

**Dearborn Housing Commission
Regular Meeting November 13, 2024
Meeting Minutes**

Meeting was called to order at 4:08pm by Commissioner Elkhatib,

Roll Call:

Present- Commissioner Elkhatib, Commissioner Sukkarie,
Commissioner Bright-McClanahan

Absent- Commissioner Murray

Approval of Minutes:

Motion to approve the October 9, 2024 Regular Meeting minutes as submitted was offered by Commissioner Bright-McClanahan, supported by Commissioner Sukkarie. Ayes All. Motion carried.

Motion to approve the October 28, 2024 Special Meeting minutes as submitted was offered by Commissioner Bright-McClanahan, supported by Commissioner Sukkarie. Ayes All. Motion carried.

Public Comments:

No public comments were received by the board.

Staff Reports:

Finance Report- Casey VanPatten, Accountant TMF Group presented the monthly report documents as Submitted. CFP and Operating fund draw downs will be caught up before the end of this month after Tim's eLOCCS access is reactivated. Interim financial statements (unaudited) and Bank Statements for October were received and filed.

Capital Facilities Coordinator- Aziza Jamil informed the board regarding current Capital Projects: Corrections to the leaking shut-off valves as required by the Code Official are being completed at Sisson Manor. Asbestos abatement required prior to completing the replacements at Kennedy Plaza has been completed and the contractor, Lyon Mechanical, will be scheduled to complete the Kennedy Plaza replacements after the corrections are approved at Sisson Manor. Purchasing has issued a request for qualified firms to provide Architectural and Engineering services to the City and we have several new projects which require evaluation and specifications. As soon as an approved list of firms is provided we will be able to proceed. A written report was received and filed.

Public Housing Coordinator- Patty Colegio informed the board that Jessica Nieves the new Resident Services and Outreach Counselor for Townsend Towers is doing well. Patty requested that possible weekend overtime be arranged to allow the occupancy staff preparation time dedicated for the program audit in January. Patty reviewed the vacancies and status of applications in process for the buildings. Waiting lists remain closed, and overall occupancy continues at 96%. Status of current evictions in process was also reviewed. A written report was received and filed.

Facilities Supervisor- ED Supinger reviewed the status of units in vacancy prep at each building. A written report was received and filed.

ROSS Coordinator- Nataly Jammalieh informed the board that the annual reporting for the ROSS grant was completed and submitted on October 29. We are working with Senior Services to organize a pleasant hours club for residents starting at Kennedy Plaza and hopefully adding the remaining buildings. She is also working with Joseph on the Monthly newsletters and organizing several activities throughout December.

Commissioner Bright-McClanahan requested that our residents be informed of the Christmas Tree lighting and activities. Staff will provide information and transportation will be arranged if residents are interested.

Executive Director Summary- ED Supinger reviewed the following items for the board:

- Meeting with Sisson Manor residents was held to review our responsibilities to uphold the HUD regulations and to help them to insure they are in compliance to continue tenancy.
- Working to get Capital Fund draw downs completed.
- The on-site audit dates have been scheduled for January 28-29, 2025.
- Requested Nataly be approved to attend the Connect Home USA Summit in Washington DC on December 10-12. Assistance with internet connectivity and computer literacy were requested when the ROSS survey was completed for the grant. Nataly has offered to be the lead person for CHUSA.
- Working on many other items to make transition to new ED go smoothly.
- ACOP revision has been completed for submission. (Board has reviewed for submission.)

ACTION ITEMS:

Request for Approval of a contract renewal with Stevenson Company for Property Insurance was presented by ED Supinger and reviewed by the board. Commissioner Bright-McClanahan made a motion to approve, supported by Commissioner Sukkarie, Ayes all. Resolution 19-24 is adopted.

New Business:

Apartment door signs. There was discussion regarding replacement of the signs and if the new signs should only include the apartment number. It was decided that the resident names would not be included in the new signs and more information on pricing will be presented at the next meeting.

