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ANN ARBOR HOUSING COMMISSION

Ann Arbor Housing Commission

February 16, 2011

REGULAR BOARD MEETING

MINUTES

The meeting took place at Green Baxter Court, 1737 Green Road, Ann Arbor, MI 48105. President Manildi convened the meeting at 6:10 P.M.

ROLL CALL:

Commissioners present: Marta Manildi, Ron Woods, Leigh Greden

Commissioners absent: Mark McDonald, Shanika Smith

Staff Present: Marge Novak (Exec. Dir), Beth Yaroch (East Residency Mgr), Kevin Centala (West Residency Mgr)

In Attendance: Joan Doughty (CAN), Laurie Anderson, John Anderson, Elizabeth Johnson, Mary Beth Mann, Kimberly Pitts, Travis Peterson and Robin Barker

I. **APPROVAL OF AGENDA** – Commissioner *Greden* moved and Commissioner *Woods* supported a motion to approve agenda. The agenda was approved 3-0.

II. **PUBLIC COMMENTARY** *Manildi*: provided instruction on how the public commentary section of the meeting is run and indicated that public commentary is held at the beginning and end of each meeting and that individuals could also comment on specific agenda items at the time they are discussed, as the Commission welcomes and wants to encourage public commentary.

A. Resident Organizations – none.

B. Others Requesting to Speak. *Johnson*: Ms. Johnson identified herself as a Green Baxter Court resident. She inquired of the possibility of Green Baxter Court residents participating in the Washtenaw County Employment Training & Community Services (ETCS) Weatherization Assistance Program. She provided the Commission with a copy of the ETCS Weatherization Assistance Program Landlord Agreement. *Doughty*:

Stated that the Housing Commission has participated in this Program in the past and that permission is needed from the landlord. Staff agreed to review the document and follow up on this request. *Pitts and Mann*: At this point there was discussion by several of the Green Baxter Court (GBC) residents who were very complimentary of the maintenance work being done at GBC. They commented on how much better the maintenance work was being done as compared to the past. *Greden*: Inquired of what specifically was better. *Pitts and Mann*: Responded that the service calls were better – quicker response, the work was being done correctly the first time, maintenance staff were very nice and they liked that maintenance staff were now leaving notes for the residents if they had done work in their apartment when the resident was not home – to let them know that they had been there. *Pitts*: Inquired if cabinets and countertops were on the list for replacement. *Yaroch and Novak*: Responded that they are not included in the current open grants, but that GBC is on the list for furnace replacements in the current open grants. *Anderson*: Ms. Anderson introduced herself and her son, John, and indicated that they were in attendance at the meeting as part of a high school assignment that John was working on for a government class – to observe the meeting. President Manildi signed the school form presented by the Andersons. *Doughty*: Handed out several documents to the Commissioners and those present at the meeting, including the Hikone Community Cookbook, invitation to the Hikone Potluck dinner, sample book of writings of children from Community Action Network (CAN) sites, sample CAN referral form. *Woods*: Inquired if specific supportive services are identified in CAN’s AAHC contract. *Novak, Yaroch and Doughty*: Responded that an RFP was initially issued which outlined services to be provided to the sites, the services now being provided have evolved as the needs of the tenants have changed – and that CAN and AAHC staff work closely to determine the supportive services currently in need. Ms. Doughty also stated that often needs of individual tenants are addressed. There is built-in flexibility in the types of services provided – doing what it takes to meet the identified needs – which do not remain constant.

III. APPROVAL OF MINUTES

- A. **Regular Board Meeting Minutes – January 19, 2011** Moved by *Woods*; supported by *Greden*. Minutes approved: 3-0.

IV. NEW BUSINESS

A. Resolutions

1. **FY11-23: To Approve Amended and Restated By-Laws of the Ann Arbor Housing Commission** – This resolution was tabled at the January Board meeting due to an insufficient number of Commissioners present to vote on the resolution (4 votes required). Due to an insufficient number of Commissioners present at the February Board Meeting (3 in attendance), the tabled motion continued – no action was taken on this item.

2. **FY11-24: To Approve the CY 2011 PH Operating Subsidy Submission** – Moved by *Greden*, supported by *Woods*. *Novak*: Provided an overview of the resolution, indicated that the Commission must apply for its Public Housing Operating Subsidy annually, that the specific HUD application forms are not yet available and that the due date for submission has not yet been set. Ms. Novak reviewed the assumptions and analysis as provided in the attachments to the resolution. *Manildi*: Commented that while it was good that the Commission was conservative in preparing its revised budget, it would be desirable to not have to be so conservative and to be able to spend the money provided given the extent of the needs of the Commission's properties and operations, but that it is understandable that the Commission needs to be conservative given the uncertainty of the timing and process for Congress' and HUD's funding of the Commission's housing programs. *Greden*: Suggested that the language in the resolution be modified slightly to strike out in the last paragraph "as presented in the attachments" in order to provide the staff flexibility in making any needed modifications and the ability to make the necessary submission to HUD based on future instruction from HUD and in a timely manner. Commissioner Greden's motion to amend the resolution was supported by both Woods and Manildi. The Motion was amended to incorporate Commissioner Greden's modification. The Resolution, as Amended, was Approved: 3-0.

