



## MELVINDALE HOUSING COMMISSION

June 19, 2017  
Regular Meeting

Regular meeting of the Melvindale Housing Commission held on Monday, June 19, 2017 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 3:00 p.m.

### ROLL CALL:

Present: Cotto, DeCaire, Herman, and Williams

*Williams* moved and *DeCaire* seconded to excuse Mary Suiter's absence from June 19, 2107 Board meeting. Motion approved 4- 0 (Cotto, DeCaire, Herman, and Williams)

Also present: Executive Director Cynthia Telfer, Property Manager Luz Guzman, Financial Assistant Lisa Dionisi, ROSS Coordinator Eric Temple, and Occupancy Specialist Nicole Jubenville.

### Pledge of Allegiance

#### I. Approval of Agenda

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

#### II. Approval of Minutes

*Williams* moved to approve regular meeting minutes of May 15, 2017; *DeCaire* seconded. Motion approved 4 – 0 (Cotto, DeCaire, Herman, and Williams)

#### III. New Business

##### a. Resolutions

**Resolution 2017-011** To Write off Uncollectable Tenant Account Receivables

*DeCaire* moved; *Cotto* seconded to approve the revised tenant charge list as proposed. Telfer summarized the list of accounts receivable write off. Motion approved 4 – 0 (Cotto, DeCaire, Herman, and Williams)

**Resolution 2017-012** To Approve 2017/2018 Insurance Award

*Williams* moved; *DeCaire* seconded to approve the recommended award of insurance for 2017 / 2018 to Buhl Insurance and HAI Group. Telfer reviewed the

bidding results, recommending award of various insurance coverage to the lowest bidder as documented.

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

**Resolution 2017-013 To Approve Revisions of the HCV Administrative Plan**

*Williams* moved; *Cotto* seconded to approve revisions to the Administrative Plan as presented in the attached resolution for chapters nine and sixteen. Telfer reviewed the changes indicated chapter nine changes involve documentation required of the landlord for leasing and chapter 16 made modifications to the repayment agreements.

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

**IV. Commission Reports**

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

**V. Communications**

Coogan Terrace Newsletter – June 2017

**VI. Public Commentary**

- Sandra Hornok #404 – announced on behalf of Wings of Prayer Ministry the regular Bible study conducted at Coogan Terrace. Ms. Hornok also stated they “pray for everyone here”. Every last Monday of the month they have a service and everyone is invited.

**VII. Announcements by Commissioner’s**

- Williams – This year was the first time in 11 years that he had missed Melvindale Days. Hopes everyone has a good summer.
- DeCaire – Hope all had a good Father’s Day (Grandfather’s as well), wishes everyone well.
- Cotto – Wished everyone a Happy Father’s Day, Birthday’s, anniversaries. Hope all have a nice, happy and safe summer. Is looking forward to looking at resident’s gardens.

**VIII. Adjournment**

*Williams* motioned to adjourn at 3:50 p.m.; *Cotto* seconded. Motioned passed unanimously.



C. Sue Herman, Board Chair



Cynthia C. Telfer, Executive Director