

MINUTES
ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
July 18, 2012

Meeting Time and Location: **6:00 p.m.**
Miller Manor, 727 Miller Ave, Ann Arbor, MI

The meeting took place at Miller Manor, 727 Miller Ave., Ann Arbor, MI 48103. President Woods convened the meeting at 6:07 p.m.

ROLL CALL: Commissioners present: Ronald Woods, Marta Manildi, Leigh Greden. Commissioners absent: Gloria Black, Andy LaBarre – arrived at 6:56 p.m. Staff Present: Jennifer Hall, Nick Coquillard, Lance Mitchell. In Attendance: Deborah Gibson, Joe Olivares.

Call To Order/Roll Call

I. APPROVAL OF AGENDA

Greden moved and *Manildi* seconded.

Motion Approved 3-0 (Manildi, Woods, Greden - yes. 0 - no)

II. PUBLIC COMMENTARY – limited to 5 min./person

A. Resident Organizations – None.

B. Others Requesting to Speak – None.

III. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes – June 27, 2012

Greden moved and *Manildi* seconded.

Motion Approved 3-0 (Manildi, Woods, Greden - yes. 0 - no)

IV. NEW BUSINESS

A. Presentations:

Public Housing – Facilities

Hall: Introduced Lance Mitchell, AAHC Facilities and Property Maintenance Manager.

Mitchell: Recently concluded a bid process for tuck pointing. Working on specs for the replacement of Baker Commons roof. Siding and gutter repairs on the East AMP will soon be completed. The Baker Commons window process is progressing and is on schedule. A meeting will soon be held with Baker Commons residents to update them.

Hall: Lance is implementing a preventative maintenance plan. Duct cleaning was recently completed at Miller Manor and Baker Commons, and a vendor has been procured to complete duct cleaning across the rest of the AAHC properties.

Woods: What is the cost of the duct cleaning? *Mitchell:* The remaining duct cleaning will cost about \$54,000. Baker and Miller together was about \$6,000. The utility savings will be “tremendous” – and there will be vastly improved air flow.

B. Board Discussions:

Non-Smoking Grant for Public Housing

Hall: The Washtenaw County Health Dept. applied for a Smoke-Free housing grant for the AAHC. The Ypsilanti Housing Commission adopted a complete smoke free policy a few years ago. The Wash. Co. Health Dept. and their staff will educate and work with tenants and the AAHC to propose a Smoke-Free policy, which could be all or some units.

Greden: What is the timeline? *Hall:* The process starts in October and will probably be a one-to two-year process.

Woods: Is there a set of project outcomes? *Hall:* She will provide them to the Board.

Woods: Stated he is very glad to see the intersections of health concerns with questions of poverty and infant mortality with this grant process. *Hall:* The Commission is also working on a partnership with the dental clinic and the Washtenaw County Health Organization to add services for AAHC tenants.

Annual Disclosure for Potential Conflict of Interest

Hall: Commission staff will be reviewing and updating all internal/staff policies. The Ethics policy requires the board and staff to complete an annual disclosure of potential conflict of interest, which the Board Commissioners are asked to complete tonight.

Manildi: Recommended that the Ethics Policy be amended to make it clear that the Resident Commissioner is a HUD requirement and that the Resident Commissioner will be voting on items that impact residents, but this will not be a conflict of interest, as defined in the AAHC policy.

Hall: The policy refers to the establishment of an Ethics Review Committee and she asked the commissioners whether to appoint this committee, include it as ad hoc or to remove it. The Board all agreed to maintain the committee and such committee will be formed as needed.

Future Development and Redevelopment

Hall: Presented an overview of her plan for development, referring to Board packet handouts the “5 – 7 Year Plan” and the HUD document discussing “Preserving Public Housing.” Her goal is to spend and close out the past 3 years of Capital Grants from HUD and secure new funding. In addition, she is working with the City to see if we can piggyback on services they have contracted out or do themselves. Lance is analyzing which activities are more cost effective to contract out or to complete in-house. She is exploring ways to rent out the AAHC’s assets such as allowing satellites on our high-rise buildings. Lance is working with DTE to add free energy efficiency improvements to tenant units such as compact fluorescent bulbs.

HUD RAD –

Hall: Presented the HUD Rental Assistance Demonstration (RAD) details. She discussed the impact on tenants and finances if a conversion from Public Housing to project based vouchers took place. The biggest advantage is the immediate reinvestment in the properties. The biggest concern is that the total rent payment (subsidy plus tenant rent) would be capped at the same amount the AAHC is currently receiving from HUD, which is insufficient to cover operating costs. A 15- to 20-year automatically renewing agreement must be signed with HUD under the RAD program.

