

**MINUTES**  
**WARREN HOUSING COMMISSION**  
Stilwell Manor – Stilwell Recreation Room  
26600 Burg Road · Warren, Michigan 48089

**Regular Meeting of the Housing Commission**  
**Thursday, March 12, 2026 at 6:00 p.m.**

**1. Call to Order** **6:03 PM**

**2. The Pledge of Allegiance**

**3. Roll Call**

Chairman Ken Kaercher	<b><i>Present</i></b>
Secretary Thomas Miller	<b><i>Present</i></b>
Commissioner Debra Ladensack	<b><i>Present</i></b>
Commissioner Curtiss Ostosh	<b><i>Present – arrived at 6:15 PM</i></b>
Commissioner Jerry Burden	<b><i>Present</i></b>
Councilperson Melody Magee	<b><i>Present</i></b>
City Attorney Laura Sullivan	<b><i>Proxy – Candice Mayer</i></b>
Director of Maintenance Kavin Yaden	<b><i>Absent</i></b>
Director of Administration Sean Clark	<b><i>Present</i></b>
Deputy Director of Administration Sara Yousif	<b><i>Absent</i></b>

**4. Approval the Agenda**

a) Approval of the AGENDA FOR THE THURSDAY, MARCH 12, 2026, REGULAR MEETING.

**Motion to approve the agenda, by Burden, support by Ladensack.**

**Motion carried 4-0.**

**5. Approval of the Minutes**

a) Approval of the MINUTES FROM THE THURSDAY, JANUARY 22, 2025, REGULAR MEETING.

**Motion to approve the minutes, by Miller, support by Burden.**

**Motion carried 4-0.**

b) Approval of the MINUTES FROM THE WEDNESDAY, MARCH 4, 2025, SPECIAL MEETING.

**Motion to approve the minutes, by Burden, support by Miller.**

**Motion carried 4-0.**

***Commissioner Ostosh joined the meeting at 6:15 PM.***

**6. Staff Report**

a) Receive and File STAFF REPORT DATED MARCH 10, 2026.

Clark: 98.35% occupancy rate. Gleaners delivery on 4/16/26, Focus Hope on 4/9/26, and Forgotten Harvest 3/23/26, 4/13/26, & 4/27/26. The Senior Health Care Seminar was a big hit, Macomb County Prosecutor Peter Lucido presented on Senior Scams. The Joseph Coach balcony project is set to begin after April 1<sup>st</sup>, but is weather dependent.

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**Motion to receive and file the staff report, by Miller, support by Burden.**

**Motion carried 5-0.**

**7. Old Business**

**8. New Business**

- a) Request of the RFP-W-1706 Review Panel to award RFP-W-1607; TO FURNISH PROPERTY MANAGEMENT SOFTWARE, to CONCOURSE TECH, INC. in an amount not to exceed \$15,000 annually, for a two-year period of \$30,000, with options to extend the award for four (4) additional two-year periods, with mutual consent of both parties.

Clark: The RFP-W-1607 Review Panel unanimously recommends that RFP-W-1607; To Furnish Property Management Software, be awarded to Concourse Tech, Inc., 169 Madison Avenue, Suite 15520, New York, NY 10016 in an amount not to exceed \$15,000.00 annually, for a two-year period of \$30,000.00, with options to extend the award for four (4) additional two-year periods, with mutual consent. All of the proposals were reviewed by City of Warren Information Systems Manager, Shumon Hakim to ensure they met all City of Warren Data Policies, which all six (6) did:

- 7-Year Data Retention
- US-Mainland based server data storage
- Backup policies
- Encrypted communications

Concourse was selected for the following reasons:

- Most cost-effective solution;
- The Senior Housing Department requested that the software meet seven (7) different task categories with a total of twenty-five-subcategories and Concourse Tech, Inc. was able to meet every single item;
- They create software only for government customers;
- The software is easily customizable;
- The software was easy to navigate and provided simple interface with easy-to-read dashboards;
- The software can be used via a mobile device;
- The fee includes software maintenance and support, training, and implementation of the software.

Burden: The RFP Committee read over 250 pages of proposals, interviewed and conducted demonstrations of three software providers, before selecting Concourse.

Ladensack: Is the personal data of residents going to be protected and secured?

Clark: Yes.

**Motion to award RFP-W-1607, by Burden, support by Miller.**

<b>Buden</b>	<b>Yea</b>
<b>Miller</b>	<b>Yea</b>
<b>Ostosh</b>	<b>Yea</b>
<b>Ladensack</b>	<b>Yea</b>
<b>Kaercher</b>	<b>Yea</b>

**Motion carried 5-0.**

- b) Recommendation to appoint NICHOLE STEFFENS to the position of SENIOR CITIZEN HOUSEKEEPER, with a start date of 3/23/26.

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**Motion to appoint Nichole Steffens, to the position of Senior Citizen Housekeeper by Ladensack, support by Ostosh.**

**Motion carried 5-0.**

c) Discussion of WHC By-Laws and Meeting Procedures.

**Motion to table by Burden, support by Ostosh.**

**Item tabled 5-0.**

## **9. Audience Participation**

Crumley (B201): Will Joseph Coach ever have a PA system?

Nowak (S228): I spoke to City Council about the 2-year residency requirement that Mr. Clark removed, without Council approval. I also challenged Mr. Clark's comp time use in January and March WHC meetings, along with his earning of comp time on Thanksgiving. I don't ever plan on attending another Warren Housing Commission, unless I'm the director.

Tweedlie (B105): When will the patios be started and finished?

Giallombardo (B305): I had a tow truck struggle to tow my car, when it was parked on Burg Road, because of the Cadillacs parked on Burg Rd.

Sargen (S342): We've had a couple of issues lately with our food service, specifically the way that some of our residents treat the volunteers. I don't appreciate the language they use.

Magee (A311): The black Cadillac in the parking lot has expired tabs.

Boarders (A309): I leave early in the morning for work, and haven't seen the security guard.

## **10. Staff Comments**

Clark: The new software will provide the office to send text and email campaigns to residents, which would eliminate the need for a PA system. Balcony repairs are set to begin after 4/1/26, weather dependent, and should take 6-8 months. Any issue with cars parked on Burg Rd., would be a Warren Police Department issue. With regards to our food service and some of the issues between residents, I believe the lack of empathy leads to this. We all need to attempt to understand what each other are going through, some are volunteering their time to help and the flip side, residents are seeking food assistance, because they need help. We passively monitor license plates and tabs. Our security team is here from 10:00 PM to 6:00 AM, and they rotate parking positions around the campus.

## **11. Commission Comments**

Burden: Thank you to our food service volunteers.

Ostosh: We not only need empathy, but civility.

Ladensack: We need to eliminate the food service drama.

## **12. Councilperson Comments**

Magee: Any information that was presented to Council, was turned over to HR and the Mayor's Office. There are many job and commission openings, please get involved.

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**13. Adjournment**

**Motion to adjourn by Miller, support by Ostosh.**

**Motion carried 5-0.**

**Meeting adjourned at 6:56 PM.**

Approved: *Thomas Miller*

Date: 5/7/2026

Thomas Miller, Secretary