

## MELVINDALE HOUSING COMMISSION

Regular Board Meeting  
September 18, 2025

A meeting of the Melvindale Housing Commission Board was held on Thursday, September 18, 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 10:06 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 June 26, 2025 Regular Meeting Minutes; *Cotto* seconded. Motion to approve minutes passed unanimously.

III. New Business

**Resolution 2025-10 To Close ACC for Public Housing**

*Taylor* motioned to approve resolution 2025-10; *Decaire* seconded. Telfer explained briefly that HUD had reached out six years after RAD closing to require additional steps to have the Annual Contribution Contract closed by HUD Headquarters. Everything except the Board's resolution has been submitted to the Detroit Field Office. Motion passed unanimously.

**Resolution 2025-11 To Approve Revised Utility Allowance – HCV program**

*Decaire* motioned to approve resolution 2025-011; *Taylor* seconded. A review and revision of the Housing Choice Voucher Utility Allowance is conducted annually to fulfil SEMAP and voucher program requirements. Motion passed unanimously.

**Resolution 2025-12 To Approve Revision to the Employee Handbook**  
*Herman* motioned to approve resolution 2025-012; *Taylor* seconded.  
A brief review of the changes to the Employee Handbook was held.  
Motion passed unanimously.

**Resolution 2025-13 To Approve Write off of Appliances**  
*Decaire* motioned to approve resolution 2025-013; *Taylor* seconded.  
Motion passed unanimously.

- IV. Commission reports  
Staff reviewed reports with Board.
- V. Public Commentary  
None
- VI. Announcements by Commissioners
  - Taylor: Announced a bake sale would be held in October to benefit Greatest of These Is Love, which will in turn be able to fund some of the events planned such a “Family Feud” game event. Also planned is an ice cream social at the end of October. Residents are really looking forward to these events.
  - Cotto: Please pray for my brother who suffered a stroke while traveling.
  - Decaire: Depending on health issues, she might be retiring from this body at the 1<sup>st</sup> of the new year.
  - Herman: Congratulation Cindy for successfully hiring a new property manager.
- VII. Adjournment – Motion by Decaire; seconded by Cotto at 11:14 a.m. Motion passed unanimously.

C. Sue Herman  
C. Sue Herman, Board Chair

Cynthia C Telfer  
Cynthia C Telfer, Executive Director