Woods: If the Commission moved in this direction, to what extent would this program reduce the number of opportunities for housing? *Hall:* Even if the number of units were reduced on a specific project site, those units would have to be replaced at another site according to the One-for-One replacement requirements under the Uniform Relocation Act. In addition, tenants must

be offered the opportunity to move out of the project based unit and receive a housing choice voucher.

Woods: Can we anticipate a much more detailed proposal? *Hall:* Yes, next month she will provide an architectural analysis and more details as the information becomes available.

Woods: He would like to see a full set of analysis including a pro & cons.

New Construction –

Hall: If density is reduced through RAD, then some new construction would have to occur and she presented some ideas as outlined on the related Board packet handout. She also discussed the pursuit of the Mayor Bloomberg Challenge grant.

C. Resolutions:

FY 13-01 To Approve Tenant Accounts Receivable (TAR) Write-Off \$3,893.79

Manildi moved and *Greden* seconded.

Motion Approved 3-0 (Manildi, Woods, Greden - yes. 0 - no)

FY 13-02 To Approve a Lump Sum Payment for Non-Union Employees

Greden moved and *Manildi* seconded.

Hall: The City non-union staff have not had a raise in several years and union staff have received raises based on their union contract. The City is giving a lump-sum payment to all non-union staff and the Board must approve the one-time lump sum payment for the Executive Director.

Motion Approved 3-0 (Manildi, Woods, Greden - yes. 0 - no)

V. COMMISSION REPORTS

A. Executive Director Memorandum

B. Finance Report (Consolidated Budget to Actual)

C. Code of Ethics/Standard of Conduct Policy

A. Executive Director Memorandum

Hall: The Commission staff is working closer with the City to ensure that landlords working with the AAHC are registered with the City of Ann Arbor. Also, the AAHC is working with other non-profits to apply for a grant to assist families in the child welfare process. Partners include SOS Community Services, CAN, U-M Family Assessment Clinic, POWER, Inc., and DHS. The AAHC will commit to offer 30 units to households with family members who are working with Child Protective Services.

Manildi: How did we choose the number of units to commit? *Hall:* This is a similar number to a number committed to a homeless grant recently earned in partnership with CSS and Avalon. *Hall* explained that this grant opportunity will include the coordination of community services with current tenants and new tenants. *Manildi:* Will this impact the other waitlists? *Hall:* Yes it may – this grant will have a separate wait list and the Annual Plan will need to be amended if the grant is awarded.

Hall: Added that administrative fees are increasing with the rising lease-up numbers in Section 8. The Commission's REAC inspection is scheduled for the end of August.

B. Finance Report (Consolidated Budget to Actual)

Hall: Provided highlights for each department. Overall, the Commission is doing better than budgeted administratively. The final end of year financial statement will be discussed by Betsy Cornellier at the next Board Meeting.

C. ADDITIONAL PUBLIC COMMENTARY – limited to 5 min./person

Olivares: He had a question about redevelopment and understands that there will be more information shared with tenants before such a project is undertaken. He said he understood that there is and should be a work training program to give some tenants something to do.

Gibson: She wanted to comment that the carpets were recently cleaned and it was appreciated. In addition she really appreciated that the Miller Manor air vents were cleaned. She expressed that the hallways are a major concern due to air quality, especially with hot temperatures, and she has spoken to the Executive Director and looks forward to seeing this issue addressed as part of her development plan. *Gibson* said she would like to see some ongoing air quality monitoring at Miller Manor. She also asked that the ROSS team put more time into helping the Miller tenants form the resident council. She was glad to see the community room air conditioners available to tenants as cooling rooms during these hot days and encouraged more air conditioners at Miller Manor in general.

Olivares: Said there have been several meetings related to the Miller resident council and that many people here don't understand the basic resident council principles. He suggests having community-building events, perhaps monthly.

VI. CLOSED SESSION – (2/3 roll call vote required) to consider the purchase of real property

Moved at 7:45 p.m.

LaBarre moved and *Greden* seconded.

Roll Call Vote to Approve Closed Session:

Manildi, Woods, Greden and LaBarre – 4—Yes; 0 – no.

Closed Session Began at 7:51 p.m.

Closed Session Ended and Regular Session resumed at 7:57 p.m.

VII. ADJOURNMENT

Greden moved and *Manildi* seconded.

Adjourned – 7:58 p.m.

Other Handouts:

AAPD Report

HUD RAD Program Summary