

## MELVINDALE HOUSING COMMISSION

Regular Board Meeting  
March 20, 2025

A meeting of the Melvindale Housing Commission Board was held on Thursday, March 20, 2025 at 10:00 a.m. in the Library of Coogan Terrace (3501 Oakwood Blvd., Melvindale, MI 48122).

Chair C. Sue Herman called the meeting to order at 10:02 a.m.

ROLL CALL: J. Decaire, C. Sue Herman and Annette Taylor were present.

Commissioner *Decaire* moved and *Taylor* seconded a motion to excuse Hector and Carmen Cotto's absence. Approved unanimously.

Also present: Staff- Cynthia C Telfer, Executive Director, Elizabeth Ray, Operations Manager

- I. Approval of Agenda  
*Decaire* motioned to approve the March 20, 2025 agenda with a modification to include resolution 2025-027. *Taylor* seconded Motion to approve agenda passed unanimously.
- II. Approval of Minutes  
*Taylor* motioned to approve February 20, 2025 meeting minutes *Decaire* seconded. Motion to approve minutes passed unanimously.
- III. New Business

**Resolution 2025-004 To Approve Revision to House Rules**

*Taylor* motioned to approve revision to the House Rules; *Decaire* seconded. A brief discussion was held. Motion passed unanimously.

**Resolution 2025-005 To Approve Revision to Pet Rules**

*Taylor* motioned to approve revision to the Pet Policy; *Decaire* seconded. A brief discussion was held. Motion passed unanimously.

**Resolution 2025-006 To Approve Write off of Appliances**

*Decaire* motioned to approve write off of appliances; *Taylor* seconded. Motion passed unanimously.

**Resolution 2025-007 To Amend Employee Handbook/Personnel Policy**

*Decaire* motioned to approve revision of Employee Handbook/Personnel Policy; *Taylor* seconded. A brief review of the change occurred; motion passed unanimously.

- IV. Commission reports  
Staff reviewed reports with Board.
- V. Public Commentary  
None
- VI. Announcements by Commissioners
  - Herman: Happy Spring
  - Taylor: Commends staff for all the hard work they do.
- VII. Adjournment – Motion by Decaire; seconded by Taylor at 12:05 p.m. Motion passed unanimously.



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C. Sue Herman, Board Chair



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Cynthia C. Telfer, Executive Director