



A Regular Meeting of Board was called to order on September 23, 2024, at 6:00 P.M. in the Community Room of Autumn House.

1. Roll Call

Present: Reginald Sutherland, Dana Parke, Joel Milliner, Daniel Martin.

Excused: Alvita Lozano.

Ayes: All

Nays: None

Motion: Passed

2. Approval of Agenda:

Motion made by President Reggie, seconded by Joel Miliner and Dana Parke

Ayes: All

Nays: None

Motion: Passed

3. Approval of Minutes:

The last meeting minutes were read and approved.

Ayes: All

Nays: None

Motion: Passed

4. Approval of Financials:

Commissioner Martin stated he needed more time to review.

Ayes: All

Nays: None

Motion: Passed

5. Executive Director's Report:

- Aliyah Mgawe spoke on the RFP put out for a new inspection company; the current inspection company, McCright, is short staffed and moving towards 'virtual inspections' which require the property owners and/or participants to own a device to plug into the electrical outlets to gauge the voltage and are slow to inspect due to their shortage of staff.

- 8 Vouchers were allocated towards Shepherd House.
- Payment Standards will be updated effective January 2025.
- The 2024 Audit had 1 finding, which is being disputed.
- Annual Strategic Meeting has been rescheduled
- Guest Speaker for Resident Meeting was Home Health Care

6. Deputy Director's Report:

- 10 work orders, all completed
- City Inspection completed and passed
- Upcoming inspection for AH/WW
- 7 Units prepared for leasing
- 2 of these Units are located in WW
- All repairs have been approved by insurance company
- CPR Training at Resident Meeting was successful
- Asked for ideas for future training

Commissioner Comments:

Joel: Will virtual inspections cause a fine? Aliyah – No.

Dan: Have the auditor come in for a meeting

Reggie: Is the chair yoga still happening? Kimmaly – Yes

Dan: What is the beginning balance of work orders? Bill: we got the vast majority done.

Dan: On Average, how much time for work order completion: Bill: depends on what needs to be done

Resident Cynthia: Does she have to move furniture for repairs?

Answer – Bill and Jose will assist

Resident Carol: Disagree about work orders, refrigerator work order was not completed in time Aliyah – the office was closed due to COVID infection, the work order was rescinded upon office opening;

Kimmaly: we have refrigerators

7. Old Business:

Insurance Broker updates

RFP submission for Insurance Company

Office Staff Updates

FHC Audit

Shepherd House

8. New Business:

Operational Information

Personel Activities/Information

Legislative/ Policy Information

9. Call To Audience:

Audience concerns were aired during E.D. report

10. Call to Commission:

Dan – Appreciated Get Well wishes

Joel – Rent receipts through email or kiosk, Kimmaly – mailed but email is an option

Reggie: Meeting to show people how to retrieve their receipts through Comerica. Kimmaly: Rent receipts are available from Comerica online when paid