

**ANN ARBOR HOUSING COMMISSION  
REGULAR BOARD MEETING  
November 28, 2007  
MINUTES**

The meeting took place in the AAHC Conference Room, 106 Packard, Ann Arbor, MI 48104. Chairperson *Parent* convened the meeting at 6:04 p.m.

**ROLL CALL:** Commissioners present: David Parent, Alan Levy, James Jackson and Deborah Gibson  
Commissioner absent: Dwayne Seals.  
Staff Present: Elizabeth Lindsley, Betsy Cornellier, Terra Williams and Weneshia Brand.  
Guests: Martin Strange, Andy Zenk, Michael Appel, and Wendy Carty-Saxton

- I. **APPROVAL OF AGENDA** - Commissioner *Jackson* moved and Commissioner *Levy* supported to approve the agenda. *Lindsley*: add Resolution FY08-18: To Approve Change Order to First Contracting. *Parent*: add closed session topic: Executive Director Evaluation to the December Agenda. The Agenda was approved 4-0.
- II. **PUBLIC COMMENTARY** - *Strange*: Miller Manor Election was held in November also, the Resident Organization had a Thanksgiving dinner both events turned out well and the MMRO is considering a monthly newsletter. *Parent*: were all nine positions filled in the election? *Strange*: yes.
- III. **APPROVAL OF MINUTES** - Commissioner *Gibson* moved and Commissioner *Jackson* supported to approve the minutes of October 24, 2007. *Levy*: reiterates his request to have an emergency evacuation plan revisited for all of PH properties. The minutes were approved 4-0.
- IV. **INTRODUCTIONS**
  - A. Michael Appel and Wendy Carty-Saxton – Avalon Housing: Pear Street Development. *Lindsley*: Avalon has approached AAHC regarding the possibility of tenant-basing our HCV for approximately twenty 1-bedroom units. *Parent*: are there vouchers available for the potential project? *Lindsley*: yes, there are sufficient vouchers available. *Carty-Saxton*: Avalon is looking at the acquisition of 1440 Pear St., for project-based vouchers, the agency has applied for MSHDA and CDBG funds and is looking to apply for tax-credit funding as well. *Parent*: is the purchasing agreement contingent on the financing sources? *Carty-Saxton*: yes. *Parent*: is the securing of funding dependent on getting vouchers committed? *Appel*: letters of interest help secure funding, though a resolution

from AAHC Board would assist in obtaining MSHDA funding. *Lindsley*: it is assumed that once federal home dollars is approved, agencies are can bypass some of the processes; please inform the board of the timeline. *Carty-Saxton*: currently the units are leased through Fall 2008 and may be re-leased dependent on the timeline of the voucher issuance. *Appel*: the current owner will most likely re-lease for another year, due to the delay; the usefulness of the voucher issuance will be late Fall 2009. *Levy*: once vouchers are assigned is there a timeframe to lease-up? *Lindsley*: it is a contractual relationship typically, five to ten years. *Appel*: for tax-credits the investors like to see a 10-year renewable contract. *Levy*: vouchers should not be set aside too prematurely. *Lindsley*: the numbers of vouchers available will not cause an issue. *Appel*: the agency is looking to obtain temporary rent subsidy until voucher are available. *Gibson*: will this project also provide supportive services. *Carty-Saxton*: on-site supportive services are currently being considered but resident will have access to current supportive service staff. *Gibson*: will all the current applicants on the waitlist have access to the proposed project –based units? *Lindsley*: the phrasing of the situation will determine the criteria of applicants. *Parent*: do applicants have to go through the AAHC screening process, then a screening process through Avalon? *Appel*: yes, the proposal will be written to achieve goal of MSHDA, AAHC and Avalon priorities. *Parent*: obtaining vouchers would allow market rate rent otherwise, the agency would require funding for subsidized units? *Appel*: yes that is correct. *Levy*: the project seems to fits the criteria of agency and county goals. *Parent*: suggest preparing a resolution. *Lindsley*: shall the resolution be presented in the December meeting. *Parent*: yes. *Appel*: the agency will provide Betsy will any documentation or assistance.

