



MELVINDALE HOUSING COMMISSION

October 24, 2017

Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Monday, October 24, 2017 at 2:30 p.m. in the Community Room of Coogan Terrace, 3501 Oakwood Blvd., Melvindale, MI 48122. This meeting was rescheduled from October 16, 2017 due to a lack of quorum on that date.

Chairperson Sue Herman called the meeting to order at 2:45 p.m.

ROLL CALL:

Present: Cotto, Herman, and Suiter

Suiter motioned to approve Williams absence due to illness and DeCaire's absence due to a family emergency, *Cotto* seconded. Motion approved unanimously.

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; *Cotto* seconded. Motion approved 3 – 0 (Cotto, Herman, and Suiter)

II. Approval of Minutes

Suiter moved to approve the regular meeting minutes of September 18, 2017 and special meeting minutes of October 11, 2017; *Cotto* seconded. Motion approved 3 – 0 (Cotto, Herman, and Suiter)

III. New Business

a. Resolution 2017-022 To Adopt Public Housing Budget for Fiscal Year 2018

Cotto moved and *Suiter* seconded to approve resolution.

Telfer briefly explained the public housing budget as presented, explaining the budget is tight as it eliminates the Custodial position and holds tight to other expenses. Recommendation that Board approve a 3% rate increase for staff as future increases is uncertain.

Chairperson Herman added that the financial sub-committee had met and reviewed the budget as presented.

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

b. Resolution 2017-023 To Adopt Housing Choice Voucher Budget for Fiscal Year 2018

Suiter moved and *Cotto* seconded to approve resolution.

Telfer acknowledged the shortfall presented (between income and expenses), explaining this is primarily the result of pro-rated administrative fees of seventy-four percent. If fees do not increase in 2018 adjustment in staff will have to take place.

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

c. Resolution 2017-024 To Approve Write-off of two non-working appliances

Cotto moved and *Suiter* seconded to approve resolution.

Telfer explained two refrigerators that could no longer be repaired were removed from tenant units and replaced with stock. There is no current value for these appliances and they need to be disposed of.

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

d. Resolution 2017-026 To Approve Revisions to the HCV Administrative Plan

Suiter moved and *Cotto* seconded to approve resolution.

Telfer explained the two changes were required under a recent SEMAP confirmatory review report for fiscal year 2016. Chapter 8 under Rent Reasonableness changes the trigger for a rent reasonableness determination to a period when there is a decrease of 10% of the Fair Market Rent. Chapter 16 under Utility Allowance Revisions describes the agency policy for using HUD's Utility Allowance Model for creating program allowances and the procedure for contacting communities for the water/sewer rates and calculating a blended rate.

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

IV. Commission Reports

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

V. Communications

Coogan Terrace Newsletter – September 2017

CHAP award

SEMAP Confirmatory Review Letter (2016) results

VI. Public Commentary


- Demetrious Simmons #717
Has questions about relocation under the RAD program – how soon will they have to move? Bedbugs have been a real problem on the seventh floor – what will commission do to resolve it?
- Raymond Rivers #308
Comments mirrored Ms. Simmons – recommends outlet covers to prevent bedbugs from getting into walls through outlets.
Some patients could bring bedbugs home from the hospital or other medical facility

VII. Announcements by Commissioner's

- Cotto – Happy Birthday to the October babies., Kiwanis is having a party on October 26th (at Coogan Terrace) – come in costume.
- Suiter – Ditto on Carmen's comments. Best wishes and hopes the snowflakes go North.
- Herman – Watch for us (Kiwanis) on Thursday. There will be sloppy joes served, and candy available.

VIII. Adjournment

Suiter motioned to adjourn at 3:55 p.m.; *Cotto* seconded. Motioned passed unanimously.



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director