



**MELVINDALE HOUSING COMMISSION**  
**February 26, 2018**  
**Regular Meeting**

Regular meeting of the Melvindale Housing Commission held on Monday, February 26, 2018 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 3:02 p.m.

**ROLL CALL:**

Present: Cotto, DeCaire, and Herman (Suiter arrived at 3:08 p.m.)

Also present: Executive Director Cynthia Telfer, Property Manger Luz Guzman, Financial Assistant Lisa Dionisi and Shanita Tunstull, HCV Occupancy Specialist (temporary employee)

**Pledge of Allegiance**

**I. Approval of Agenda**

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

**II. Approval of Minutes**

*Cotto* moved to approve the regular meeting minutes of January 22, 2018, *DeCaire* seconded. Motion approved 3 – 0 (Cotto, DeCaire and Herman)

**III. New Business**

a. Election of Officers for the 2018 Year (tabled from January 22, 2018)

- Board Chairperson  
Commissioner Suiter motioned to nominate C. Sue Herman as Chair. DeCaire seconded. Herman accepted. Motion passed unanimously (Cotto, DeCaire and Suiter)
- Board Vice Chair  
Commissioner Cotto motioned to nominate Mary Suiter as Vice Chair. DeCaire seconded. Suiter accepted. Motion passed unanimously (Cotto, DeCaire and Herman)
- Sergeant at Arms  
Vice Chair Suiter motioned to nominate Janette DeCaire as Sergeant at Arms; DeCaire seconded. Motion passed unanimously. (Cotto, Herman, DeCaire)

b. Resolutions

**2018-01 Approval to Use Administrative Fee Reserve (HCV) for Voucher Program Expenses Exceeding Administrative Income**

Moved by Cotto; seconded by DeCaire to approve use of Administrative Fee reserves.

Telfer explained that under the current funding climate our expenses are exceeding the administrative fee supplied by HUD nearly every month. Based on a budget passed in 2016 for the 2017 fiscal year, the Board approved use of reserved for administration of the program. Nevertheless in the event of an audit, a resolution acknowledging and approving this use may be necessary.

Motion passed unanimously. (Cotto, DeCaire and Herman)

**2018-02 Approve Fiscal Year End 12/31/2017 SEMAP Submission**

Moved by DeCaire; seconded by Cotto to approve submission of Fiscal Year End 12/31/2017 SEMAP Certification. Telfer provided an overview of the indicators and the anticipated score of 84 resulting in a “standard performance” rating.

Motion passed unanimously (Cotto, DeCaire and Herman)

**IV. Commission Reports**

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

**V. Communications**

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**VI. Public Commentary**

- Annette Taylor - #117 - Thanked staff for opening the door to embrace different cultures through the new panel on diversity. Thank you to Lisa for her ROSS services – don't give up. Recognized Ilene Hammond for helping others in the building.
- Pat Harmon # 216 –Judy was hollering at a dog at 6:30 a.m. She has never run out of hot water. Dogs pooping in the hallways.

- Jerry Carson #620 – There's a lot of dogs in the building. Dawn and Theresa used to make residents crate their animals in a carrier until they got outside of the building. Nearly stepped in poop in the hallway.

#### **VII. Announcements by Commissioner's**

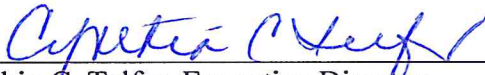
- Cotto – Congratulations to all who have attended and spoken today.
- DeCaire –No
- Herman –Please enjoy the cookies from The Henry Ford.
- Suiter – It's nice to see you all here and the interest you show in your residence.

#### **VIII. Adjournment**

*Suiter* motioned to adjourn at 4:09 p.m.; *Cotto* seconded. Motioned passed unanimously.



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C. Sue Herman, Board Chair



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Cynthia C. Telfer, Executive Director