

Ann Arbor Housing Commission
May 20, 2009
ANNUAL 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, Jayne Miller
Guests: Tony Derenzinski
In Attendance: many Miller Manor residents

I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Parent* moved and Commissioner *Jackson* supported. The agenda passed 4 Ayes 0 Nays.

II. **PUBLIC COMMENTARY**

Jennifer Navarro- spoke in favor of the Food Pantry.

Cheryl Tiggs – pantry just getting started; in support of it.

Robert Lalonde – spoke in support of allowing Officer Sheikh being allowed to remain at Miller Manor after his retirement from AAPD.

Jane French – spoke about petition signed by 52 residents in support of K. Sheikh, and visit To the Mayor’s office. Praised Tom Hickey and Lynn Koch, resource coordinator.

Reported that 10 resident works of art had been on display at Towner, in Ypsilanti, and all had been recognized.

Marcia Perry – spoke on the need for people to assist residents

John Wimsatt – spoke about the resident council; the removal of two members, and then dismissal of council by T. Williams and B. Lindsley

Patricia Jackson – spoke in support of pantry; location and access is good.

Shemeka Johnson – spoke about pantry development; refurbishment of area; and use of space For 2 monthly food distributions by Second Baptist church and Food Gatherers; in addition Wants to establish inventory/pantry of food items, and have pantry space open to residents At least once a week.

Khurum Sheikh – resident officer at Miller for 10 years. Would like to continue residing at Miller because he likes the residents and advocating for them.

Marty Strange – spoke in support of pantry

Kristinea Vinson – spoke in support of Sheikh’s continued residency

Leslie Duke – spoke in support of Sheikh, and safety factor

III. **APPROVAL OF MINUTES** – Motion by *Parent*; second by *Jackson*. Minutes approve: 4/0

IV. NEW BUSINESS

A. Resolutions

1. **FY09-29: To Approve Physical Needs Assessment Contract: EMG**

Motion by *Parent* support by *Jackson*.

Lindsley: provided background on firms interviewed and the composition of the review panel, which included Jayne Miller, Betsy Lindsley, Commissioner Levy, and two city employees from Systems Planning and the Building Dept.

Levy: Explained that two firms, Ghafari and EMG were clearly significantly better suited than the other two firms, North American Management and Nelrod Co, both who do significant HUD consulting. He indicated the EMG offered a web-based data set of properties, as a byproduct of the assessment which will allow for facilities management at a much higher level than is currently being done now. The motion passed, 4-0, to award contract to EMG for \$40,000.

2. **FY09-30: To Approve Energy Audit Contract: EMG**

Motion by *Parent* and support by *Seals*.

Lindsley: explained that energy audit is required by HUD every 5 years. Proposals were reviewed by Hickey and Lindsley and narrowed to three, which were reviewed by City Energy consultant, Andrew Brix, who recommended either EMG or GDS Associates, both of whom have done many HUD energy audits.

Seals: questioned why we did not solicit firms who do audits for free, like Johnson Controls. He indicated energy audits can be obtained for free when entering into energy performance contracts.

Lindsley: responded that no energy performance contractors inquired or bid on the RFP, which was on the city's procurement website.

Parent: open to tabling resolution for further exploration

Levy: support for resolution, as there is a timing issue, and EMG can efficiently combine work with physical needs assessment; they also offered Section 3 (resident training/employment) internship.

Jackson: support

The motion passed: 3/1 to award contract to EMG for \$31,250, which includes the cost of \$2500 Section 3 resident internship opportunity.

3. **FY09-31: To Approve Financial Audit Services Contract : Martin, Arrington, Desai, & Meyers, PC.**

Motion by *Parent* and supported by *Jackson*.

Lindsley and Seals reported on phone interviews conducted with three firms: Reznick Group out of Atlanta/Chicago; Yeager & Boyd, out of Birmingham, AL; and Martin, Arrington, Desai, & Meyers (MADM), from Detroit/Bingham Farms, MI. All firms responded appropriately to questions posed. The two out of state firms had significantly more public housing audit experience and significantly higher fee proposals. MADM has completed multiple year audits for Pontiac HC and Highland Park HC, both of whom were contacted resulting in satisfactory reference checks. MADM, which is Michigan based, had clearly done more preliminary

examination of AAHC. They indicated an ability to meeting timing and reporting schedules.

The motion passed: 4/0, to award MADM the contract for audit services for FY09 in the amount of \$18,825, with renewal options for FY10 and FY11, upon satisfactory completion of FY09.

