

Ann Arbor Housing Commission
August 19, 2009
REGULAR BOARD MEETING
MINUTES

The meeting took place in the AAHC Community Room, 727 Miller, Ann Arbor, MI 48103.
Chairperson Alan Levy convened the meeting at 6:33 pm.

ROLL CALL:

Commissioners present: Alan Levy, James Jackson, Deborah Gibson and Dwayne
Seals (excused absence) Marta Manildi (excused absence)
Staff Present: Tony Derezinski, Jayne Miller, Marge Novak, Kevin Centala,
Nicholas Coquillard, Beth Yaroch and Weneshia Brand
In Attendance: Martin Strange and Kristina Vinson

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Jackson* moved and
Commissioner *Gibson* supported. The agenda passed 3 Ayes 0 Nays.
- II. **PUBLIC COMMENTARY** – *Strange*: request access to back yard from unit; inquires if
Commission has some suggestions. *Centala*: inquires which specific area that requires
consideration. *Strange*: mentions that area of concern. *Levy*: request to have staff follow-up
with concern.
- III. **APPROVAL OF MINUTES – July 22, 2009:** Motion by *Gibson*; second by *Jackson*.
Minutes approved: 3-0
- IV. **NEW BUSINESS**
 - A. **Resolutions**

FY10-05: Approve SEMAP Certification for FY 2009. Motion by *Jackson*;
supported by *Gibson*. *Novak*: distributes final version; SEMAP is reported annually
within 60 days post the fiscal year. SEMAP is a self assessment of program
operations. Coquillard provided a detailed review of all indicators. FY08 SEMAP

report was not submitted by error. The agency anticipates a formal HUD review as a result of FY08 failure to submit. After board approval of the resolution the report will be submitted electronically to HUD. *Levy*: inquires if the scoring has been amended. *Coquillard*: no change in scoring; the percentage of the Deconcentration bonus was modified slightly as a result of one family who was counted incorrectly. *Coquillard*: acknowledges Dena Cage and Mirada Jenkins who contributed efforts to complete the SEMAP report. *Gibson*: regarding the statistics of Deconcentration. *Coquillard*: the population is derived from the census tract within Washtenaw County which is categorized by families and families with children. *Novak*: Deconcentration was not attempted previously. *Novak*: mentions that the initial report is self certified however, the final documents must be evaluated and scored by HUD. *Levy*: mentions Board's appreciation of detailed report. *Miller*: mentions appreciation of staff diligent work on the SEMAP report; especially Mirada, Dena, Marge and Nick. Motion approve: 3-0.

FY10-06: Approve Fiscal Year 2009 Unaudited Financials. Motion by *Gibson*; supported by *Jackson*. *Novak*: reports are due by August 31st electronically in a template format. Mentions the auditor will make recommendations that will be reflected in modified financials. Two changes are complete: EAST net income a \$4K decrease as a result of account receivable. S8 HAP \$16K in additional payables will be included, but offset therefore the bottom line will not be affected. Mentions the Central office is \$6K deficit as a result of retired employee payout. West projected budget is \$29K deficit. East has \$95K net income. HCV projected \$107K deficit actual deficit \$28K. Cranbrook \$26K net income. Bottom-line is approximately \$61K net income agency-wide. FY08 Audited Financials was submitted to HUD August 4th, the agency now awaits approval. *Levy*: inquires of FY08 deficiencies with regard to recertifications. *Novak*: working on recertifications, FY09 auditor has noted missing documentation. *Levy*: mentions the Board approval of unaudited financials with expected changes. Motion approve: 3-0.

FY10-07: Approve Change Order #1 and #2 to First Contracting. Motion by *Jackson*; supported by *Gibson*. *Novak*: board approved resolution in May for First Contracting for various work at all sites with the exception of the single family homes. Estimates were received to update the Baker and Miller fire suppression system. The system will be upgraded to include hardwiring units to the fire system. Miller will receive additional upgrade as a high-rise. Parking lots were numbered and repainted. The changes result in a net increase in costs of \$163,508. *Gibson*: inquires of Miller addition. *Novak*: explains location of modification and mentions repositioning of security camera. *Gibson*: mentions appreciation of upgrade and inquires if agency will entertain an evacuation plan and in addition request the fire and police departments to conduct a mandatory training for emergency evacuation. *Levy*: inquires how agency would enforce a mandatory training. *Yaroch*: fire department staff implied the shelter in place rules given the structure of the buildings. *Gibson*: suggest the information be conveyed routinely for education of new residents. *Novak*: inquires of process suggested to implement. *Gibson*: mentions the Resource Coordinator suggest training would be a great opportunity to identify at-risk residents. *Levy*: suggest address the request outside of tonight's meeting. *Gibson*:

inquires of type of fire alarm detector. *Novak*: will follow-up. *Levy*: inquires of resident notification process for construction. *Centala*: mention the staff sends mailings and post notices. *Levy*: suggest the board approve a limited dollar amount for purchases by the Executive Director without board approval. Motion approve: 3-0.

