded to approve the write off of obsolete / broken inventory.

Telfer provided a general review of the items listed, explaining that our Inventory policy calls for periodic inventory counts and that three locations were reviewed in April revealing many of the items held were either used, broken, unusable or not likely to be used in the future. Commissioner DeCaire suggested contacting Habitat for Humanity to see if they could repurpose the windows.

Motion approved 5 – 0 (Cotto, DeCaire, Suiter, Herman, and Williams)

IV. Commission Reports

Staff reviewed their reports and Chair Herman directed that they be placed on file.

V. Communications

Coogan Terrace Newsletter – May 2017

VI. Public Commentary

- Sandra Hornok #404 – Announced that she and other residents had attended the funeral of Emily Helton, a former resident of Coogan Terrace. According to Ms. Hornok, Ms. Helton had been tenant council president and a wonderful resident during her tenancy at Coogan Terrace – she will be missed.

VII. Announcements by Commissioner's

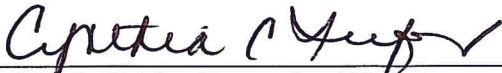
- Suiter – announced that she had a fall and fractured ribs recently. She loves the news that comes from here [Coogan Terrace]; it is a wonderful operational machine.
- Williams – expressed condolences to the Helton family. Thanked volunteers and staff for their work on the building. Encouraged residents to attend the City's Memorial day event and to meditate on those who have given their life in the military.
- DeCaire – no announcements
- Cotto – wished everyone a happy spring and noted the grounds are looking great.
- Herman – has offered to provide plants and/or seeds for the vegetable garden, but needs a list this week.

VIII. Adjournment

Williams motioned to adjourn at 3:48 p.m.; *Suiter* seconded. Motioned passed unanimously.



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director