



MELVINDALE HOUSING COMMISSION

Regular Board Meeting February 26, 2024

A meeting of the Melvindale Housing Commission Board was held on Monday, February 26, 2024 at 3:00 p.m., in the community room of Coogan Terrace (3501 Oakwood Blvd., Melvindale, MI 48122).

Chair C. Sue Herman called the meeting to order at 3:03 p.m.

ROLL CALL: H. Cotto, Janette Decaire, Annette Taylor and C. Sue Herman were present.

Also present: Staff— Cynthia C. Telfer, Executive Director; Elizabeth Dionisi, Operations Manager; and Linda Wilcox, Property Manager.

Commissioner *Decaire* moved to approve the absence of *C. Cotto* for health reasons; Taylor seconded. Motion passed unanimously.

I. Approval of Agenda

Taylor moved to approve the agenda with an amendment to include a discussion of meeting date changes; *Decaire* seconded. Motion passed unanimously (4-0).

II. Approval of Minutes

Taylor moved to approve December 18, 2023 minutes; *Decaire* seconded. Motion passed unanimously (4-0).

III. New Business

Election of Officers:

Board Chair:

Taylor motioned to nominate Herman for Chair; Herman accepted; *Decaire* supported motion. Motion passed unanimously.

Vice Chair:

Taylor nominated *Decaire* for Vice-Chair; *Decaire* accepted; *Herman* supported motion. Motion passed unanimously.

Sargent at Arms:

Decaire nominated Taylor; Taylor accepted; H. Cotto supported motion. Motion passed unanimously.

Resolution 2024-001 Approval of Employee Handbook Changes

Decaire moved to approve; *Taylor* seconded. A brief review of the changes was presented. Motion passed unanimously (4-0).

Resolution 2024-002 Approval of FY 2023 SEMAP Submission

Decaire moved to approve; *Taylor* seconded. Telfer explained recent information had been received that a SEMAP submission is not necessary for the FY 2023 due to being a small, high performing agency. Board decided to approve submission for the file. Motion passed unanimously (4-0).

Resolution 2024-003 Approve Updated Tenant Selection Plan

Taylor moved to approve; *Decaire* seconded. Telfer explained the TSP before them is the product of Nan McKay's model tenant selection plan for HUD Multifamily Owners/Agents. There are areas where choices and/or procedures are permitted and they show up as O/A policy. The difference between the updated plan and previous versions were summarized. Motion passed unanimously (4-0).

IV. Commission Reports

Telfer and Dionisi reviewed staff reports. A copy of the audit and Final Financial Statements for Coogan Terrace LDHA LP were provided to the board with a notation that no findings were issued.

V. Public Commentary –

- Shawn Crocker # 716 – I have an issue with people coming into the parking lot the “wrong way”. Requesting signs be installed that are higher / larger than the existing signs. It was noted this was brought up earlier with the Property Manager at Coffee Hour.
- Hector Cartegena #208 – I’ve heard comments that this is a “nut place” – Not true. Staff due the best they can with what they have to deal with. People bring it on themselves.
- Beverly Kemp #326 - I am limited in what I can do. Would prefer to have notices put on door in time to take care of matters. (Referring to inspection notices)

- Cecilia Gettridge #412 – You need to address the dog poop. New folks are letting their dogs poop and not picking it up.

Chair Herman thanked the audience for their comments and directed concerns back to property management to handle.

VI. Announcements by Commissioner's

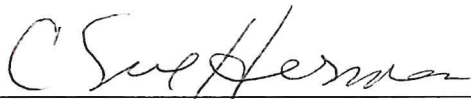
- Cotto - Thank you for your prayers for my wife
- Taylor – Thank you (residents) for all your positive comments
- Decaire – Keep everyone up in prayer for those who are ill, having surgery and those who fall – don't fall.

VIII. Discussion of Meeting Change

Herman noted that Commissioner C. Cotto is having dialysis on Monday, Wednesday and Friday's which prevents her from attending Board meetings. A change to Tuesday or Thursday meetings would provide her with the opportunity to continue her involvement in the Commission. Members agreed Thursdays at 3:00 p.m. would be best for them. Telfer will look at the ByLaws and bring them forward at the April Board meeting.

Motion by *Decaire* to cancel the March Board meeting, reconvening on the third Thursday in April, 2024; *Taylor* seconded. Motion passed unanimously.

H. *Cotto* motioned to adjourn at 4:04 p.m. *Decaire* seconded. Motion passed unanimously.



C. Sue Herman, Board Chair



Cynthia C Telfer, Executive Director