

Shepherd Home Advisory Committee

MINUTES

January 14, 2026

5:00PM

Location: Zoom video and in-person at Shepherd Conference Room

Present: Atty. Ralph Wilson, Atty. Seb Giuliano, Chairperson, Larry Riley, Cathleen Meaden, Columbus House, Phil Cacciola, Sherry Garner DeMarcco, and Louis Gill, Columbus House CEO

Absent: Vinnie Loffredo, vice chair and Takisha Bryant, DeMarcco

Seb Giuliano opened the meeting at 5:00 PM.

Motion to approve minutes from last meeting. Approved.

**Public Session**

No public comments.

**Occupancy**

5 total vacancies

304 – lease tomorrow

310 Housing Authority needed original documents, going on Friday to deliver.

206- Submitted to MHA

212- Transfer waiting on MHA

203 – Internal Transfer waiting on MHA

207 and 307 will be open after transfers are completed.

**Financials**

Three residents are on payment plans. Two are paying and the third has until Friday to submit payment.

Unit 208 is only back rent not resolved. Housing authorities denied adjustment due to client being in nursing home and the nursing home taking the entire tenant income during that time. DeMarco will submit a grievance and expect it to be approved.

2026 Budget

5.8% increase for rent was approved by MHA.

Audit from NEF- no findings.

**Building Issues:**

Tenants are complaining they are having difficulty accessing the dumpsters since repairs are scheduled Sherrie will arrange so they can get in better.

Tenant reports that filters are not being changed/cleaned regularly. Sherrie confirmed that when the ducts were cleaned the wrong filters were ordered. The company ordered the correct size but have not come in yet. DeMarcco will check on the status of this.

Larry recommends a suggestion box be installed in the common area.

Lakeisha (CVH) and Takeisha (DeMarcco) met. CVH will assign Amy Howard to assist with establishing relationships. DeMarcco will see if Yanirah (SVDP) can join these meetings.

Roof – Eagle Rivet provided a quote, but no new leaks have been identified. Will monitor and address in the spring.

**Capital Needs Assessment**

Requested report be modified to match age of building and systems. The report inaccurately sited the age of the building without acknowledging the age of major repairs.

**Donations:**

Cathleen will check with Yanira on gift cards as some residents reported not getting them.

**Other:**

Motion to adjourn at 5:49pm

Next Meeting February 11, 2026, at 5:00pm.

Submitted by,

Cathleen Meaden