

Ann Arbor Housing Commission
March 18, 2009
REGULAR BOARD MEETING
MINUTES

The meeting took place in the AAHC Community Room, 727 Miller, Ann Arbor, MI 48103. Chair Deborah Gibson convened the meeting at 6:10 pm.

ROLL CALL: Commissioners present: Deborah Gibson, James Jackson, David Parent, Alan Levy; Commissioner excused: Dwayne Seals
Staff Present: Elizabeth Lindsley, Weneshia Brand, Jayne Miller
Guests: Joan Doughty, Peri Stone, Katie Doyle, Dan Burnett, Joy

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Parent* moved and Commissioner *Jackson* supported, the agenda passed 3 Ayes 0 Nays.

- II. **PUBLIC COMMENTARY – Public Hearing on Agency Plan.**
 - A. Peri Stone-Palmquest, Coordinator Education Project. One of 18 organizations in an Aging Out Coalition, dedicated to assisting persons coming out of foster care. Provides an overview of the program service and most challenging concerns, which is housing. Presents a proposal for the AAHC to give preference for foster children exiting the foster care system. *Parent*: requests the data of similar agencies that provide similar preference. Also, inquires how the agency would know of applicant status. *Burnett* responds that each child has case numbers affiliated with situation.
 - B. Katie Doyle, Exec. Director, Ozone House, member of WHA. Ozone House offers congregate care for up to 2 years, youth housing and supportive service program. HUD release Family Unification Program (FUP) designed for PHAs to become involved with foster children assisting with foster care and supportive services. Requesting that AAHC provide preference and set aside 5 units. Ozone provides housing for 19 unaccompanied minors.
 - C. Joy, Case manger at Ozone House; offering 6 beds to unaccompanied minors. Provides an example of a case. *Gibson*: inquires if the participates would be a good fit for the structure of the housing units owned by AAHC. Joy: replies benefit for occupied single unit. *Miller*: inquires if the project would work best in S8 or PH. Joy: participant are evaluated but have also placed application with S8. Doyle: explains examples. *Parent*: would supportive service be provided. Doyle: yes. *Lindsley*: how long will the supportive service last. *Doyle*: up to two years. *Burnett*: programs provide caseworkers for children. *Parent*: requests further discussion regarding supportive services and a direct contact person.
 - D. Joan Doughty, CAN: Omar Rasheed asked for AAHC revised visitor policy and the income policy regarding child support. Then provides an example of a resident’s situation. Speaks

of resident who was evicted from housing; the resident was diagnosed with mental illness. Inquired if the agency had a policy that addresses eviction of mentally ill. Mentions that CAN will support the agency in assisting with housing foster children.

- E. Burnett supervised independent living; assist with foster care and delinquent children. Provides and explain of a situation with a current client. Housing is very important to the stability requirement of the participants. *Lindsley*: Holy Cross Christian Center, closing office in Ann Arbor, but will maintain office in Detroit. *Gibson*: inquires if five units are suitable. *Burnett*: five is sufficient, though the agency is interested in more. *Lindsley*: inquires of the preference for S8 and PH for a combination of five units. *Burnett*: yes. *Lindsley*: the program is safer in a sense that the regulations provide more cushions and explains some points of the programs. *Doyle*: expresses the agency willingness to participate in more dialogue.

III. APPROVAL OF MINUTES

- A. Regular Board Meeting of February 18, 2009 – Motion by *Jackson* support by *Levy*. Minutes approved 4 – 0.
- B. Special Board Meeting of February 4, 2009 - Motion by *Jackson*; support by *Parent*. Minutes approved 4-0.
- C. Special Board Meeting of February 18, 2009 – Motion by *Parent*; supported by *Levy*. Minutes approved 4-0.

IV. NEW BUSINESS

A. Resolutions

1. **FY09-20: To Approve ACC Amendment for ARRA CFP grant: \$708,155.**

Motion by *Jackson* support by *Levy*.

Lindsley: the agency has identified four major repair needs. Additional items are in the five-year plan. The Capital Needs Assessment is a requirement of this fund.

Gibson: inquired of contingency. *Lindsley*: undetermined. *Parent*: inquires if the CNA is required before or after. *Lindsley*: it is included as an item. *Levy*: inquires if the terms and conditions are of any concern. *Lindsley*: no, there is quarterly submission reports; explains budgetary schedule. *Gibson*: inquires of Miller repairs.

Lindsley: explains opportunities of repairs. *Levy*: inquires of swapping work items. *Lindsley*: responds there is no concern. *Miller*: inquires of contingency percentage.

Lindsley: estimated \$19K. *Levy*: inquires of rapid release of funds. *Lindsley*: provides timeline of the request and allocation. *Miller*: responds the rapid allocation may be a result of the current economy. The motion passed, 4-0.

2. **FY09-21: To Amend Rent Collection Policy.**

Motion by *Parent* and support by *Jackson*.

