

Ann Arbor Housing Commission Succession Planning

Executive Director

- 1) Planned vacation or short term illness
 - a. Executive Director appoints the person in charge and notifies staff
 - i. Non-Union Manager
 1. Betsy Cornellier, Finance and Administrative Manager
 - a. BCornellier@a2gov.org
 - b. 734 794-6720 ext 47204
 2. Lance Mitchell, Facility and Maintenance Manager
 - a. LMitchell@a2gov.org
 - b. 734 794-6720 ext. 47229
- 2) Unexpected long-term illness or departure from organization
 - a. Board President contacts Sharie Sell to discuss staffing options
 - i. SSell@a2gov.org
 - ii. (734) 794-6000 ext. 41208
 - b. HR set up meeting with Management team and Board Chair to agree on Agency Management plan
 - i. Determine if 1 person in organization or 2 people can take on responsibility or if need to bring in outside person
 - c. Contact Rochelle Lento at Dykema Gossett to find out who is authorized to sign legal documents for LIHTC transactions and modify documents if necessary
 - i. rlento@dykema.com
 - ii. (313) 568-5322)
 - d. Contact Lori Harris at Norstar to determine status of RAD projects, what Norstar needs, and what Norstar can do
 - i. lharris@norstarus.com
 - ii. (518) 431-1051
 - e. Notify Willie Garrett, Director of HUD Public Housing and Rick Wears, HUD rep
 - i. Willie.C.Garrett@hud.gov
 - ii. (313) 0234-7461
 - iii. Richard.b.wears@hud.gov
 - iv. (313) 234-7472
 - f. Contact IT to get access to phone and computer password to change and monitor messages
 - g. Betsy Cornellier reviews internal financial controls to determine who is authorized to sign banking documents, checks, etc and modify as needed
 - h. Betsy Cornellier reviews HUD authorizations for various programs and reassigns
 - i. Weneshia Brand reviews Yardi authorization and reassigns
- 3) Deputy Director
 - a. There is no plan to hire a Deputy Director position
 - b. HR is working with the Teamster Manager Positions – Voucher Manager and Residency Managers to create job progressions. The highest level would be a Deputy Director. If the manager progresses through all the levels, then they would become a Deputy Director with additional responsibilities in the organization.