B. New Business

- 1. Transition update – Jayne Miller:** Friday the consultants will meet to discuss exploration of affordable housing on a community wide basis. The consultants will have the opportunity to review the commission options without limitations.

V. COMMISSION STAFF REPORTS

- Novak*: all resolutions requiring contracts have been executed from the last board meeting. Based on current S8 projections provided to HUD a \$450K deficit is projected by year-end. AAHC is not the only commission in this position experiencing a shortfall. HUD may make available \$11 million to \$40 million to offset the deficits. A request for additional funds was made last week. FY08 was under-leased and funded on a calendar year. HAP Reserve was sufficient then HUD notified the agency it must spend down reserve and cut monthly HAP payments. The S8 reserve is being overstated as a result of the VASH funding that needs to be separated. HUD instructed the Commission to stop leasing because funding is not guaranteed. Developed comprehensive list of current residents in addition to those applicants in process. *Miller*: will discuss strategically how to address customer complaints; as they relate to upward communication and how the information is conveyed. *Levy*: inquires if a meeting is necessary to strategize. *Miller*: suggest meeting with staff first; then meeting with *Derezinski* and *Levy*; finally discussing issue with City Council. *Levy*: suggest mentioning issue to *Dingell*'s office. *Coquillard*: information has been conveyed only to those who were searching and those who were scheduled for briefing. *Miller*: suggest meeting next week to begin strategizing.
- Financial Manager* – as submitted; no comments or questions.
- Interim Section 8 Report* – as submitted; no comments or questions.
- Interim PH-West – Centala*: mentions the physical deterioration of the buildings is a great concern for all sites. First Contracting will improve several of the concerns, though funding is limited. Follow-up is being completed on work orders with regards to resident satisfaction. Currently, reviewing vendor contracts to analyze funding. Mentions *Curtis* performance as strong but, needs improvement in some areas. Security is a concern particularly at South Maple. Residents are referred to Washtenaw County Dispute Resolution Council to rectify resident disputes. *Derezinski*: inquired of parking concern at Baker and S. Maple. *Novak*: police presence has been increased; police suggest video surveillance. *Derezinski*: mentions appreciation for property tour. *Levy*: inquires of PH Managers interaction. *Yaroch*: working with HR to standardize processes regarding recertification, maintenance and procedures. *Gibson*: mentions maintenance issue that occurred last week; suggest maintenance provide explanation of damage in addition to making the repair. *Yaroch*: explains similar situation and how maintenance was able to make repair and implement preventative maintenance. *Levy*: request the PH Managers to report after the consultants provide recommendation to present in November their

programs assessment of Asset Management Model. *Novak*: mentions the high turnover in unit turns; overtime will be approved to decrease days on unit turn; maintenance has numerous responsibilities with inspection work orders, unit turn and daily work order requests. *Miller*: mentions confidence in staff to complete task.

- E. Interim PH-East – *Yaroch*: mention regional managed area; physical properties require repair and upgrades; residents relationship are improving as staff are become more available and customer friendly; tenants are taking responsibility to problem solving. *Levy*: inquires of maintenance staff workload. *Yaroch*: encourages standards, consistency, knowledge of properties and compromises with residents regarding scheduling and performance with regard to quality materials; working to increase employee moral, acknowledges Latonya Brown performance with customer service and recertification processing and processing work order requests. *Miller*: inquires of the relationship with CAN. *Yaroch*: mentions CAN’s good performance and the increase in relationship with agency; works well together to improve tenant relationship and correcting lease violations etc.
- F. Security Reports – as submitted; no comments or questions.

VI. **ADDITIONAL PUBLIC COMMENTARY :** *Vinson*: mentions Shemeeka Johnson’s appreciation of Board’s support for the Food Gather program.

VII. **ADJOURNMENT: 8:27** Motion by *Jackson*; supported by *Gibson* at Approved: 3-0.

Alan Levy, Chair

Marge Novak, Interim Recording Secretary