Lindsley: increase bounced check fee to reflect fees increased by financial institution.

This is effective May 1, 2009 for appropriate resident notification. *Gibson*: inquires if the late fees will recover the cost offset by financial institution. *Lindsley*: responds that there is not a significant number of bad checks. *Miller*: inquires if the economy is affecting residents' ability to pay on time. *Lindsley*: the numbers haven't been evaluated. *Jackson*: inquires if language is correct in lease. *Miller*: inquires if the commission offers an early payment reduction, as a customer friendly incentive.

Lindsley: dutifully notes the suggestions. *Parent* amends motion to table the resolution and *Levy* supported. Vote to Table: 4-0.

3. FY09-22: To Approve Amendment to A & E Contract with ADG

Motion by *Parent* and supported by *Levy*. The resolution passed 4-0.

B. New Business

1. Transition Timeline – Jayne Miller

Miller: provides a action plan of items regarding staff needs, compensation analysis, operating needs assessment, capital needs assessment (CNA). The two assessments combined will address the stability of the commission over the next five years. Issue both RFP at the same time; schedule both assessments simultaneously. Miller provides a complete step by step overview of the strategic plan involving operating and capital needs assessment. Miller met with HR, AFSCME, and Teamsters to obtain a buy-in to timeline. Upon board approval Miller and Lindsley will begin implementation. Within the operational assessment the RFP would require results in thirty days of contract award regarding staffing model. Suggest body of council to meet together to discuss the items presented by the contractor. A timeline is included for viewing with tentative scheduling. *Parent*: inquires if consultants have background to effectively complete jobs. *Miller*: experience in area will be favorable consideration. *Parent*: inquires if the commission has budgeted this. *Miller*: included both items in City budget; however, CNA will be covered with ARRA funds. *Parent*: inquires of contractual positions. *Miller*: convert manpower employees to contractual; a meeting with Jackson and Levy will discuss options for ED position. *Parent*: inquires if the individual will be solicited for a permanent position. *Miller*: explains idea. *Gibson*: inquires of new hire for PH-E. *Lindsley*: explains new hire. *Gibson*: inquires of S8 position. *Miller*: explains current positions. *Lindsley*: provides overview of current staff positions. *Levy*: inquires of draft operation assessment proposal. *Miller*: mentions availability and deadline for response and explains expectation to draft CNA RFP.

V. COMMISSIONER SUBCOMMITTEE REPORT

A. Personnel – none

Levy: inquires of meeting with Jayne.

VI. COMMISSION STAFF REPORTS

Executive Director – *Lindsley*: provides highlights regarding financials, lease ups in Section 8, PH maintenance projects, temporary staff, HUD will pay 50% of admin fee of lease up after the first of month, Omnibus bill should provide more benefit to commission and overview of staff positions. *Parent*: inquires of meeting for agency plan. *Lindsley*: mentions that if no discussion is made tonight, a special meeting must schedule for discussion. *Parent*: mentions suggestions of items discussed in public commentary regarding; child support, eviction policy, visitors policy and the concern of foster care preference. *Jackson*: agrees with Parents suggestions. *Levy*: agree to not revisit the child support and visitors policy, however suggest considering the foster care preference. The idea should be allotted appropriate time to consider

and obtain any and all information. *Jackson*: inquires if there are HUD policy related to the topic. *Lindsley*: unfamiliar, however unlikely. *Parent*: inquires of Doughty's suggestions to customer service. *Lindsley*: inquires the board opinion. *Parent*: suggest specific customer service performance. *Gibson*: suggest the agency revisit policy for managers to dismantle resident organizations. *Lindsley*: there is no HUD requirement to have resident council only suggested; the managers are responsible for working with the resident council therefore may dissolve the council. *Gibson*: suggest the PH manager is not required to have opinion. *Levy*: increase customer service as a strategic goal. *Miller*: the operation assessment will address those concerns. *Parent*: confirms topic items per the discussion and board position. Also, mentions Doughty inquiry of interims. *Jackson*: mentions Doughty's concern of increase late fees. *Lindsley*: clarifies that interims discussion was addressed to Section 8 programs and the late fee discussion was merely a suggestion, however no resolution has been put forth. *Parent*: suggest responding to all items raised.

Lindsley: mentions Section 8 reporting on lease ups have improved.

A. Financial Manager – as submitted.

B. Section 8 Report – as submitted; no question or comments.

C. PH-West, PH-East, Security Reports – as submitted; no comments or questions.

VII. ADDITIONAL PUBLIC COMMENTARY : none

VIII. ADJOURNMENT: at 8:28 pm. Motion by *Parent*; support by *Jackson*. Approved: 4-0.

The Commissioners took a brief break and then went into Closed Session.

Deborah Gibson, Chair

Elizabeth Lindsley, Recording Secretary