

MINUTES

STERLING HEIGHTS HOUSING COMMISSION

January 12, 2016

Call To Order by President Miller at 6:00 p.m.

Pledge of Allegiance and Invocation.

Roll Call. Present: Miller, Szatkowski, Venetis. Late: Walker. Absent: Evola. Also Present: Executive Director Denice A. Gerstenberg, Public Housing Manager Rachel Tonomi, Regional Manager Niki Jubenville, Maintenance Supervisor Jim Francis.

Approval of Agenda. Moved by Szatkowski, support by Venetis to approve agenda. Ayes: All.

Approval of Minutes. Moved by Venetis, support by Szatkowski to approve the December 8, 2015 minutes as presented. Ayes: All.

Executive Director Report.

No report.

Monthly Financial Reports.

Szatkowski requested additional information on the following items:

1. What is the charge for 504 modifications? Jubenville to investigate.
2. Why is there a \$37.08 charge in account receivable that has been in arrears for 12 months? Tonomi to investigate.
3. Is there an Excel program glitch in the 12/31/2015 Executive Summary Report? Jubenville to respond.

Venetis asked if there was a problem with 504 compliance would the Plante Moran auditors find it? Jubenville responded yes.

Szatkowski stated that \$63 was too much to pay for a 12 pack of D batteries.

Moved by Szatkowski, support by Venetis to approve the Schoenherr Towers Operating Summaries, subject to satisfactory clarifications received at next meeting . Ayes: All.

Moved by Venetis, support by Walker to approve the Section 8 Voucher Program Operating Summaries. Ayes: All.

Service Coordinator Report

The social worker counseled 37 residents this month. The most common services provided were regarding case management, crisis intervention, and benefits/insurance.

Public Housing Report.

100% occupied.

67 persons on waitlist.

16 leasing calls received this month.

1 move out, 1 move in.

Section 8 Report.

36 families on voucher program.

109 on the waitlist.

4 vouchers available.

Maintenance Report.

4 emergency service requests, 9 YTD.

87 service requests, 286 YTD.

Business.

1. Monthly Management Reports. Moved by Szatkowski, support by Walker, to approve the monthly management reports as presented by Fourmidable. Ayes: All.
2. Operating & Voucher Program Summaries (Program Register & Utility Payables). Moved by Walker, support by Venetis, to approve. Ayes: All.

Agenda.

1. **Annual Appointment of Executive Director.** Moved by Venetis, support by Miller to re-appoint city of Sterling Heights City Development Director Denice A. Gerstenberg as Sterling Heights Housing Commission Executive Director under Resolution 2016 -01-01. Ayes: All.
2. **Award of Window Replacement Contract.** Moved by Walker, support by Szatkowski to award the contract for window replacement to First Contracting, Inc. in the amount of \$237,205 under Resolution 2016-01-02. Ayes: All.

Public Participation.

Tononi complimented the resident council on the great job they did this past year planning parties and events.

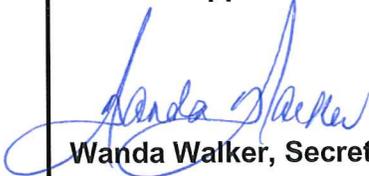
Window replacement will start in the spring. No firm date yet. Persons with new windows are happy with installations.

The SHHC is saving to purchase the generator at a later date.

Adjourn.

Moved by Venetis, support by Walker to adjourn at 6:25 p.m. Ayes: All.

Minutes Approved 02/09/2016


Wanda Walker, Secretary