

Ann Arbor Housing Commission
February 15, 2012
REGULAR BOARD MEETING MINUTES

The meeting took place at Maple Meadows (South Maple) in the Community Room, 880 South Maple, Ann Arbor, MI 48103. President Manildi convened the meeting at 5:50 P.M.

ROLL CALL: Commissioners present: Marta Manildi, Ron Woods, Andy LaBarre and Leigh Greden. Commissioners absent: Gloria Black. Staff present: Jennifer Hall, Nick Coquillard. In Attendance: Joan Doughty and Christina Rivest, Community Action Network (CAN); Kenya Hunter, Peace; Loren Sanders, Candace Bertges, and Macie Klumper – EMU students.

I. APPROVAL OF AGENDA – *Greden* moved to approve the February 18, 2012 agenda, supported by *Woods*. Motion Approved 4-0. (Manildi, Woods, Greden, LaBarre – yeah; 0 – nay)

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

A. Resident Organizations – None

B. Others Requesting to Speak

1. *Doughty*: Said she has heard many positive comments about new Exec. Dir. Jennifer Hall – received from several residents.

III. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes – January 18, 2012 –

Woods moved to approve the January 18, 2012 minutes, supported by *LaBarre*.

Manildi: Do we like this level of detail? All Board members confirmed: yes.

Motion Approved 4-0. (Manildi, Woods, Greden, LaBarre – yeah; 0 – nay)

IV. NEW BUSINESS

A. Presentations:

1. Peace Neighborhood Center (PNC) – Kenya Hunter

Hunter: Ken Bankhead is the Coordinator for Children Services. Tonight's goal of her report is to present upcoming opportunities and services to supplement PNC's monthly reports to the Board. Tutoring occurs Monday through Thursday, and continues through June. In March (through May), Monday parent workshops will begin, and they are free. Attendees must attend at least 3 of the series to get incentives. These workshops includes dinner and child care. Topics will include financial literacy, stress reduction, and other topics, and the sessions will include

visitors from local schools to help with student transitions. Other programs will be offered to further encourage adults of families to come to PNC, and also to develop more on-site programming at North and South Maple. Also, PNC runs a weekly food distribution program until the summer program season begins.

Woods: If parents can't make workshops, or the requirement of attending at least 3 sessions is not met, will they be able to continue? *Hunter:* If they can't make at least 3 sessions, it generally signals other concerns, so PNC staff will follow-up to try to determine and assist with those issues.

LaBarre: Could you use additional space for food distribution programming that otherwise you could not continue in the summer time. *Hunter:* Due to staffing limitations, we probably could not support a weekly food program as the summer is very, very busy with other activities.

Commissioner Woods had left at this time for a prior-scheduled event at this time.

2. Community Action Network (CAN) – Christina Rivest

Doughty: Announced the award to CAN by Rotary Club to develop a fitness track/set of stations. CAN is working with the AAHC staff to determine where the stations will go.

Rivest: (Provided a handout) She presented details about the Resident Opportunity and Self-Sufficiency (ROSS) program which provides the coordination of support services for AAHC tenants. *Rivest* defined the program and her role – as services coordinator. She discussed the basic goals of the ROSS program. *Rivest* reported on progress achieved over the six-month duration of the program, including establishing a Program Coordinating Committee, completing door-to-door outreach at 9 AAHC sites, and working with resident councils.

Greden: How will HUD determine if this program is successful? *Rivest:* There is a set of outcomes the program will be judged by. Some were set by CAN, with AAHC staff suggestions and some by HUD.

The ability to meet the employment goals were discussed as a challenge, and both *Doughty* and *Rivest* communicated that there are strategies and connections in place that they feel that goals around employment will be met. *Rivest:* Other support services offered include tax-preparation sessions and financial-related classes. They have made service connections including DHS advocacy, DTE shut-off prevention, and assistance with Social Security benefits. *Rivest* also shared some of her/the ROSS program's plans for the next quarter including finishing door-to-door outreach, completing surveys (currently in progress) on security and food-related needs.