3. **FY11-25: To Approve (1) Revisions to the Section 8 Administrative Plan, and (2) an MOA with Area Agency on Agency 1-B, for Medicaid Waiver Preference** – Moved by *Greden*, supported by *Manildi*. *Novak*: Provided a brief overview and history of the Medicaid Waiver Program and the Commission's and AAA1-B's joint efforts on this Program going back to 2002 and reviewed the materials attached to the resolution. *Greden*: Commented on the fact that it appeared that this was another example of clean-up efforts taken by the current staff for past actions. Approved: 3-0

B. Presentations:

1. **Public Housing – East and West:** *Yaroch*: Ms. Yaroch, Public Housing Residency Manager for the Commission's East AMP Properties, provided a summary of activities being undertaken on the East Side properties, including: work with CAN at Hikone and Green Baxter Court; additional targeted supportive service efforts for individual residents; Baker Commons' Resident Council activities and use of their funds to make improvements at that property; the elimination and then re-instatement of the bus stop in front of Baker Commons on Main Street; new windows planned for Baker Commons in the capital fund grant; update on bed bug occurrences at Baker Commons; East Side is catching up on unit turns and able to do most turns with in-house maintenance staff utilizing over-time; and furnace replacements planned at various sites. *Woods*: Inquired of the priority order for furnace replacements. *Novak*: Responded that the furnaces identified in the inspection report (based on recent checks and cleans conducted) as in need of replacement would be replaced first, including those in the worst

condition, those with cracked heat exchangers and recalls, and that the next priority are the oldest furnaces, even if not identified in the report as needing to be replaced, based on bids and available funds. *Manildi*: Inquired of the status of Resident Councils (RC) at the East Sites. *Yaroch*: Responded that the RC at Baker Commons is more active than in the past, and that RCs at Hikone and Green Baxter Court are also active. She stated that there is not an RC at Broadway or White/State/Henry, and that the existence of a common area, such as a community room or center is important to supporting the efforts of a resident council – neither of these two sites have such common space. Having a community space helps create and encourage community involvement. *Centala*: Mr. Centala, Public Housing Residency Manager for the Commission’s West AMP Properties, provided a summary of activities being undertaken on the West Side properties, including: preparing for UPCS inspections; follow-up from REAC inspections; work with Peace Neighborhood Center (PNC) at S Maple and N Maple sites; less RC activity at West Sites – working with PNC to hold meets and greets to encourage the development of RCs; work with Community Support and Treatment Services (CSTS) at Miller Manor – has been a great partner and provides much support to Miller Manor residents; West AMP staff are conducting internal inspections of units for housekeeping as there have been several units identified as having housekeeping concerns; working with UofM hording support group; working with Caring Hands on housekeeping; working on ITB for tuckpointing; recent sewer replacement at Miller Manor; recent emergency electric panel damage and replacement at Miller Manor; painting of hallways at Miller Manor; food delivery and distribution is going very well now with a group of residents who are supporting those efforts; work at North Maple with Perimeter; S Maple security cameras and recent eviction. *Novak*: Stated that she continues to receive numerous compliments regarding Ms. Yaroch and Mr. Centala, their work, their dispositions and accessibility to them by residents and such compliments come from both residents and outside partners that we work with. Other members of the public in attendance at the meeting supported the comments and agreed that there has been much improvement in how the Commission is being run.

C. Board of Commissioners Discussion:

1. NAHRO Federal Funding and Budget Updates – *Manildi*: Provided some background to the other Commissioners on the recent NAHRO (National Association of Housing and Redevelopment Officials) communications regarding the status of the federal funding and budget legislation. She discussed NAHRO’s recent calls for action and clarified that Ms. Novak, as the Executive Director, has the authority and support of the Board to respond to such calls for action and to articulate the Housing Commission’s concerns and position with regards to same. *Greden*: Suggested communicating with other surrounding public housing commissions to encourage them to also respond to such calls for action. *Novak*:

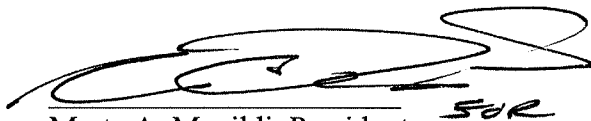
Indicated that she is the point person for NAHRO in this geographic area and generally responds to such calls with communications to our Congressional Representatives and can also communicate with other PHAs going forward.

V. COMMISSION STAFF REPORTS for January 2011

- a. Executive Director Memorandum – *Novak*: highlighted several items in the NAHRO FY11 Funding bills and the FY12 budget proposal; and highlighted a number of items in the Executive Director Memorandum.
- b. Financials Agency-Wide (YTD) –as submitted
- c. Section 8 Report – as submitted
- d. Public Housing Agency-Wide Report – as submitted
- e. Public Housing West AMP Report – as submitted
- f. Public Housing East AMP Report – as submitted
- g. Public Housing Security Report – as submitted

VI. ADDITIONAL PUBLIC COMMENTARY : *Pitts*: Identified herself as a Green Baxter Court resident and stated that she did not have questions but had an interest in attending the meeting as it relates to her current involvement in a government class and she requested that Beth meet with the GBC Resident Council to discuss some items. *Mann*: Commented on the shift in maintenance work being done at GBC – there has been a real improvement in maintenance service – it has been wonderful and the staff are very nice. Her furnace that went out was fixed quickly; her broken stove had been fixed. When she contacts the East Residency Manager her concerns are addressed. *Pitts and Mann*: Made additional comments about how nice it is that maintenance staff take the time to explain things to the residents – what the problem was, why it happened and how they can prevent it from happening again and take time to provide advice to the residents.

VII. ADJOURNMENT: at 8:05 pm. Movement to adjourn was moved by *Greden*, supported by *Woods*; Approved: 3-0.



Marta A. Manildi, President



Marge Novak, Recording Secretary