



## MELVINDALE HOUSING COMMISSION

**Regular Meeting  
October 21, 2019**

A regular meeting of the Melvindale Housing Commission Board was held on October 21, 2019 at 3:00 p.m. the community room of Coogan Terrace.

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

**ROLL CALL: Carmen Cotto, Hector Cotto and Herman were present**

Commissioner C. Cotto moved to excuse Commissioner DeCaire and Ansley's absence; H. Cotto seconded. Motion approved unanimously.

Also present: Staff – Cynthia C. Telfer, Executive Director; Elizabeth Dionisi, Financial Assistant; Sheri Hall, Property Manager; Allison Walker, ROSS Coordinator and Veronica Echevarria, Rental Assistance Manager.

### **I. Approval of Agenda**

*C. Cotto* moved to approve the agenda *H. Cotto* seconded.  
Motion approved 3– 0 (Cotto, Cotto, and Herman)

### **II. Approval of Minutes**

September 16, 2019 Regular Meeting minutes

*C. Cotto* moved to approve the board minutes from September 16, 2019, *H. Cotto* seconded. Motion approved 3– 0 (Cotto, Cotto, and Herman)

### **III. New Business**

#### **Resolution 2019-015 Adoption of 2020 Budgets**

*C. Cotto* moved to approve Resolution 2019-015 for the adoption of multiple budgets for the 2020 Fiscal Year; *H. Cotto* seconded. Telfer presented the budgets and reviewed points of interest on the various programs.  
Motion approved 3– 0 (C. Cotto, H. Cotto and Herman).

#### **Resolution 201-016 Approval of Inventory Write-Off**

*C. Cotto* moved to approve Resolution 2019-016 to write off inventory; *H. Cotto* seconded. Telfer explained as noted in the attachment to the resolution, some of the inventory is broken and / or obsolete. Useful inventory may have been previously purchased by the Melvindale Housing Commission, either through the public housing program or under the partnership. The partnership will not be booking inventory as an asset and virtually all assets for the building went to the partnership at closing. Therefore, inventory and assets have been written off our books for accounting purposes.  
Motion approved 3– 0 (C. Cotto, H. Cotto and Herman).

#### IV. Commission Reports

Staff reviewed reports – Board accepted and noted they would be placed on file.

#### V. Communication (none)

October Newsletter

#### VI. Public Commentary

- Beverly Kemp #723 - Is thankful to the office staff and for Sandy and Louie's transfer – looking forward to her own transfer soon.
- Sandy Hornok # 206 – The apartment is beautiful. Moving company was wonderful. Bible study on Saturday at 1:00 p.m. in the Library. Someone keeps taking down their signs about the Bible study.

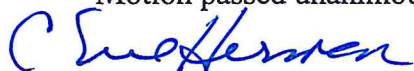
#### VII. Announcements by Commissioner's

- **Herman** –Welcome to Hector Cotto (new Commissioner). Commendation to staff for all they do. Happy Halloween; there will be a trunk or treat on October 27, 2019, 6:00 p.m. at Kessey Field House.
- **C. Cotto** – Happy Birthdays and Anniversaries
- **H. Cotto** – Thank you for the welcome; wow, all these papers are overwhelming.

#### VIII. Adjournment

*H. Cotto* motioned; *C. Cotto* seconded to adjourn at 4:29 p.m.

Motion passed unanimously.



C. Sue Herman, Chair



Cynthia C. Telfer, Executive Director