



MELVINDALE HOUSING COMMISSION

May 29, 2018
Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Tuesday, May 29, 2018 at 3:00 p.m. in the Community Room of Coogan Terrace, 3501 Oakwood Blvd., Melvindale, MI 48122.

Note: Regular Board meeting for May was May 21, 2018, however there was no quorum (only Herman and Ansley were present along with staff). Meeting was rescheduled for May 29, 2018 at 3:00 p.m.

Chairperson Sue Herman called the (May 29, 2018) meeting to order at 3:01 p.m.

ROLL CALL:

Present: Ansley, Cotto, DeCaire, Herman

Also present: Executive Director Cynthia Telfer, Property Manger Luz Guzman, Financial Assistant Lisa Dionisi, Nicole Jubenville and Lisa Kirk.

Pledge of Allegiance

I. Approval of Agenda

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

II. Approval of Minutes

Cotto moved to approve the regular meeting minutes of April 16, 2018. *DeCaire* seconded. Motion approved 3 – 0 (Cotto, DeCaire, and Herman) Ansley abstained

III. New Business

Resolution 2018-004 To Adopt a Freedom of Information Act Policy

Ansley moved; *DeCaire* seconded to approve resolution 2018-004. Telfer explained a current FOIA policy was not locatable. The one presented was originally prepared by the Grand Rapids Housing Commission. Our legal counsel reviewed the proposed policy and approved it for adoption. Motion approved 4 – 0 (Ansley, Cotto, DeCaire, and Herman)

Resolution 2018-005 To Approve Disposition of Encore Riding Lawnmower

Cotto moved, *Ansley* seconded to approve resolution 2018-005 authorizing the Executive Director to dispose of an Encore riding lawnmower per the Commission's disposition policy.

Motion approved 4 – 0 (Ansley, Cotto, DeCaire, and Herman)

Resolution 2018-006 To Approve Revision of the Agency Personnel Policy (Employee Handbook)

DeCaire moved, *Cotto* seconded to approve resolution 2018-006 approving revision of the Commission's Personnel Policy / Employee Handbook. Telfer reviewed the changes as highlighted in the accompany memorandum. A discussion was held regarding health benefits for employees in the event they no longer were covered by a parent/spouse or domestic partner. Commission members directed Telfer to make the revision specifying an employee would become qualified for insurance with the MHC in the event of an occurrence wherein they no longer had insurance through a spouse, domestic partner or parent.

Motion approved 4 – 0 (*Ansley*, *Cotto*, *DeCaire*, and *Herman*)

IV. Commission Reports

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

V. Communications

Audit report

VI. Public Commentary

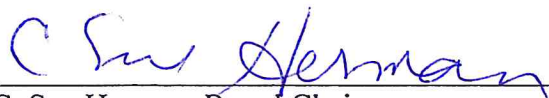
- *Margaretta Johnson* - # 804 – Thank you for the literacy class
- *Pat Harmon* - #215 – Is there going to be field trips this summer
Staff replied the ROSS Coordinator's position is to assist residents toward self-sufficiency; field trips are not really included in the scope of services. Field trips have been scheduled in previous months with very low participation. The issue was raised last month and residents were instructed to inform the staff what activities they wanted to see provided.

VII. Announcements by Commissioner's

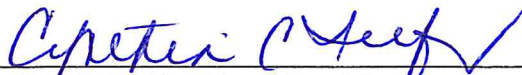
- *Cotto* – No announcements
- *DeCaire* – Upcoming events in Melvindale include City-wide yard sale, Melvindale Days, Farmer's Market and the pool is opening in mid-June.
- *Herman* – Introduced the new Commissioner (*Ansley*), provided a highlight of her background and qualifications. Also reported that Safety Town will be taking place the week of July 23, 2018. Safety Town is for four to six year olds, participants do not have to be Melvindale residents.
- *Ansley* – Has been a Melvindale resident for 50+ year, currently lives in the building and is willing to help out (copying, collating, anything that might be needed). Senior passes for the pool are \$50 for a year and family passes are \$125. Children day passes are \$7.

VIII. Adjournment

Ansley motioned to adjourn at 4:01 p.m.; *DeCaire* seconded. Motioned passed unanimously.



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director