



# CITY OF ANN ARBOR, MICHIGAN

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## ANN ARBOR HOUSING COMMISSION

### Ann Arbor Housing Commission

July 21, 2010

#### REGULAR BOARD MEETING

#### MINUTES

The meeting took place at Avalon's Carrot Way property, 31 Carrot Way in Ann Arbor, MI 48105. Vice President Manildi convened the meeting at 6:14 pm.

#### ROLL CALL:

Commissioners present: Ronald Woods, Sasha Womble, Mark McDonald, Marta Manildi and Jayne Miller (absent)

Staff Present: Marge Novak, Nick Coquillard, Betsy Cornellier and Monica Moore

In Attendance: Tony Derezinski, Joan Doughty, Michael Appel, Deborah Gibson, Darlene Wallace, Karen Wallace-Schultz

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Woods* moved and Commissioner *McDonald* supported. The agenda approved 4-0.
- II. **PUBLIC COMMENTARY**
  - A. Resident Organizations - none
  - B. Others Requesting to Speak – *Doughty*: distributed a handout of explanation of Community Action Network's (CAN) YouthWorks Program, and provided an overview of this teen internship program for fourteen to eighteen year-olds. A number of the Commission's residents at Hikone and Green Baxter are participants in this program. *Gibson*: indicated that she was pleased with the repair of the air conditioning unit in the Miller Manor lobby.
- III. **APPROVAL OF MINUTES** - Regular Board Minutes – June 16, 2010 Moved by *Woods*; supported by *Womble*. Minutes approved: 4-0.

#### IV. NEW BUSINESS

##### A. Resolutions

1. **FY11-01: To Approve Revised Agency Plan (2010 Submission)** - Moved by *McDonald*, supported by *Woods*. *Novak*: provided overview and background on the resolution, reminded the Board of the Annual Plan components. The April Plan was submitted as an Annual Plan, but HUD clarified that it was supposed to be a Five-Year Plan. HUD treated this as a technical deficiency and provided guidance to the Commission on how to make the necessary corrections. Such corrections were made and the revised Plan was electronically submitted to HUD's website as Five-Year Plan, Version #2. Approval of the Plan is required prior to allowance of draw-down of funds from CFP 501-10, which was recently received. *Manildi*: inquired of financial aspects; *Novak*: main financial information is related to the capital grant information. *Woods*: asked for clarification between a Five-Year and Annual Plan, which *Novak* provided. *Manildi*: inquired of amendments to the Five-Year Plan; *Novak*: clarified that could amend Five-Year Plan, but this would not modify the Five-Year cycle. Approved: 4-0.
  
2. **FY11-02: To Approve Tenant Account Receivables (TAR) Write-Off (\$4,182.59)** – Moved by *Womble*, supported by *Woods*. *Cornellier*: provided overview of resolution and explained that this is brought to the Board on a quarterly basis. *Manildi*: asked for clarification on amount of write-off. *Cornellier*: clarified that 2 of the 3 amounts are being written off, the third is not because payments are currently being made to the Commission. *Woods*: inquired of the process for working with tenants who owe overdue rent. *McDonald*: inquired of how far behind tenants are allowed to get. *Cornellier*: described that the Commission allows for repayment agreements and that both the balance due and the time period for the past due payment are taken into consideration. The Commission has roughly 15 to 20 active repayment agreements. The Commission now includes a reminder to residents on the rent statements regarding past-due payments, and Commission staff attempt to contact residents first, either thru the Residency Managers or CAN, prior to sending Notices to Quit for non-payment of rent. Write-offs have generally been small amounts during the past several years. *McDonald*: inquires at what point we pursue eviction. *Cornellier*: after two months. *Manildi*: inquires if we can pursue repayment even after approving a write-off. *Cornellier*: yes. *McDonald*: inquires if the Commission utilizes attorneys for collection. *Cornellier*: The Commission does utilize its attorneys to attempt to collect outstanding payments, including garnishing of wages. This has been more successful than using collection agencies. *Coquillard*: adds that the Commission staff continues to meet to discuss underlying concerns of non-payments. Two members of the public arrived at this time, at which time Commissioner Manildi described the Board meeting process. Approved: 4-0.

3. **FY11-03: To Approve Revision of Utility Allowances for the Housing Choice Voucher (Section 8) Program** - Moved by *McDonald*, supported by *Woods*. *Coquillard*: provided overview and background on the resolution, pointing out that the Commission's utility allowances had not been revised since 2008 and that review of these allowances was included in the SEMAP recommendations. *Manildi*: inquired of the overall effect and impact on tenants. *Coquillard*: it varies depending on a number of factors, including bedroom size, etc. While the utility rates increased, the utility allowances varied with some going up and some going down. Consumption factor plays a role as well. *Moore*: the new allowances will take effect in October, and some tenants will benefit. Approved 4-0.
  
4. **FY11-04: To Award Inspection Contracts for Section 8 Housing Quality Standards to Multi-County Property Services, LLC and Accurate Inspections and Maintenance** – Moved by *Woods*, supported by *Manildi*. An RFP was issued for the HQS Inspections, with a number of good suggestions received from HUD Detroit staff on how to improve the HQS Inspection process, which was another finding in the SEMAP review. Five responses were received during the RFP process. The two highest scorers were Multi-County Property Services, LLC and Accurate Inspections and Maintenance. *Woods*: inquires if any of the five respondents were self-identified as minority. *Coquillard*: a large part of the scoring included a category for MBE, DBE, WBE, or Section 3 qualified, and that both highest scoring respondents received full points in this category. Approved 4-0.