- B. Andy Zenk, CPA – June 30, 2007 Audit Report. *Zenk*: the format of the report is the same as last year. The numbers were fairly presented; net assets and revenues increased and expenses have decreased. *Parent*: questions the utility allowance line item. *Lindsley*: there was a utility payout in 2006 and no utility allowance change in FY2007. *Zenk*: spoke of payroll, capital assets, depreciation, economic factors, balances and cash flows. *Parent*: asked the explanation of restricted cash flow. *Zenk*: this is a HUD restricted fund that is used for specified HAP payments only. *Lindsley*: the funds can't be used for administrative expenses. *Zenk*: spoke of the state of the liability, net assets, cash flows, revenues and mentions that the agency has a positive cash flow. *Lindsley*: the positive cash flow is a result of increased restricted HAP funds. *Zenk*: explains the FDS data and findings. *Levy*: inquires if the software provided difficulties extracting reports. *Zenk*: the processes were different from MLS but no difficulties. *Parent*: inquires the next step in the auditing process. *Cornellier*: once the FDS submission is released the report will be mailed to Robert Nelson at HUD in Detroit.

## V. NEW BUSINESS

### A. Resolutions.

- 1. Resolution FY08-11: To Approve Revisions to Section 8 HCV Administrative Plan (Revised)** – Commissioner *Gibson* moved, Commissioner *Jackson* supported. *Lindsley*: the resolution was revised to reflect processes in software and wording in the Admin and Agency plan. The motion passed unanimously, 4-0.
- 2. Resolution FY08-18: To Approve Change Order to First Contracting** – Commissioner *Levy* moved, Commissioner *Jackson* supported. *Lindsley*: the specifications for flooring upgrades were approved by the City. *Gibson*: does the

proposed flooring require a special cleaning solution? *Lindsley*: no, but the product does offer cleaning tips and a warranty. The motion passed unanimously, 4-0.

**B. Discussion Items: Capital Needs Assessment** – *Lindsley*: shall an evaluation from a professional assessor be solicited; first the funding should be identified. *Parent*: is there a ballpark figure. *Lindsley*: in previous conversations \$30K was the estimate. *Levy*: the agency requires tremendous site evaluation. *Williams*: during the UPCS assessment several issues were discovered such as windows at S. Maple and piping at Miller Manor. *Levy*: inquires of the most recent window replacement. *Lindsley*: maybe 1997. *Levy*: was there an architect involved in the repair. *Lindsley*: yes. *Williams*: in current repairs, maintenance staff has provided spot checks to examine the work of contractors. *Levy*: mentions the expensiveness of plumbing and window repair. *Gibson*: inquires what material is replacing the disintegrating piping. *Williams*: the piping is being replaced with PVC. *Parent*: suggest that a professional Capital Improvement Assessment evaluation be completed to prioritize the major repairs and emphasizes that the review of contractor work must be enhanced. *Lindsley*: a capital needs request can be included in the upcoming RFP for architects. *Levy*: more data is needed to prioritize; therefore a qualified architect is needed. *Lindsley*: the performance of the architect is a separate issue. *Parent*: in the RFP there should be a clear criteria of the commission's expectations for the legitimacy of the contractors work.