Commissioner Bright-McClanahan gave an update regarding the search process for the new Executive Director. She suggested scheduling a special meeting in December to review candidates and move on to interviews.

Commissioner Bright-McClanahan requested the board to consider the appointment of Dustin Kane as Interim ED. There was discussion by the board regarding the previous transition and following the same process as previously accepted by HUD regarding the interim position.

Commissioner Elkhatib made a motion to approve the appointment of Dustin Kane to the Interim Executive Director position until the permanent replacement is appointed by the board, motion was supported by Commissioner Sukkarie, Ayes all. Resolution 20-24 is adopted.

It was suggested that the position be advertised in the NAHRO Monitor which would have national exposure for current Housing and Redevelopment Officials.

Other Business:

The next Regular Meeting will be on December 11, 2024 at 4:00PM at Townsend Towers 7000 Freda Dearborn, MI 48126, in the Community Room.

Motion to adjourn was offered by Commissioner Bright-McClanahan, supported by Commissioner Sukkarie. Ayes All. Meeting was adjourned at 4:51PM.

Dearborn Housing Commission

Resolution No. 19-24

AWARD OF A CONTRACT RENEWAL TO Stevenson Company,

November 13, 2024

WHEREAS; Resolution No. 23-22 was previously approved by the Commission awarding a contract for Property and Liability Insurance for Townsend Towers, Kennedy Plaza, and Sisson Manor Apartments, AND

WHEREAS; The contract term includes two optional one-year renewal options,

BE IT RESOLVED BY THE DEARBORN HOUSING COMMISSION:

Timothy Supinger, acting in the capacity of Executive Director, is authorized to enter into a contract between Dearborn Housing Commission and Stevenson Company (Broker), for Property and Liability Insurance for Townsend Towers, Kennedy Plaza, and Sisson Manor Apartments. The contract shall be for a term of one-year December 1, 2024 thru November 30, 2025 [FINAL RENEWAL] with an Annual Policy Premium in the amount not to exceed \$117,889.00, and Agency Fee of \$12,968.00. Total Contract amount not to exceed **\$130,857.00**.

Offered by Commissioner Bright McClanahan, supported by Commissioner Sukkarie.

Adopted by vote of the Dearborn Housing Commission

YEAS: 3 NAYS: 0 ABSTENTIONS: 0

RESOLUTION APPROVED, November 13, 2024



Timothy C. Supinger Executive Director-Secretary



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

Housing Insurance Services, Inc.
Acceptance Form and Compensation Disclosure Notice

In order to bind coverage, please fax or mail this form to the address or fax number listed below.

Insured Name: City of Dearborn
Dearborn Housing Commission Effective Date: 12-1-2024

Proposal Acceptance: Please check [X] one of the following:

- The Proposal and Schedule have been reviewed and are accepted for all coverages quoted.
 The Proposal and Schedule have been reviewed and need the following changes:

THIS NOTICE DOES NOT AMEND ANY PROVISION OF OR AFFORD ANY COVERAGE UNDER YOUR POLICY. YOU SHOULD REVIEW YOUR ENTIRE POLICY CAREFULLY FOR COMPLETE INFORMATION ON THE COVERAGES PROVIDED AND TO DETERMINE YOUR RIGHTS AND DUTIES UNDER YOUR POLICY. IF THERE IS ANY CONFLICT BETWEEN YOUR POLICY PROVISIONS AND THIS NOTICE, THE PROVISIONS OF YOUR POLICY PREVAIL. PLEASE CONTACT YOUR AGENT OR BROKER IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR ITS CONTENTS.

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Please note: Your policies and all related documents will be delivered electronically via e-mail. If you prefer that a hard copy of the policy is mailed, please notify us at AccountServices@housingcenter.com to opt out of the electronic delivery. If you do not indicate a preference in delivery method, we will interpret this as your consent to receive your policies through your e-mail address electronically.

