



## MELVINDALE HOUSING COMMISSION

January 23, 2017

Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Monday, January 23, 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, Williams

Also present: Executive Director Cynthia Telfer, Property Manager Luz Guzman, Resource Coordinator Eric Temple, Financial Assistant Lisa Dionisi, and Occupancy Specialist Wendy Brunswick.

### Pledge of Allegiance

#### I. Approval of Agenda

*DeCaire* moved to approve the agenda with a revision to include under new business "election of officers". *Williams* seconded. Motion approved 5 – 0 (Cotto, DeCaire, Herman, Suiter, Williams)

#### II. Approval of Minutes

*DeCaire* moved to approve minutes for October 17, 2016 and December 1, 2016. *Cotto* seconded. Motion approved 4 – 0 (Cotto, DeCaire, Suiter, Williams)

#### III. New Business

##### (a) Resolutions

##### **2017-001 To Revise Procurement Policy**

*Suiter* moved to approve; *Williams* seconded.

Telfer reviewed the changes mandated by the elimination of 24 CFR 85.36 with a replacement of 2 CFR 200.317 – 300.326.

Motion approved 5 -0

(Cotto, DeCaire, Herman, Suiter, and Williams)

##### **2017-002 To Revise HCV Administrative Plan Regarding Repayment Agreements**

*DeCaire* moved to approve; *Suiter* seconded.

HCV Occupancy Specialist, Wendy Brunswick provided background information on the resolution requesting a revision to the HCV Admin Plan regarding repayment agreements.

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

(b) Election of Officers

Positions to be filled: Chair, Vice Chair and Sergeant at Arms

- *Williams* moved to nominate Sue Herman for Chair. Herman accepted. *DeCaire* seconded. Motion passed 4 -0 (Herman abstained)
- *DeCaire* moved to nominate Jerry Williams for Vice Chair. Williams accepted. *Suiter* seconded. Motion passed 4 – 0 (Williams abstained)
- *Williams* moved to nominate Janette DeCaire for Sergeant at Arms. DeCaire accepted. *Suiter* seconded. Motion passed 4 – 0 (DeCaire abstained).

**IV. Commission Report**

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

**V. Communications**

Coogan Terrace Newsletter – January 2017

**VI. Public Commentary**

Beverly Kemp - # 723: Is finding Coogan Terrace to be less handicap friendly as it had been in the past. She goes back to her room and cries. People tell her to “get out their way” and have been criticizing her personally because she cannot bend her leg. She’s not speaking of anyone in particular but would like something placed in the newsletter to remind residents to be tolerant and kind to those who are handicapped. The Board questioned Ms. Kemp about specifics but he offered none.

**VII. Announcements by Commissioners**

Cotto – Happy New Year; congratulations to the staff on a good job.

DeCaire- Happy Birthdays and Anniversaries. We’ve made it through another year.

Williams- Hope everyone had a good holiday. Keep working together.

Suiter – Happy New Year; compliments to the staff. Sun will come out tomorrow.

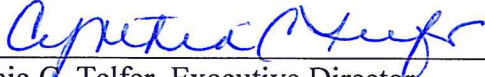
Herman - Looking forward to another year. Rather than allow gloomy days to distress you, look for the best in others. Pray for those who may be struggling. We’ve had numerous deaths and illnesses recently.

### VIII. Adjournment

*Williams* moved to adjourn at 3:55 p.m.; *DeCaire* seconded it. Motion approved 5– 0  
(Cotto, DeCaire, Herman, Suiter, and Williams).



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director