



MELVINDALE HOUSING COMMISSION

Regular Board Meeting
October 17, 2022

A regular meeting of the Melvindale Housing Commission Board was held on Monday, October 17, 2022 at 3:00 p.m. in the Community Room of Coogan Terrace.

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

ROLL CALL: Hector Cotto, Annette Taylor and C. Sue Herman were present.

Absent: Janette Decaire and Carmen Cotto

Commissioner Taylor moved; H. Cotto seconded to excuse the absences of C. Cotto and J. Decaire. Motion passed unanimously.

Also present: Staff— Cynthia C. Telfer, Executive Director; Elizabeth Dionisi, Operations Manager; Angela Foote, Property Manager and Kimberly Walton, HCV Specialist

Pledge of Allegiance

- I. Approval of Agenda
Taylor moved to approve the agenda; *H. Cotto* seconded. Motion passed unanimously (3-0).
- II. Approval of Minutes
H. Cotto moved to approve September 19, 2022; *Taylor* seconded. Motion passed unanimously (3-0).
- III. New Business

Sue Feinberg – MERS

Ms. Feinberg reviewed the Annual Actuarial Valuation Report for Melvindale Housing Commission (December 31, 2021). As of the report date, including the surplus division funds, Melvindale Housing Commission is 97% funded.

Resolution 2022-011 To Adopt Updated Procurement Policy

Taylor moved; *H. Cotto* seconded. Proposed changes of the policy are limited to thresholds regarding Micro-Purchases, Small Purchases, and thresholds for Commissioner approvals.

Motion passed unanimously (3-0).

Resolution 2022-012 To Adopt Updated House Rules

Taylor moved; *H. Cotto* seconded Proposed changes to the House Rules include incorporating stand-alone policies regarding bicycles, bullying and use of Marijuana in Coogan Terrace.

Motion passed unanimously (3-0).

Resolution 2022-013 To Approve Director's Request for Payment of Vacation Time

Taylor moved; *H. Cotto* seconded. The Executive Director requests to be paid out 150 hours of unused vacation time. Sufficient funds are available to cover the expense.

Motion passed unanimously (3-0).

III. Commission Reports

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

IV. Communication – Coogan Terrace October newsletter

VI. Public Commentary –

Beverly Kemp # 326 – Asked if residents will be made aware of the lease changes (house rules).

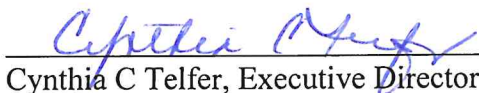
VII. Announcements by Commissioner's

- *H. Cotto* – wished the attending audience a “Happy Halloween”
- *Taylor* – gave kudo's for the Board retreat and loved the newsletter
- *Herman* – thank you for your reports. Retreat was very helpful.

Adjournment 4:45 p.m.– *H. Cotto* moved to adjourn; *Taylor* seconded. Passed unanimously.



C. Sue Herman, Board Chair



Cynthia C Telfer, Executive Director