

Ann Arbor Housing Commission
April 22, 2009
REGULAR BOARD MEETING
MINUTES

The meeting took place in the AAHC Community Room, 727 Miller, Ann Arbor, MI 48103. Vice-Chair Alan Levy convened the meeting at 6:34 pm.

ROLL CALL: Commissioners present: Dwayne Seals, James Jackson, David Parent, Alan Levy;
Commissioner excused: Deborah Gibson
Staff Present: Elizabeth Lindsley, Weneshia Brand, Jayne Miller and Elizabeth Yaroch
Guests: Joan Doughty, Tony Derenzinski

I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Parent* moved and Commissioner *Jackson* supported, *Lindsley*: requested removal of Section IV. A.4, concerning Energy Audit. *Levy*: confirmed postponing the item until the May meeting. The agenda passed 4 Ayes 0 Nays.

II. **PUBLIC COMMENTARY – none**

III. **APPROVAL OF MINUTES**

A. Regular Board Meeting of March 18, 2009 – Motion by *Jackson* support by *Parent*. Minutes approved 4 – 0.

B. Special Board Meeting of April 7, 2009 - Motion by *Parent*; support by *Jackson*. Minutes approved 4-0.

IV. **NEW BUSINESS**

A. Resolutions

1. FY09-23: To Approve TAR Write-off \$1,892.02

Motion by *Parent* support by *Jackson*.

Lindsley: provided explanation the line items on the write-off. *Seals*: inquired of the net loss of \$9,583.93. *Lindsley*: explains of the large dollar figure is in court, with hopes of collection, so is not currently being written off.

The motion passed, 4-0.

2. FY09-25: To Approve Audit Services Contract

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

Lindsley: the request for proposal was solicited in January; seven interested bidders responded. Pricing was clustered due to location (travel expenses). The

recommendation was made for Zenk & Associates, however if the board were to suggest further review the resolution may be tabled. *Parent*: inquires of the current expenditure. *Lindsley*: \$14.5k. *Parent*: inquires of the last bid. *Lindsley*: responds last year. *Seals*: inquires of the recommendation Zenk made last year regarding reporting items to HUD and suggest awarding contract to another vendor as a result. *Levy*: mentions that the concerns raised by Zenk were a result of credit card use. *Lindsley*: confirms Levy's statement and mentions that Zenk has not submitted AAHC financials due to the HUD website being unavailable. Mentions the circumstances were of special circumstances and as AAHC began to resolve the situation the concern was muted. *Parent*: inquires of Zenk's tenure. *Lindsley*: responded that she is unsure of years, but more than 5. *Jackson*: inquired how other auditors ranked compared to Zenk. *Lindsley*: provided results of ranking. *Jackson*: inquires if Yeager and Boyd are comparable to Zenk if the company reduced hours. *Lindsley*: responded the pricing is fixed and not optional to an hourly rate. *Parent*: inquired of if any auditors performed for housing authorities. *Lindsley*: provided a list of company who has provided service to housing authorities. *Levy*: inquired of Seals suggestion. *Seals*: expresses his feelings toward Zenk's concerns and performance from last year. *Jackson*: suggest the result be reevaluated. *Levy*: inquires when the audit should start. *Lindsley*: provides a timeline. *Parent*: suggest the results are reevaluated. *Levy*: concurs that the results should be reevaluated. Suggest participating in the screening process of evaluation and making a decision. *Seals*: reiterates that Zenk's proposal was sufficient, however the commission should seek new experience. *Levy*: inquires if the board suggests seeking only Michigan firms. *Seals*: disagrees to only solicit Michigan firms. *Parent*: mention his uncomfortable state of pricing for out of state firms. *Levy*: mentions that the board should mention whether solicitations should be made out of state. Suggest that Yeager & Boyd make a phone interview. *Seals*: disagrees with soliciting only Michigan firms. *Parent*: concurs. *Levy*: recaps. *Seals*: suggest the proposals are reevaluated. *Jackson*: concurs. Motion failed: 0-4.

3. FY09-26: To Approve Lawn Care Services Contract

Motion by *Parent* and supported by *Seals*.

Brand: explains results of the bid results. *Seals*: inquired of American. *Brand*: provides synopsis of the result for American Landscaping. *Levy*: inquired of references. *Brand*: explains that the commission has worked with the contractor in the past. The resolution passed 4-0.

