

## MELVINDALE HOUSING COMMISSION

Regular Board Meeting  
October 16, 2025

A meeting of the Melvindale Housing Commission Board was held on Thursday, October 16, 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 10:00 a.m.

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

Also present: Staff- Cynthia C Telfer, Executive Director, Elizabeth Ray, Operations Manager and Stephanie Spoonamore, Property Manager were present.

- I. Approval of Agenda  
*Decaire* moved and *Cotto* seconded to approve the September 18, 2025 agenda. Motion passed unanimously.
- II. Approval of Minutes  
*Taylor* motioned to approve the Regular Meeting Minutes of September 18, 2025 and the Special Meeting Minutes of September 18, 2025; *Decaire* seconded. Motion to approve minutes passed unanimously.
- III. New Business

### **Resolution 2025-15 To Approve Revision of HCV Payment Standards**

*Taylor* motioned to approve resolution 2025-15; *Herman* seconded.  
A brief review of the new Small Area FMR's was provided by Telfer.

Motion passed unanimously.

### **Resolution 2025-16 To Approve Combined Budgets for Fiscal Year 2026**

*Decaire* motioned to approve resolution 2025-061; *Taylor* seconded.  
A discussion of how the three budgets were prepared with the current funding uncertainty at the federal level. Estimates for an OCAF (rent) increase of two percent was used for income while actual increases in expenses were factored in where known. For example, health benefits are expected to increase by over 15% while other contract costs are increasing as well. The budget is

truly an estimate with a positive cash flow as required by the lender and investors.

Motion passed unanimously.

IV. Commission reports  
Staff reviewed reports with Board.

V. Public Commentary  
None

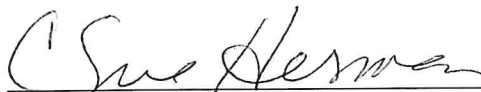
VI. Announcements by Commissioners  
Cotto: My brother is not doing well after suffering a stroke; headed back out to California to spend time with him.

Taylor: Commended Spoonamore for the very successful bake sale, residents are looking forward to challenging staff to a game of Family Feud.

Decaire: Will let everyone know when the next school play will be occurring.

Herman: Commended staff for occupancy rates and the effort our new property manager is making.

VII. Adjournment – Motion by *Herman*; seconded by *Cotto* at 11:25 a.m. Motion passed unanimously.



C. Sue Herman, Board Chair



Cynthia C Telfer, Executive Director