



## MELVINDALE HOUSING COMMISSION

### Regular Board Meeting September 28, 2023

A meeting of the Melvindale Housing Commission Board was held on Thursday, September 28, 2023 at 10:00 a.m., to replace the regularly scheduled meeting of September 18, 2023 that could not be held due to a lack of quorum. The meeting was held in the Library of Coogan Terrace.

Chair C. Sue Herman called the meeting to order at 10:04 a.m.

ROLL CALL: C. Cotto, 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 Angie Foote, Property Manager and LaRhonda Ford, HCV Manager.

- I. Approval of Agenda  
*Herman* moved to approve the agenda; *Decaire* seconded. Motion passed unanimously (5-0).
- II. Approval of Minutes  
*Taylor* moved to approve June 19, 2023 minutes; *H. Cotto* seconded. Motion passed unanimously (5-0).
- III. New Business
  - a. **Resolution 2023-006 Approve Revision to HCV Utility Allowance**  
*Decaire* moved to approve; *C. Cotto* seconded. A brief discussion was held regarding the revised allowances and how they affect Housing Choice Voucher participants. Motion passed unanimously (5-0).
  - b. **Resolution 2023-007 Approving Authority for Equity Transfer**  
*Taylor* moved to approve; *H. Cotto* seconded. Telfer explained administrative fees have been pro-rated to PHA's since at least 2017, providing a challenging environment to hire and pay for qualified staff to stabilize and administer MHC's program. Expenses are increasing while income (administrative fees) remain relatively stagnant. By providing an equity transfer from non-federal funds, the Melvindale Housing Commission can bolster the administrative fee reserve, if necessary to ensure adequate funding for program administration. Motion passed unanimously (5-0)
  - c. **Resolution 2023-008 Approve Revision to Personnel Policy/Handbook**  
*C. Cotto* moved to approve; *Decaire* seconded. Proposed changes to the personnel policy were reviewed and discussed. Motion passed unanimously (5-0)

**d. Resolution 2023-009 Approve Revision to Payment Standards (HCV Program)**

*C. Cotto* moved to approve; *Decaire* seconded. Requested increases in the Payment Standard as a result of increases in the Fair Market rent were discussed. Motion passed unanimously (5-0)

**e. Resolution 2023-010 Approve Submission of Annual Plan Year 2024**

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

The Board received a copy of the Annual Plan in their Commission packet prior to the originally scheduled meeting of September 18, 2023. Herman and Taylor confirmed the public hearing was held on September 18, 2023 despite a lack of quorum. Board members agreed to approve submission of the Annual Plan to HUD.

Motion passed unanimously (4-0) (*Decaire* had left the meeting due to illness)

III. Commission Reports

Staff reviewed reports — Board accepted and noted they would be placed on file.

Telfer distributed a letter from Melvindale Northern Allen Park Public Schools notifying the public they are permitted to walk the track at Cardinal Stadium from 7:00 a.m. to 4:30 p.m. with a few limitations.

It was noted that a Mayoral candidate had flyers distributed throughout the building on September 26, 2023 for a “meet and greet” with residents of Coogan Terrace on September 27, 2023. The candidate did hold a “meet and greet”, bringing several apparently off-duty police officers with her. This activity was not approved and stands in direct violation of the Commission’s policy against political activity on the grounds of Coogan Terrace. As a federally assisted agency, political activity (campaigning, canvassing votes, etc.) is prohibited. Commissioner Herman did speak with the candidate by telephone on September 27, 2023 and informed her that her event was not sanctioned or approved, however the candidate carried on with the event.

Telfer informed the Board she may have a medical procedure later in the year, but is currently waiting for a consultation with an orthopedic surgeon.

Telfer requested a performance evaluation and revision of her current contract.

VI. Public Commentary –

Louie Hornok #206 – Thanked the Commissioners and staff for their support

(following his wife's death). Sandy would have been very upset by what took place [last night].

VII. Announcements by Commissioner's

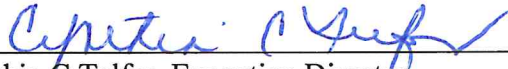
No announcements by Commissioner's.

VIII. Adjournment 11:45 a.m.— *Taylor* moved to adjourn; *H. Cotto* seconded. Passed unanimously.



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C. Sue Herman, Board Chair



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Cynthia C Telfer, Executive Director