

**ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
February 20, 2008
MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson *Parent* convened the meeting at 6:00 p.m.

ROLL CALL: Commissioners present: David Parent, James Jackson, Deborah Gibson, Alan Levy, and Dwayne Seals.
Staff Present: Elizabeth Lindsley and Weneshia Brand.
Guest Present: James Douglas, Monica Martin and Tabitha Harris

I. **APPROVAL OF AGENDA** - Commissioner *Jackson* moved and Commissioner *Levy* supported to approve the agenda. The Agenda was approved 3-0.

II. **PUBLIC COMMENTARY** - *James*: inquires about the reopening of the Section 8 waitlist. *Lindsley*: the waitlist will possibly open next year, 2009.

III. **APPROVAL OF MINUTES** - Commissioner *Jackson* moved and Commissioner *Levy* supported to approve the minutes of January 16, 2008. *Parent*: suggest to amend the minutes on the top of page 4; the last sentence to read; "mentioned that the conference seemed interesting." The minutes were approved 4-0.

IV. **NEW BUSINESS**

A. Resolutions. None

B. Discussion Items.

1. **Annual Agency Plan for 2008:** *Lindsley*: mentions the distribution sites and that the Public Hearing is scheduled for the March Board meeting. *Parent*: inquires of the MPRI and involuntary conversion of units as items to concentrate on. *Parent*: suggest that Levy provide a briefing of the MPRI program at the next meeting. *Levy*: accepts proposal. *Lindsley*: the involuntary conversion of unit should be tabled until a complete assessment of the Asset Management reorganization is done. *Parent*: questions the financial benefit of the conversion and mentions that purchasing property as opposed to selling may be more appropriate in the current real estate climate. *Lindsley*: the financial information is up-to-date as well as the annual

statements. The five-year plan is included for your review as well as CFP grants. *Parent*: confirms that the CFP grants are on page 71. *Lindsley*: that is correct. Betsy Cornellier has meet with the PH managers and developed an analysis for the Capital Needs Assessment. Cornellier has also separated the CFP reporting by AMP. A meeting with residents and Deborah Gibson provided good information to consider for this year's Annual Plan. *Parent*: request discussing the MPRI program and CFP grants at the next meeting. *Levy*: request a recap for the MPRI plan. *Lindsley*: explains that the plan calls for PH to consider housing Michigan prisoners as a form of assistance toward self-sufficiency. *Parent*: confirms the date and time for the March meeting. *Lindsley*: the meeting is scheduled for March 19th at 6:00 pm. *Gibson*: inquires any changes in the demographic data provided in the Annual Plan and supporting documentation. *Lindsley*: the changes are not significant; the data was taken from the 2000 census.

V. OLD BUSINESS.

A. Discussion Items.

1. **Executive Director Performance Evaluation – Document Determination.** *Levy*: suggest to use the standard City evaluation document and include supplements by merging questions from the Bay City evaluation, which includes: HUD, Community relations, Financial management and Board relations. *Parent*: suggest adding customer relations. *Jackson*: inquires of the format emphasizing the defining criteria on the City document. *Lindsley*: inquires if the document will be created. *Levy*: yes, additional supplemental documents will be used for narrative sections. *Lindsley*: mentions that the city also promotes developing goals and inquires if the board will maintain that process. *Parent*: suggest first, completing the evaluation and second, develop goals.
2. **Amendment of By-Laws of Ann Arbor Commission Article IV – Meetings.** *Parent*: suggest passing resolution at the March board meeting. *Seals*: questions the wording in Item A, “will not be recognized,” in the event that the presenter fails to use the entire five minutes. *Parent*: explains the intent of the wording; suggesting that a presenter only has one time to speak for up to five minutes during public commentary. *Seals*: does a presenter have a second opportunity to speak? *Parent*: yes, public commentary is held at the beginning and at the end of the agenda. *Seals*: inquires if the first public commentary only allows discussion of the agenda items. *Levy*: explains that some guests are invited for presentation of agenda items. *Seals*: suggest that there should be some distinguishing language that separates conversation between agenda items and public commentary. *Jackson*: suggest removing the word, “agenda,” to allow unrestricted discussion items. *Brand*: suggest combining Items A and B. *Parent*: suggest the commissioner review the by-laws and make necessary changes for approval at the March meeting.

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

- A. **Personnel – Jackson/Levy.** *Parent*: inquires if there is an employee recognition program. *Lindsley*: the City recently eliminated the policy and the Commission has recognized employees for longevity at the December staff meeting. *Parent*: inquires if the City's labor agreement would allow the Commission to recognize staff with special awards? *Lindsley*: the City policy has been revised to reflect a more merit-based design. *Parent*: suggest the Personnel Sub-Committee discuss an employee recognition program and a celebration at each fiscal year end. These celebrations can become annual and based on staff driven goals.