4. FY09-32: To Approve CFP Contract Award: First Contracting

Lindsley: explained the issuance of specs and blueprints by Architects Design Group (ADG), the well attended mandatory pre-bid conference; the issuance of 4 addendum to clarify issues raised; and the receipt of 6 acceptable bids by the April 14 deadline. Bid proposals ranged widely, with the two low bidders being know contractors who regularly bid on public housing projects in Michigan. The two highest bidders were known to the architect and do larger scale residential new construction. Price breakdowns and lists of subs were requested from First Contracting and G.Fisher. Based on the ADG review of the low bid and AAHC's prior favorable experience with this contractor, the architect recommended accepting the low bid from First Contracting Inc, in the amount of \$639,900. This bid is considerably under AAHC budget, and will allow for contingencies and/or expansion of scope of work. Motion passed 4/0.

B. New Business

1. Transition planning update – Jayne Miller

Miller: reviewed progress that had been made on the timeline. Offer and verbal acceptance by Margaret Novak for Interim Executive Director; reference checks completed. Offer and acceptance by Nick Coquillard for Deputy Director, subject to reference checks.

Miller: indicated that she and Lindsley, with assistance from HR had reviewed compensation rates for all staff and hoped with execution of MOU with union, to make salary adjustments retro to May 1 and carry through the assessment period, Funding to come partially from AAHC and City General Fund.

Miller: reported that the recommendation for the Operational Needs Assessment had passed City Council on Monday May 18, and that a Peer Oversight Review Committee was needed to work with consultants. She expected bi-weekly meetings between June 1 and December.

Parent: inquired about background- education and experience

Lindsley/Miller: undergraduate: Brandeis: Economics; MBA: Finance from U. of Chicago; manager experience with National Equity Fund and Fanny Mae putting together affordable housing projects. Prior experience with IL State Housing Development Agency.

Seals: inquired if Ms. Novak had any prior PHA Executive Director experience –NO

Levy & Jacson: (Commissioners involved in interview process) indicated that Ms. Novak seemed accessible; worked well in teams; may be able to offer alternative financial structure; had “big picture”; were impressed by her in interview.

Seals: has never had a sense of worry about AAHC finances; usual bring in someone with extensive experience.

Levy: expressed that the combination of Marge and Nick, with Nick's experience with resident population and Marge financial/development background, will work well with information coming out of Operational Needs Assessment and Physical Needs Assessment.

Jackson: AAHC has always had competent financial people here; however, it has always wanted to find alternative funding sources beyond HUD, for financial stability.

Levy: indicated that Lindsley would remain available for consultation on HUD matters.

Seals: questioned if the Commissioners needed to approve the appointment of the Interim ED.

Lindsley: responded yes, that the By-Laws indicated that appointment of ED was the responsibility of the Board of Commissioners.

Levy: crafted **Resolution 09-33: To Approve Appointment of Interim Executive Director, Margaret Novak.** Motion by *Jackson*; Support by *Parent*. Motion passed: 4/0.

2. Annual Election of Officers

Parent nominated Alan Levy as Chair; support from *Jackson* Vote: 4/0

Seals nominated Jim Jackson as Vice-Chair. Support from *Parent*. Vote: 4/0

It was agreed that the new Chair, Alan Levy would be the commissioner representative on the Peer Review Committee.

V. COMMISSIONER SUBCOMMITTEE REPORT

A. Personnel – none

VI. COMMISSION STAFF REPORTS

A. Executive Director – as submitted

B. Financial Manager – as submitted

C. Section 8 Report – as submitted

D. PH-West – none submitted

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

Lindsley: Inquires about moving June meeting back one week to accommodate Commissioner Parent and to allow Marge Novak to attend. This time adjustment is not satisfactory; so June Board meeting will remain as scheduled for the 17th, with an invitation to Ms. Novak, if she would like to attend.

Levy: confirms start time of June and future meetings will be 6:30pm.

VII. ADDITIONAL PUBLIC COMMENTARY :

Robert Jones – speaks to his concern that his commentary at previous Board meetings has not always been reflected in minutes, and that his specific concerns do not seem to be addressed, one of which is his request for investigation of Khurum Sheikh.

Robert Lalonde – spoke candidly about resident concerns related to Mr. Jones and Ms. Johnson, and some adverse interactions they have had with other residents, and the manner in which they carry forth to achieve their goals.

Jane French – spoke to putting history behind and trying to move forward with respect and trust, and open communication to the benefit of all residents.

VIII. ADJOURNMENT: at 9:16 pm. Motion by *Parent*; support by *Seals*. Approved: 4-0.

Alan Levy, Vice-Chair

Elizabeth Lindsley, Recording Secretary