



MELVINDALE HOUSING COMMISSION

November 20, 2017

Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Monday, November 20, 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 3:01 p.m.

ROLL CALL:

Present: Cotto, DeCaire, Herman, and Suiter

DeCaire motioned to approve Williams absence due to illness and *Suiter* seconded. Motion approved unanimously. 4 - 0

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

Pledge of Allegiance

I. Approval of Agenda

Cotto moved to approve the agenda; *DeCaire* seconded. Motion approved 4 - 0 (*Cotto*, *DeCaire*, Herman, and *Suiter*)

II. Approval of Minutes

DeCaire moved to approve the regular meeting minutes of November 20, 2017, *Cotto* seconded. Motion approved 4 - 0 (*Cotto*, *DeCaire*, Herman, and *Suiter*)

III. New Business

a. Resolution 2017-027 To Approve Corrective Action Plan (HCV)

DeCaire moved and *Cotto* seconded to approve resolution.

Telfer briefly reviewed the proposed Correction Action Plan's components.

Motion approved 4 - 0 (*Cotto*, *DeCaire*, Herman, and *Suiter*)

b. Resolution 2017-028 To Revise Check Signing Policy

DeCaire moved and *Suiter* seconded to approve resolution.

Telfer reviewed proposed changes to the policy.

Motion approved 4 - 0 (*Cotto*, *DeCaire*, Herman, and *Suiter*)

c. Resolution 2017-029 To Approve Write-off of Equipment

DeCaire moved and *Suiter* seconded to approve resolution.

Telfer explained we need to dispose of one refrigerator and two snow blowers. One snow blower is essentially non-functioning as identified by Sell's Equipment. The second snow blower works and the MHC would like to see it for \$249 or best offer.

Motion approved \$ – 0 (Cotto, DeCaire, Herman, and Suiter)

d. Resolution 2017-030 To Designate Board Member as Third Signatory for Check Signing

Suiter moved and *Cotto* seconded to approve resolution, naming Janette DeCaire as the third Board member authorized to sign checks on behalf of the Melvindale Housing Commission per resolution 2017-028.

Motion approved 3 – 0 (Cotto, Herman and Suiter) – DeCaire abstained

IV. Commission Reports

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

V. Communications

Coogan Terrace Newsletter – November Newsletter 2017

VI. Public Commentary

- Annette Taylor #117
Thank you to Staff; Luz has really stepped in to help residents (since the loss of the ROSS Coordinator), Ms. Cindy thank you for Gleaners. Some of the seasoned residents give advise to others to help those in need. Thank you to Carla who cleaned the hallways.
- Ilene Hammond # 514
Would like to know if padding could be installed under the carpet when new carpet is installed.
- Sandra Hornok #404
Cookie Walk, December 9, 2017 next door at the Church.
- Patricia Harmon #216
Someone slams their door and screams in the hallway. (Note this was addressed in coffee hour by Luz on November 20, 2017.)

VII. Announcements by Commissioner's

- Suiter –Wishes everyone a blessed and happy Thanksgiving – God bless you all.
- DeCaire – Thank you to all the employees – they do an excellent job. During the upcoming holidays, reach out to someone who may be alone, a phone call, an invitation to your family dinner, etc. Thrive Food Pantry is open from 9:00 a.m. to 1:00 p.m. at Outer Drive and Dix.
- Cotto –Wishes everyone a happy Thanksgiving.
- Herman –Seconded the well-wishes for a happy Thanksgiving – hopes all continue doing well. Thank you to Cindy and Luz for bringing in fresh produce.

VIII. Adjournment

Suiter motioned to adjourn at 4:03 p.m.; *DeCaire* seconded. Motioned passed unanimously.



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director