4. FY09-27: To Approve Energy Audit Contract – Tabled

Lindsley: explains that the price results were wildly diverse. Andrex Brix, City Energy consultant, participated in the evaluation. After careful review it was recommended to postpone the award, due to budgetary constraints; the contract is anticipated to be combined with the CNA grant.

5. FY09-28: To Approve WHA Quality Standards Certification

Motioned by *Parent* and supported by *Jackson*:

Lindsley: WHA determines that if an agency is not in compliance, funding will not be awarded. The agency qualifies to respond not applicable to several areas of the evaluation. The intent is to be awarded funding from WHA and inquires of the board

position. *Levy*: inquires of the due date. *Parent*: inquires participants of the alliance. *Lindsley*: Directors of local non-profits, then provides examples. *Jackson*: recaps the resolution. *Lindsley*: concurs. *Miller*: it was managed by the County. *Lindsley*: provided a more historical and detailed overview. *Seals*: if the agency were awarded funding, what amount are we considering? *Lindsley*: provides a break down of allocation. *Seals*: inquires how the funding is allocated and the benefits and advantage to the commission. *Parent*: supports the resolution and is in favor of future evaluation of the intent of this community effort. *Levy*: supports the alliance, however concurs that the immediate concern is not there.

B. New Business

1. Transition planning update – Jayne Miller

Miller: confirms receipt of the schedule of personnel candidates. Provides an overview of schedule and expectations. Mentions RFP Physical Needs Assessment and Operating Needs Assessment schedule and expectations. *Lindsley*: introduces Beth Yaroch. *Parent*: inquires what positions the candidates are interviewing for. *Miller*: provides overview of personnel work plan. All the candidates were informed of the open positions and expected changes in the commission, therefore all candidates will be consider for all positions. *Seals*: inquired if the positions were union positions. *Miller*: an agreement was made with the union in the interim until the Operating Needs Assessment is completed. *Seals*: inquires of the solicitation. *Miller*: responds a variety of channels; however the positions were not posted. *Seals*: doesn't agree with the method of solicitation. *Levy*: the methods were reviewed with the personnel committee, expressed his position and mentions that when the position is filled permanently the solicitation will be more diverse. *Seals*: expresses his position that the solicitation method was a disadvantage to Michigan residents. *Levy*: expresses that his position is that the permanent position will be filled via a broader solicitation process. *Seals*: reiterates his position; that the solicitation process was unfavorable. *Levy*: it is the board prerogative to make the final decision and the interim positions will not exceed a period of time. *Seals*: again reiterates his position and inquires the reason for not posting the positions. *Levy*: the method was practical and appropriate in nature.

V. COMMISSIONER SUBCOMMITTEE REPORT

A. Personnel – none

VI. COMMISSION STAFF REPORTS

A. Executive Director – *Levy*: mentions his appreciation of the movement on the Pear St. project. *Lindsley*: mention improvement on VASH project and additional funding for Section 8. PIC reporting is exceeding 95% for both Section 8 and PH. Bids are out for the Comp grant and provides schedule. The contract for Section 8 HQS is anticipated for renewal. Supportive Service contract will bid out soon. *Parent*: inquires of CAN interest in expanding. *Lindsley*: the commission isn't able to budget to expand service. PNC inquired of the commission position to continue supportive service. *Lindsley* responded that the commission is most interested.

- B. Financial Manager – *Lindsley*: provides an overview of the financial statements. *Levy*: inquires if the reports include current vacancies. *Lindsley*: yes.
- C. Section 8 Report – *Lindsley*: voucher numbers are increasing; anticipating 1200 in April and VASH voucher are increasing. *Parent*: compliments the recertification percentages.
- D. PH-West, PH-East, Security Reports – as submitted; no comments or questions.
Yaroch: mentions that major repairs have slowed unit turn. *Parent*: suggest that Beth meet with CAN managers along with *Lindsley*. *Parent*: inquires of Tom Hickey position.
Lindsley: Hickey will be transferring to the West side. *Levy*: Inquires if the board would like to reschedule the May meeting for 6:30 pm. *Levy*: confirms the May meeting will be held at 6:30 pm.

VII. **ADDITIONAL PUBLIC COMMENTARY** : none

VIII. **ADJOURNMENT**: at 8:34 pm. Motion by *Parent*; support by *Seals*. Approved: 4-0.

Alan Levy, Vice-Chair

Elizabeth Lindsley, Recording Secretary