



## MELVINDALE HOUSING COMMISSION

Regular Board Meeting  
October 18, 2021

A regular meeting of the Melvindale Housing Commission Board was held on Monday October 18, 2021 at 3:00 p.m. in the Community Room of Coogan Terrace.

Chair C. Sue Herman called the meeting to order at 3:02 p.m.

ROLL CALL: Jeannine Ansley, Carmen Cotto, Hector Cotto and C. Sue Herman were present.

Also present: Staff— Cynthia C. Telfer, Executive Director; Elizabeth Dionisi, Financial Assistant, and Sheri Hall, Property Manager

I. Approval of Agenda

*Ansley* moved to approve the agenda; *H. Cotto* seconded.

Motion approved 4—0 (Ansley, C. Cotto, H. Cotto, and Herman)

II. Approval of Minutes

September 20, 2021 Board Meeting

*H. Cotto* moved to approve the board minutes from September 20, 2021; *C. Cotto* seconded.

Motion approved 4—0 (Ansley, C. Cotto, H. Cotto, and Herman)

III. New Business

**Resolution 2021-08** To Adopt Maintenance & Work Order Policy for Coogan Terrace

*Ansley* moved to approve; *C. Cotto* seconded.

A brief review of the new policy was provided.

Motion approved 4—0 (Ansley, C. Cotto, H. Cotto, and Herman)

**Resolution 2021-09** To Adopt Security Policy for Coogan Terrace

*C. Cotto* moved to approve; *H. Cotto* seconded.

A brief review of the new policy was provided.

Motion approved 4—0 (Ansley, C. Cotto, H. Cotto, and Herman)

**Resolution 2021-010** To Adopt Recordkeeping Policy for Coogan Terrace

*C. Cotto* moved to approve; *Ansley* seconded

A brief review of the new policy was provided.

Motion approved 4—0 (*Ansley, C. Cotto, H. Cotto, and Herman*)

**Resolution 2021-011** To Revise Records Management Policy for Melvindale Housing Commission

*Ansley* moved to approve; *C. Cotto* seconded.

A brief review of the revised policy was provided.

Motion approved 4—0 (*Ansley, C. Cotto, H. Cotto, and Herman*)

IV. Commission Reports

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

V. Communication

a. Coogan Terrace Newsletter – October 2021

VI. Public Commentary - None

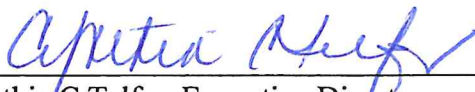
VII. Announcements by Commissioner's

- Cotto – no announcements
- Decaire – no announcements
- Herman – no announcements
- Ansley – I'm glad to be back home; had been hospitalized with a heart attack.

Adjournment 4:08 p.m.— *H. Cotto* moved to adjourn; *C. Cotto* seconded. Passed unanimously.



C. Sue Herman, Board Chair



Cynthia C Telfer, Executive Director