



MELVINDALE HOUSING COMMISSION

Regular Board Meeting November 16, 2020

A regular meeting of the Melvindale Housing Commission Board was held on November 16, 2020 at 3:00 p.m. the community room of Coogan Terrace.

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

ROLL CALL: Ansley, Decaire, C. Cotto, H. Cotto and C. Sue Herman were present

Also present: Staff – Cynthia C. Telfer, Executive Director; Andrea Howard, Occupancy Specialist; Elizabeth Dionisi, Financial Assistant; Veronica Echevarria, Rental Assistance Manager; and Allison Walker, Resource Coordinator

I. Approval of Agenda

Decaire moved to approve the agenda, *H. Cotto* seconded.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

II. Approval of Minutes

September 21, 2020 (there was no October Board Meeting) –

Decaire moved to approve the agenda, *H. Cotto* seconded.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

III. New Business

Resolution 2020-17 To Approve Revision to the HCV Administrative Plan

Ansley moved to approve; *Decaire* seconded. Telfer explained the Administrative Plan contained a chapter on “special housing types”, but that the MHC had previously chosen not to approve any of these for its program. Due to a new program (Foster Youth Initiative), our partner, MDHHS had requested shared housing be approved to increase the opportunity for youth to utilize their voucher. The proposed revision only authorizes “shared housing” as a special housing type for use in MHC’s program.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

Resolution 2020-18 To Approve MERS Defined Benefit Plan Addendum

Decaire moved to approve; *Ansley* seconded. Telfer explained that Michigan Employees Retirement System (MERS) had made some changes to the options employers could choose within the program for eligibility, service credit and definition of compensation for calculating eligible pension amounts. A review and discussion of the options were had.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

Resolution 2020-19 To Approve Revision to the Personnel Policy

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

Revisions to the policy center on COVID-19 and were based on guidance from the Centers for Disease Control, Michigan Department of Health and Human Services and Michigan Occupational Safety and Health Administration. Accompanying the policy is a COVID-19 protocol required for all “open” businesses.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

Resolution 2020-20 To Approve Fiscal Year 2021 Budgets

Decaire moved to approve; *Ansley* seconded.

Budgets presented to the Board included Coogan Terrace, Housing Choice Vouchers and MHC Business Activity. All budgets were listed on one summary page with detail worksheets for general categories, salary and benefits. An overview was presented. Chair Herman noted she had met with staff earlier in the month to review the detail.

Motion approved 5– 0 (Ansley, Decaire, C. Cotto, H. Cotto and Herman)

Resolution 2020-21 To Authorize Opening of an Interest Bearing Account

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

Telfer noted that the MHC has a ‘non-profit’ checking account with TCF. Due to the large balance in the account, Telfer recommends opening an interest bearing account, however attempts to work with TCF have been met with roadblocks as they have requested “articles of incorporation” or a “certificate of good standing from the State of Michigan”. Since MHC is a not for profit, but not a 501c3, nor is it a corporation, TCF required authorization from the Board for Telfer to open a savings account.

Motion approved 5– 0 (Ansley, Decaire, 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

VI. Public Commentary

Theresa Truman #515 expressed concern about people not wearing masks. She said reported people are sick and not quarantining. She also noted that she had an incident with a “resident/employee” about spraying in the elevator. She has a pet that’s trained to “go outside” so she’s frequently walking around and she doesn’t want to get sick. She emphatically stated that she’s “not spraying the elevator buttons” directly.

Complained that the building is supposed to be “smoke free”, but she can smell smoke.

Annette Taylor #117 expressed concern that the “lawn company” bent the grills and is thankful no resident was blamed. She also is concerned about “underhanded bullying” going on over the recent election. Chair Herman directed Ms. Taylor to report it to the office. Ms. Taylor also raised concern about the new HVAC system that seems to have caused marks at the top of the wall.

VII. Announcements by Commissioner’s

- **Ansley** –Seconded the frustration about people smoking in the building. As a former smoker, she is sensitive to the smell and its bad. Wished all a happy Thanksgiving.
- **Dcaire** –Happy Thanksgiving
- **C. Cotto** – Happy Thanksgiving
- **H. Cotto** – Landscaping looks beautiful. Is happy to have his wife back.
- **Herman** – Happy Thanksgiving

VIII. Adjournment

C Cotto motioned; *H. Cotto* seconded to adjourn at 3:58 p.m.

Motion passed unanimously.

PUBLIC HEARING – Agency Plan Review

Chair Herman called the public hearing to order at 4:02 p.m.

Telfer reviewed the agency plan for MHCs Housing Choice Voucher program, which consists of housing needs, audit reports, progress on goals, and Resident Advisory Board comments.

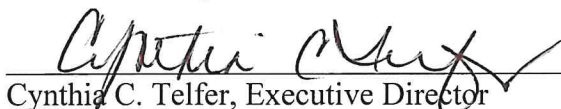
No questions or audience comments.

Commission Chair Herman read Resolution 2020-022 aloud. Decaire moved to approve submission of the Annual Plan to HUD; Ansley seconded. Motion passed unanimously.

Hearing was concluded at 4:25 p.m.



C. Sue Herman, Chair



Cynthia C. Telfer, Executive Director