**B. Presentation:**

1. **Finance:** *Cornellier*: provided the Commissioners and those present with a handout which provided an overview of the comparison between preliminary FY10 year-end estimates and budgeted amounts for the largest programs/departments, including Section 8, public housing and central office. Ms. Cornellier reviewed the handout for Commissioners, and stated that such estimates will change somewhat as inventory figures and some additional utility bills are not reflected in these estimates. Ms. Cornellier informed the Board that the Commission received notice that its FY09 audited financials were approved by HUD. The Commission's unaudited FY10 financials are due to HUD August 31<sup>st</sup>, and that the outside audit is projected to be completed by August 20<sup>th</sup>. The audit is due to the City of Ann Arbor by September 25<sup>th</sup>.

- C. Board of Commissioners Discussion:** *Manildi*: confirmed the Board's next orientation date of July 28<sup>th</sup> and requested that the E.D. send out a reminder email to Commissioners of the date, time and location of this orientation whereby the Operational Needs Assessment will be presented by the outside consultants.

V. **COMMISSION STAFF REPORTS for June 2010**

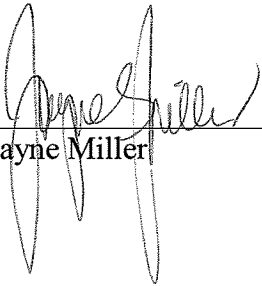
- a. Executive Director – *Novak*: highlighted a number of items included in the E.D. Memo, including: REAC inspections recently conducted (McDonald inquired of how many units were inspected – a sampling), YE reports will be presented at the August Board Meeting, PH Operating Subsidy approved but awaiting proration factor, update on South Maple security system, public housing vacancies are at their lowest in at least one year, the Commission received its CY 2010 capital grant, June all-staff meeting had Roger Fraser as our guest, update on resolutions approved at June Board meeting – contracts signed with CAN/PNC/Blessings, insurance renewal completed, First Contracting construction work completed and reviewing final close-out documents, a letter to all residents was sent which included the schedule of Board Meeting dates for FY11. *Coquillard*: provided a brief update on status of grant writing.
- b. Financial Manager – as submitted, no comments or questions.
- c. Section 8 Report – Marge and Nick updated Board on waitlist clean-up and hold-harmless processes.
- d. PH-West – *Woods*: inquired of resident council process; *Novak*: provided update on Miller Manor election process recently completed.
- e. PH-East – as submitted; no comments or questions.
- f. Security Report – *Novak*: updated and indicated that the Commission has a very good relationship with the AAPD.

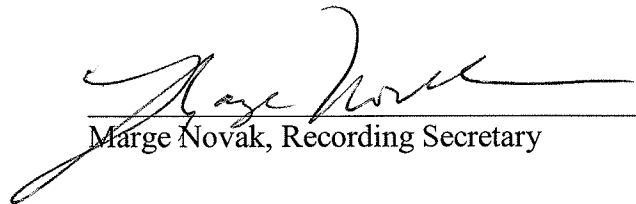
VI. **ADDITIONAL PUBLIC COMMENTARY** : *Manildi*: explains the process for public comments – the Board listens but does not respond, but may request staff to follow up. *D. Wallace*: complains of maintenance work not being completed at North Maple Estates, inquires as to why all units are not inspected and why items are not followed up on after inspections. Complains of hot spots on walls and vent to basement creates draft. *K. Wallace-Schultz*: Questions whether or not staff provided her sister with the correct grievance form. Need to assist residents before they lose their housing. Good to resolve issues earlier. Legal Aid staff is overworked. She questioned family composition size determination. *Gibson*: questioned how to determine if the S. Maple security cameras are a success, Miller Manor should receive security cameras next, inquired of ventilation cleaning, inquired of opportunity for input for capital grants, inquired of when the public housing waitlist would open, inquired if the Board Orientation on the ONA was open to the public. *Manildi*: responded that the Orientation is not a public meeting and is intended as an orientation for Board members and that it is informational and no decisions will be made. *Novak* indicated that the full ONA report is on the Commission’s website. *Woods*: inquired if we had heard of the hot spots before. *Novak*: no, this is the first time hearing of this.

Motion moved by *Woods*, supported by *McDonald*: to add an agenda item for discussion – to open the July 28<sup>th</sup> Board Orientation to the public. Motion to approve adding the agenda item was approved 4-0. *Woods*: inquired if the Board could consider having the July 28<sup>th</sup> meeting open to the public. *Manildi*: indicated concerns regarding the length of the meeting, especially if allow for questions from the public. There was some confusion regarding if the meeting could be open to the public but without questions from the public; would this be considered a special meeting of the Board which would require proper notice? The Board was reminded that the previous Board

discussed the ONA at a Board Meeting which was open to the public. In addition, the Board has discussed holding follow-up meetings with residents for the consultants to discuss the ONA findings, after the new Board has had an opportunity to hear the consultants' presentation. *Manildi*: suggests leaving the July 28<sup>th</sup> meeting as an orientation for the Board members and further discussing how to better engage residents on this topic and to hold meetings with residents and the consultant at a later date. Motion was put forward to open the July 28<sup>th</sup> orientation to the public – moved by *Woods*, supported by *McDonald*. The motion failed 0-4.

**VII. ADJOURNMENT:** at 9 pm. Moved by *Woods*, supported by *McDonald*. Approved: 4-0.

  
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Jayne Miller

  
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Marge Novak, Recording Secretary