**C. Deborah Gibson: Washtenaw Housing Alliance Conference; and REAC Inspections** – *Gibson*: the rate of homeless is at 41 persons per week and foreclosures is 46 persons per week. Housing stock of older homes has declined – increasing homeless due to reduced availability of affordable units. The number of homeless families is increasing. It has been recognized that supportive services aid sustainability: such as eviction prevention. Residents who have experienced homelessness continue to function with some of the same behaviors such as: housekeeping issues, after receiving permanent housing. Avalon continues to grow, AAHC was not mentioned at the conference or included in the discussion or in plans to sustain housing for homeless by capturing funding for support service. No follow-up was discussed with any of the representative to question AAHC's absence in the plan. The model that Avalon and Map present is different from AAHC, which maybe the reason why the commission was not included in the overall plan to increase and secure supportive service for the homeless. It was understood that funding for supportive service is the most difficult to secure. *Lindsley*: MSHDA awarded Washtenaw with an additional 80 vouchers, but the supportive service funding is not coming through. *Gibson*: Since the emphasis of the housekeeping policy – three inspections have been conducted that have created anxiety among some residents. Hoarding has becoming a great concern but there are little resources for seniors and no resources available to PH. The commission's goal is to provide safe and secure housing, addressing issues of hoarding should be translated into the objective to reduce the possibility of eviction. *Parent*: are residents being evicted as a result of hoarding. *Williams*: no. *Gibson*: hoarding most often create issues of health and safety, the notion of being evicted creates anxiety amongst residents that have experienced homelessness. *Parent*: inquires of the services of CSTS. *Gibson*: CSTS, Community Supportive Treatment Services and WCHO, has services that assist with hoarding. *Parent*: can the commission plug into those services. *Gibson*: there is an attempt to increase the resources available; residents have requested that the time span between notification and inspection be increased for the opportunity of resident input. Betsy has indicated her desire to reduce the time span between notification, repair and inspection to decrease the chance of re-creating the damages and clutter. *Williams*: revisits the topic of health and safety concerns as a result of poor

housekeeping and the unavailability of services for elderly and specifically non-elderly residents.

**D. Elizabeth Lindsley: REAC Results** – *Lindsley*: detailed reports were provided on Baker and Miller. Miller Manor scored poorly, the common areas and building systems obtained very low scores. *Williams*: the inspector clearly indicated that the commission would be penalized, after a resident admitted to removing a smoke detector. There needs to be procedure in place to deter the residents from re-creating damages, violations, and clutter after repair. *Lindsley*: the commission is considering evicting or charging residents for continuous damages after repair; this is an expense the commission can't afford. There were few 24-hour health and safety repairs. Detailed reports have not been provided for the family sites. Baker scored well. *Williams*: Due to the actions of the residents and guest – inspections repairs were timed to reduce additional vandalism. *Gibson*: does this include the securing of the public restrooms. *Williams*: it was recommended from the AAPD to secure the restrooms to eliminate loitering.

**VI. OLD BUSINESS.**

**A. Discussion Items.** *None*

**VII. COMMISSIONER SUBCOMMITTEE REPORTS.**

**A. Personnel – Jackson/Levy.** *None*

**VIII. COMMISSION REPORTS.**

**A. Executive Director** – REAC inspections were completed in two days: Cornellier and Jenkins endured VMS review. The commission is at step three of a grievance hearing with a previous employee and two arbitration hearings are scheduled for December. *Parent*: will the hearing be complete. *Lindsley*: no, there is still opportunity for arbitration. *Parent*: inquires the grounds of Pears grievance. *Lindsley*: Pear filed a grievance against Public Services when told he was not qualified for a position he previously held; and the second denied his right to bump a person less senior in Teamster when his position at AAHC was eliminated. *Parent*: is the union protesting the reorganization? *Lindsley*: the union wants employees at their previous pay scales. AFSMCE cancelled a scheduled meeting and suggested they would provide a proposal, yet no proposal has been provided. *Jackson*: inquires of the date for the City Council meeting, when Terra spoke. *Lindsley*: the meeting was held on a Monday in November. *Parent*: was that an ongoing discussion or general discussion? *Williams*: the discussion was in general and ongoing, the commission was able to reassure some of the concerns at S. Maple. *Parent*: did any residents attend? *Lindsley*: two non-residents were present. Jenkins and S8 staff have performed well, PH Managers and staff continue to improve, and security reports will be postponed until the reporting methods at the AAPD are corrected. *Williams*: expresses concern for continued supportive service from CSTS for CSTS clients.

**B. Section 8 Housing Programs Manager** – Included in packet

**C. Public Housing Site Managers** – Included in packet

1. West Side Site Manager – Terra Williams
2. East Side Site Manager – Felicia Epps

D. **Security Report** – None available

IX. **ADDITIONAL PUBLIC COMMENTARY** –

X. **ADJOURNMENT**

The meeting adjourned at 8:25 p.m.

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Commissioner David Parent, Chairperson

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Elizabeth Lindsley, Executive Director