Manildi: Are mediation services adequate at this time? *Doughty:* They are at the locations that CAN directly serves, but other sites could use them as well..

Manildi: Asked how the Miller Manor resident council elections are going? *Rivest* discussed the process that is in motion right now (nominations with an election coming soon).

Rivest: Discussed the process of selecting and implementing case management software for the ROSS program. *Doughty:* This is a one-year grant and we continue to work with local non-profits to be sure to include the right options and try to meet the goal of being able to share the data from the software.

B. Resolutions:

1. To Cancel the April 4, 2012 Special Board Meeting

Moved by *Greden*; supported by *LaBarre*.

Hall: Explained that the Special Meeting to discuss the Annual Plan with the Board would not be necessary as this can be accomplished at the April regular Board Meeting. All Commissioners agreed.

Approved 3-0 (Manildi, LaBarre, Greden – yeah; 0 – nay)

C. Board of Commissioners Discussion

1. Security Committee – *Hall:* The security committee had a second meeting and a series of tenant-AAHC community meetings for the Annual Plan will include security discussions.
2. Annual Plan/Resident Advisory Board – *Hall:* Discussed the requirement that a Resident Advisory Board (RAB) must be set up/active to review the Annual Plan, and this RAB will be made up of all AAHC participants, who will be invited to comment on the Annual Plan as well as the public housing grievance procedure. The Annual Plan was drafted and the required public notice of the opportunity for the public to comment was posted on Feb. 6.
3. Strategic Planning – *Hall:* Staff are working on operational changes that will increase AAHC revenue, such as maximizing Yardi; utilizing a consultant from Nan McKay (a public housing agency consultant) to review all of the AAHC policies to ensure they follow HUD regulations and eliminate processes that are not necessary. Updated policies will be developed and brought to the Board for approvals. Better processes and practices should result in increased efficiencies and higher utilization rates, which should increase revenue. In addition, a temporary staff was hired as a consultant to review all maintenance and physical structure processes including work orders, Yardi, turning units, inventory, and offering better customer service. Also, the agency staff is working on implementing new hours at lunch time, simplifying the phone tree, implementing an electronic wait list and more.

Hall continues to look at all of the AAHC properties – something former Executive Director Marge Novak started. HUD is encouraging public housing agencies to convert public housing to project-based vouchers with leveraged funding such as Low-Income Housing Tax Credits. The advantage is an influx of

capital funding to completely renovate units as well as increased rent revenues. The disadvantage is that it does not add to the units of affordable housing.

Manildi: Discussed the need to remember to talk about community and national issues and how they relate to the AAHC's mission and goals. The AAHC must strive toward what we need to be striving towards.

Hall: Agreed, and noted that we are partnering with local agencies, including the Washtenaw Housing Alliance (WHA) to try to address many community and national needs. It is important to listen to what the community needs and wants. One key to consider is to acquire property as we can. She added that the AAHC has great staff and the changes being worked on will make the AAHC's goals possible. *Manildi:* Hopefully some of the money that will come from efficiencies will be provide back to staff in some manner, such as salaries.

4. Future Guest Speakers? *Hall:* Discussed that in the future, the Director and a Board Member for the WHA will attend an AAHC Board Meeting.

5. Other – *Hall:* Discussed the Ozone House contract and whether this contract had to brought and presented to the Board?

Manildi: Recalled the service provision requirement and *Hall* said those services have been present. She said the Board would look to *Hall* for guidance, and *Hall* suggests staying at maximum level of 6 participants at any one time in this program.

V. COMMISSION REPORTS for February 2012

- A. Executive Director Memorandum
- B. Financials Agency-Wide (YTD budget vs. actual)
- C. PHAS report for December 2011
- D. FY 12/13 Annual Plan
- E. 2010 Board Strategic Planning with Updates

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

None.

VII. ADJOURNMENT – Moved by *Greden*; supported by *LaBarre*. Meeting adjourned at 7:19 P.M.

Marta A. Manildi, President

Jennifer Hall, Recording Secretary
and Executive Director