



MINUTES

STERLING HEIGHTS HOUSING COMMISSION

February 9, 2016

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

Pledge of Allegiance and Invocation.

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

Approval of Agenda. Moved by Walker, support by Venetis to approve agenda, removing Monthly Financial Reports Items #1 and #2 and Business Item #2. Ayes: All. The financial reports were unavailable at the time the agenda was distributed.

Approval of Minutes. Moved by Szatkowski, support by Venetis to approve the January 12, 2016 minutes as presented. Ayes: All. Szatkowski noted that his concerns from last month has been addressed – the layout of the excel spreadsheet has been corrected, the \$37.08 charge was confirmed to be an uncollectible account and the quantity of D batteries was clarified.

Executive Director Report.

The Fourmidable management contract is on the agenda for SHHC approval to renew for one year. Questions from Szatkowski regarding rent collection and building emergency procedures were resolved.

Monthly Financial Reports.

Not available.

Service Coordinator Report

The social worker counseled 52 residents this month.

Public Housing Report.

99% occupied.

71 persons on waitlist.

18 leasing calls received this month.

3 move outs, 2 move ins.

Section 8 Report.

35 families on voucher program.

5 vouchers available.

107 on the waitlist.

Maintenance Report.

15 emergency service requests, 24 YTD.

92 service requests, 378 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).
Removed from agenda.

Agenda.

1. **Write-off Uncollectible Account**. Moved by Venetis, support by Walker to authorize Fourmidable to write-off the uncollectible amount of \$37.98 under Resolution 2016 - 02-01. Ayes: All.
2. **Extension of Management Contract**.
Moved by Venetis, support by Szatkowski to approve the extension of the Management Services Agreements between the Sterling Heights Housing Commission and the Fourmidable Group in the amount of \$52,896 for the period beginning February 1, 2016 thru January 31, 2017 and direct the President to sign the Agreement on behalf of the Housing Commission under Resolution 2016-02-02. Ayes: All.

Public Participation.

A resident voiced concerns that he has been issued a lease violation for smoking in his room while using oxygen tanks.

Jubenville will investigate whether or not HUD will be requiring all government buildings to be smoke-free in the future.

Adjourn.

Moved by Walker, support by Szatkowski to adjourn at 6:20 p.m. Ayes: All.

Minutes Approved 5/11/2016

Wanda Walker
Wanda Walker, Secretary