



MELVINDALE HOUSING COMMISSION

Regular Board Meeting August 17, 2020

A regular meeting of the Melvindale Housing Commission Board was held on August 17, 2020 at 3:00 p.m. the community room of Coogan Terrace.

Board Chair C. Sue Herman called the meeting to order at 3:00 p.m.

ROLL CALL: Hector Cotto, Jeanette Decaire and C. Sue Herman were present

Commissioner *Decaire* moved to excuse the absence of Jeannine Ansley and Carmen Cotto; Commissioner H. Cotto seconded – Motion approved unanimously.

Also present: Staff – Cynthia C. Telfer, Executive Director; Elizabeth Dionisi, Financial Assistant; Sheri Hall, Property Manager and Allison Walker, Resource Coordinator

I. Approval of Agenda

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

II. Approval of Minutes

July 20, 2020 Regular Meeting minutes

Decaire moved to approve the board minutes from July 20, 2020. *H. Cotto* seconded. Motion approved 3– 0 (Decaire, H. Cotto, and Herman)

III. New Business

Chair Herman noted that a Special Working Session had been held August 13, 2020 to review all resolutions presented on the Regular Board Meeting Agenda.

Resolution 2020-07 Approve EIV Policies for Coogan Terrace

Decaire moved to approve; H. Cotto seconded. Telfer reviewed provided a brief overview of the policy and how EIV is used.
Motion approved 3 – 0 (H. Cotto, DeCaire and Herman)

Resolution 2020-08 Approve Coogan Terrace Section 504 Policy Manual

H. Cotto to approve; Decaire seconded. Telfer explained Section 504 and how it protects persons with disabilities.
Motion approved 3 – 0 (H. Cotto, DeCaire and Herman)

Resolution 2020-09 Approve Revision to MHC Check Signing Policy

Decaire moved to approve; H. Cotto seconded.
Motion approved 3 – 0 (H. Cotto, DeCaire and Herman)

Resolution 2020-010 Approve Revision to MHC Internal Controls Policy
Decaire moved to approve; H. Cotto seconded.
Motion approved 3 – 0 (H. Cotto, DeCaire and Herman)

Resolution 2020-011 Approve Revision to Coogan Terrace Rent Collection and Debt Write off Policy
Decaire moved to approve; H. Cotto seconded.
Motion approved 3 – 0 (H. Cotto, DeCaire and Herman)

Resolution 2020-012 Approve Unit Inspection Policy
H. Cotto moved to approve; Decaire seconded.
Motion approved 3 – 0 (H. Cotto, DeCaire 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

- Dorothy Hagler #718 – Ms. Hagler introduced her comments by saying she had a complaint – the Board asked her if she'd taken the issue up with management and she replied she had. Ms. Hagler said she tried to abide by the rules and put her garbage bags in cans (back in the receiving room), but when the cans were missing she left her bag on the floor (of the receiving room) and got a \$20 ticket. She was not informed of the “new rules”. Ms. Hall replied, “there are no new trash rules” the house rules have for years stated trash is not to be left in the hallway or receiving room. Commissioner Herman reaffirmed this statement.
- Katie Franklin #119 – Asked when can they use the community room. Ms. Hall replied management would notify them.


VII. Announcements by Commissioner's

No announcements by Commissioner's.

VIII. Adjournment

Decaire motioned; *H. Cotto* seconded to adjourn at 3:47 p.m.

Motion passed unanimously.



C. Sue Herman, Chair



Cynthia C. Telfer, Executive Director