I acknowledge that I have read and understand this Disclosure Notice and agree to its terms.

Signature: *Timothy C. Gayer* Date: 11-20-2024
Title: EXECUTIVE DIRECTOR, DEARBORN HOUSING COMMISSION

TERRORISM INSURANCE COVERAGE OFFER

You are hereby notified that under the Terrorism Risk Insurance Act, as amended (the Act), you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1)(A) of the Act. As defined in Section 102(1)(A) of the Act, "The term 'act of terrorism' means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States — (i) to be an act of terrorism; (ii) to be a violent act or an act that is dangerous to (I) human life; (II) property; or (III) infrastructure; (iii) to have resulted in damage within the United States, or outside the United States in the case of (I) an air carrier or vessel described in paragraph (5)(B); or (II) the premises of a United States mission; and (iv) to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion."

You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States government reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is shown below and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

You should also know that the Act contains a \$100 billion cap that limits U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

PLEASE INDICATE ACCEPTANCE OR REJECTION BY "x" in applicable below.

Acceptance of Terrorism Insurance Coverage (X)	
<input checked="" type="checkbox"/>	I accept the offer to purchase terrorism coverage for the Terrorism Premium shown.
	Terrorism Premium
	\$ 461
	Commercial Liability


Rejection of Terrorism Insurance Coverage (X)	
	Commercial Liability
	I reject terrorism coverage. I understand that I will not have coverage for losses resulting from certified acts of terrorism, whether arising from domestic or foreign-inspired acts.

Dearborn Housing Commission

 Named Insured

TBD

 Policy Number / Policy Period


 Signed by _____ / Date _____
 TIMOTHY C. SUPINGER, EXECUTIVE DIRECTOR

 Print Name / Title

TERRORISM INSURANCE COVERAGE OFFER

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You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law, however, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States government reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is shown below and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

You should also know that the Act contains a \$100 billion cap that limits U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

PLEASE INDICATE ACCEPTANCE OR REJECTION BY "x" in applicable box below.

Acceptance of Terrorism Insurance Coverage	
<input checked="" type="checkbox"/>	I accept the offer to purchase Terrorism coverage for the Terrorism Premium shown.
Commercial Property Insurance	Terrorism Premium 4,678

Rejection of Terrorism Insurance Coverage	
	Commercial Property Insurance
	I reject terrorism coverage. I understand that I will not have coverage for losses resulting from certified acts of terrorism, whether arising from domestic or foreign-inspired acts.
	The following applies only to Commercial Property in AZ, CA, GA, HI, IA, IL, ME, MO, NC, NJ, NY, OR, RI, WA, WI, WV.
	When I reject Terrorism coverage, I also understand that certain covered fire losses resulting from a certified act of terrorism may be covered.
	The premium for such Fire Following coverage is: \$

Dearborn Housing Commission

 Named Insured



 Signed by Authorized Representative / Date

TBD

 Policy Number / Policy Period

TIMOTHY C. SUPINGER EXECUTIVE DIRECTOR

 Print Name / Title

Dearborn Housing Commission

Resolution No. 20-24

APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR,

November 13, 2024

WHEREAS; The Commission has accepted the resignation of the current Executive Director effective December 1, 2024, AND

WHEREAS; The Commission has received a recommendation to appoint Dustin Kane to provide interim leadership during the process of recruiting and selecting a new permanent Executive Director, THEN

BE IT RESOLVED BY THE DEARBORN HOUSING COMMISSION:

HEREBY APPOINTS Dustin Kane as Interim Executive Director until such time as a new Full-time Executive Director is hired and appointed to replace him.

Offered by Commissioner Bright McClanahan, supported by Commissioner Sukkarie.

Adopted by vote of the Dearborn Housing Commission

YEAS: 3 NAYS: 0 ABSTENTIONS: 0

RESOLUTION APPROVED, November 13, 2024



Timothy C. Supinger Executive Director-Secretary