Lindsley: mentions that HR inquired if the Commission was in a position to increase staff salary. HR was informed that options would be proposed to the Commissioners for consideration. As mentioned prior to the reorganization, a reward system should be reviewed annually and based on financial position. *Levy*: inquires if the reward is a monetary increase or bonus. *Lindsley*: the reward (salary increase or bonus) should be goal driven and determined by the financial position. *Parent*: mentions that the Commission reserves aren't robust and should be considered prior to making any obligations. *Seals*: promotes idea. *Parent*: suggest that the data is analyzed and a plan is developed to determine a process that is justified. *Seals*: inquires the length of the pay cut and suggest setting deadlines to continue the discussion. *Parent*: suggest the subcommittee evaluate the topic.

VII. COMMISSION REPORTS.

- A. Executive Director** – *Lindsley*: the WHA standards requires signature from the Board Chair and there will be discussion in March to compare and revise WHA standards with the Commission policies. *Parent*: inquires of the memo sent to Congressman Dingell. *Lindsley*: the intent of the memo was to retain the Commission's position with the current CFP. *Parent*: questions if the Commission has an option to revert from Asset Management. *Lindsley*: yes, the Commission now has that option.
- B. Financial** – Betsy Cornellier. *Cornellier*: mentions that staff have been contacting Yardi Tech Assist; this has resulted in exhaustion of tech asst., hours purchased. *Levy*: inquires if the staff has been contacting Yardi for assistance because of lack of training or other problems. *Cornellier*: some are new and others are existing problems; it was suggested to limit the persons allowed to contact Yardi. *Seals*: inquired how is the Commission billed for the service. *Lindsley*: replied, hourly. *Seals*: inquires if additional hours can be purchased. *Cornellier*: yes, but suggest that staff begin using the user/support group. *Levy*: suggest restricting the staff allowed to contact Yardi and documenting all communications. *Seals*: suggest contacting Yardi headquarters for assistance. *Levy*: agrees with idea of contacting headquarters. *Parent*: supports idea of maintaining a log of communications.
- C. Section 8 Housing Programs Manager** – Mirada Jenkins
- D. Public Housing Site Managers**
3. West Side Site Manager – Terra Williams
 4. East Side Site Manager – Felicia Epps
- E. Security Report** – *Lindsley*: the police department provided a report that lacked great detail and distorted information, therefore the security report includes some incorrect information. *Gibson*: inquired of the numerous calls at the Maple Meadows residence. *Lindsley*: explains that the calls recorded for Maple Meadows is invalid data obtained from the police dept. *Gibson*: inquires if the report continues to report the resident address and nature of the 911 calls as well as what resulted. *Lindsley*: explains that the police are having difficulties extracting data that isn't generic and is more accurate in detail. *Parent*: confirms that the Commission is reporting twelve vacant units for the month. *Lindsley*: yes, this is a result of voluntary vacates, deaths, and transfers.

VIII. **ADDITIONAL PUBLIC COMMENTARY** – *Martin*: (expresses appreciation of Board and staff) mentions that she’s advocating on behalf of residents. A resident was told that her screen door would be removed as a result of continued damage. Residents feel that they should not be held accountable and other resolutions should be sought. There are issues with the parking lot and rear entrances where the contractors or maintenance staff is not completely salting these areas; there is a resident who has suffered injuries as a result of this. After a meeting with the PNC Director, it was made clear that the center would not increase the services offered for Maple Meadows residents. The community center is not being used adequately and requests a copy of the rules of operation. *Harris*: (expresses appreciation of Board and staff) but requests that the Commission consider installing security camera in the complex to deter criminal and drug activity to increase resident security and enable to Commission to prosecute without a residential witness. *Harris*: protests comments made by Terra Williams and attests to interest in preserving housing for deserving residents and enforcing accountability amongst those who have lease violations. *Harris*: request that the Commission recognize both Monica and Tabitha as residents of the community as opposed to non-residents. *Seals*: inquires of Tabitha and Monica are residents of Ann Arbor Housing Commission and what organization was being represented. *Martin*: explains that they are not Housing Commission residents but, reside in the area; Martin explains that she has family on the property. *Harris*: mentions that Maple Meadows residents have a history of hesitation to act as witnesses on several issues. *Seals*: explains that is the responsibility of the resident to protest and advocate for themselves. *Martin*: suggest that installing a fence, as a form of containment, may be a last result for residents outside of Maple Meadows.

IX. **ADJOURNMENT**

The meeting adjourned at 8:08 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director