

MINUTES

STERLING HEIGHTS HOUSING COMMISSION

October 11, 2016

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

Pledge of Allegiance and Invocation.

Roll Call. Present: Evola, Miller, Szatkowski. Venetis, Late: Walker. Present: Executive Director Denice A. Gerstenberg, Regional Manager Sabrina Bollinger, Public Housing Manager Rachel Tononi, Maintenance Supervisor Jim Francis.

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

Approval of Minutes. Moved by Venetis, support by Walker to approve the August 9, 2016 minutes as presented. Ayes: All.

Executive Director Report. Currently seeking replacement clerical person for office.

Monthly Financial Reports.

Szatkowski submitted the following questions:

1. *A line item is identified as Smith Barney on the cash flow statements This should be changed to Morgan Stanley.* Fourmidable made the change and provided a revised cash flow statement.
2. *The August 31 cash flow statement shows an operating checking account balance of \$55,198.14, whereas the bank statement has a balance of \$204,822.29.* Fourmidable clarified that the difference between the bank statement balance and the operating checking account balance on the cash flow statement on the August report is primarily due to an outstanding check for First Contracting for \$143,561.70 for the window replacements.
3. *Is there a statement or some other means of documenting the CDs held by the city?* The city receives an automatic renewal notice weeks prior to the CD expiring. Monthly statements are not provided.
4. *On the accounts receivable aging reports there were two accounts that were overdue - Nancy Phillips \$780.86 over 6 months and Donna Pacheco \$780.00 over 3 months. Back in May 2016 the commission suggested that Fourmidable could write off the amount and forward the account to a collection agency. Has this been done? Should the second account also be written off and forwarded to the collection agency?* Donna Pacheco has been sent to collections. Nancy Phillips will be presented to the board at the next meeting.

Moved by Szatkowski, support by Venetis to approve the Schoenherr Towers Operating Summaries.
Ayes: All.

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

Service Coordinator Report

The social worker worked with 55 clients in September and spent most of her time with residents on the following issues: insurance, benefits, crisis intervention, education and employment.

Public Housing Report.

100% occupied. 3 move outs, 3 move ins.
45 persons on waitlist.
25 leasing calls received this month.

Section 8 Report.

39 families on voucher program. 63 on the waitlist.
1 vouchers available.

Maintenance Report.

3 emergency service requests, 57 YTD. 131 service requests, 1,164 YTD.

Business.

Monthly Management Reports. Moved by Walker, support by Evola, to approve the monthly management reports as presented by Fourmidable. Ayes: All.

Operating & Voucher Program Summaries (Program Register & Utility Payables. Moved by Walker, support by Evola, to approve the housing assistance program register and utility payables as presented by Fourmidable. Ayes: All.

SEMAP Report Submittal. Moved by Walker, support by Evola, to approve the SEMAP certification report and authorize Fourmidable to submit on behalf of the Sterling Heights Housing Commission under Resolution 2016-10-01.

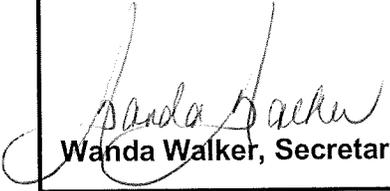
Public Participation.

The October 9th Resident Council bake sale/craft show/hot dog sale outside on the patio was successful. Resident Council raised over \$600. October 31st there will be cider and donuts at 2 pm for residents. Prize for best costume! Resident Council held annual election. Sandy remains as president, Lorraine is Vice president, Pearl is Treasurer, Doris is secretary and Joan is Sargent at Arms.

Adjourn.

Moved by Venetis, support by Szatkowski to adjourn at 6:16 p.m. Ayes: All.

Minutes Approved 11/08/2016


Wanda Walker, Secretary