

MINUTES

STERLING HEIGHTS HOUSING COMMISSION May 10, 2016

Call To Order by President Miller at 6:04 p.m.

Pledge of Allegiance and Invocation.

Roll Call. Present: Evola, Miller, Szatkowski, Venetis, Walker. Absent: None. Present: Executive Director Denice A. Gerstenberg, Public Housing Manager Rachel Tononi, Fourmidable CEO Jeri Hayes, 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 Walker to approve the February 9, 2016 minutes as presented. Ayes: All.

Executive Director Report.

Former Regional Manager Sabrina Gaddy was married in March. She is now Sabrina Bollinger.

Monthly Financial Reports.

Szatkowski asked questions regarding the financial reports:

The reports refer to Smith Barney and Morgan Stanley, which are now the same company.
Fourmidable will make corrections.

Why was the cost for HD supply hand towels so high? *Schoenherr Towers buys towels by the case.*

What is this expense for Meadowbrook? *Property insurance.*

The CD balances do not tie to cash account. *Fourmidable to review and respond at next meeting.*

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

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

Service Coordinator Report

The social worker spent most of April on providing social services relating to benefits, insurance, crisis management, home management, and money management.

Public Housing Report.

99% occupied.
62 persons on waitlist.

21 leasing calls received this month.
3 move outs, 4 move ins.

Section 8 Report.

39 families on voucher program.
1 vouchers available.

83 on the waitlist.

Maintenance Report.

4 emergency service requests, 43 YTD.

82 service requests, 619 YTD.

The windows are being manufactured.

Business.

1. Monthly Management Reports. Moved by Venetis, 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 Szatkowski, to approve the housing assistance program register and utility payables as presented by Fourmidable. Ayes: All.

Agenda.

1. **Write-off Uncollectible Account.** Moved by Venetis, support by Walker to authorize Fourmidable to write-off the uncollectible amount of \$780.00 and forward the account to a collections agency under Resolution 2016-05-01. Ayes: All.
2. **Extension of Lawn Services Contract.** Moved by Szatkowski, support by Walker to award the lawn care services contract to Professional Ground Services, whose address is 23077 Greenfield Road, Suite 107, Southfield, MI 48075 for one year with an optional one year extension in the amount of \$18,375 under resolution 2016-5-02. Ayes: All.

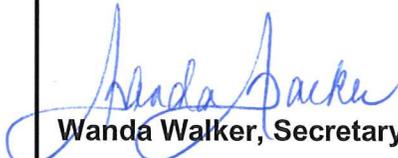
Public Participation.

42 residents recently went on a tour of the Detroit Institute of Arts.

Adjourn.

Moved by Walker, support by Evola to adjourn at 6:21 p.m. Ayes: All.

Minutes Approved 06/14/2016


Wanda Walker, Secretary