

MINUTES
ANN ARBOR HOUSING COMMISSION
BOARD MEETING
April 11, 2012

Meeting Time and Location: **6:00 PM**
Baker Commons, 106 Packard, Ann Arbor, MI 48104 (Conference Room)
Started – 6:07 PM

The meeting took place at Baker Commons, 106 Packard, Ann Arbor, MI 48104. President Manildi convened the meeting at 6:07 PM

ROLL CALL: Commissioners present: Marta Manildi, Andy LaBarre, Gloria Black, Leigh Greden. Commissioners absent: Ronald Woods (but arrived at 6:10 PM, Staff Present: Jennifer Hall, Nick Coquillard. In Attendance: Travis Peterson, Marilyn Moran, Raymond Pierce, Carolyn Miller, Robert Morgan, Sandra Gala.

I. APPROVAL OF AGENDA

Greden moved approval of agenda, *LaBarre* supported

Motion Approved 4-0 (Manildi, LaBarre, Black and Greden - yea. 0 nay)

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

A. Resident Organizations - None

B. Others Requesting to Speak -

Pierce: Commented that he is pleased to live here and he would like to get more people involved. He said he would like to do more activities. He said he did not have any issues at this point.

Gayla: Asked for the purpose of the meeting.

Manildi: Explained the purpose of the meeting and said that the board materials are available on the Commission's website and can be requested by those who do not have access to a computer.

Peterson: Concerned with Ann Arbor police visited Green Baxter Court and asked if it would be possible to be notified when there is police activity as to what happened. His second issue is related to parking. He said he does not have an issue with the one car per family policy and he has seen the towing company in action there. He says that despite that effort that there are still a number of residents still parking more than one car there. Could the AAHC make an exception for people who are elderly or disabled to have 2 parking spots? He also commented that he believed that CAN staff were parking vehicles in the GBC lot when there are others who could use the spaces.

Hall: She said that she will follow-up and see if information could be shared and when that could happen. AAHC will follow-up on the parking concerns.

III. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes – March 21, 2012

Woods moved, *Manildi* supported.

Black: made several corrections to minutes related to her statements. Those corrections were taken as friendly amendments.

Motion Approved -5-0 (*Black*, *Woods*, *Manildi*, *Greden* and *LaBarre* – yea; 0 nay.)

IV. NEW BUSINESS

A. Presentations: Finance, Annual Plan, Shumaker Report

Cornellier: This month, a review of the West and East AMP budgets was conducted. She stated the AAHC has adequate budget and both sides are currently operating at a profit. Section 8 is also doing a good job at budget management and the numbers are “in line.”

We have discussed looking at combining the two AMPs into one AMP, but there is not a good financial reason to do this, in fact, there would be financial loss because provides additional administrative fees to have 2 AMPS.

Cornellier: The work being done to lease up the Section 8 program would lead to more than \$100,000 in revenue if HUD’s formula does not significantly drop.

Hall: Explained the time it takes to lease up and therefore the assistance by the temp staff recently hire will result in actual lease-ups in the coming months, but not yet.

Black: How long does it take to lease-up? *Hall*: It can take on average 60 days to lease up a family after their receipt of the voucher, and the AAHC is using incentives to encourage lease-up. *Cornellier*: Noted that after lease-up it is another 6-8 weeks until a payment to a landlord is processed. *Black*: Discussed that some PHAs have returned vouchers back to HUD. *Hall*: At this point, giving back vouchers is not being considered.

Cornellier: There is a large HAP reserve in the Section 8 and VASH program. The AAHC will keep its Cranbrook contract until December of 2012. It was not budgeted for this year as it was expected to be taken over by MSHDA last summer. She also presented the PHAS score. Discussed Tenant Accounts Receivable.

Black: Asked about specifics related to the AAHC process of working with tenants who owe rent. *Cornellier*: Explained how staff work with those that owe, when repayment agreements are processed, and when people could be taken to court.

Cornellier: Explained the recently conducted procurement for audit services. Robert Klaczkiwicz earned the contract for next year’s audit.

Annual Plan

Hall: A couple sections were edited for clarity. She highlighted some of those changes including the AAHC, along with several nonprofits, earning a grant to provide services for up to 40 households in the public housing and/or voucher program who are homeless and high users of medical services.

Woods: Under Sec. 7, under programs, he asked about our effort in analyzing what should be demolished and rebuilt. Are we far enough along to get an understanding of the plan regarding replacing housing?

Hall: She is continuing her analysis which will include the per unit rehab cost, rents, community needs, properties that are in flood ways, and the possibility of participating in HUD's push to convert public housing to project based section 8. This item will be on future board meeting agendas.

Shumaker Report

Hall and Manildi: Gave a brief background about the Shumaker Report.

Hall: Referred to her summary chart of AAHC responses to the points of the Shumaker Report. She discussed this chart briefly.

B. Resolutions:

1. FY 12-24: To Approve the Fiscal Year 2012 Annual Agency Plan Submission
Greden moved, *Woods* supported.

Motion Approved -5-0 (Black, Woods, Manildi, Greden and LaBarre – yea; 0 nay)

2. FY12-25: To Tenant Accounts Receivable (TAR) Write Off (\$9,123.12)
LaBarre moved, *Greden* supported.

Motion Approved -5-0 (Black, Woods, Manildi, Greden and LaBarre – yea; 0 nay.)

3. FY 12-26: To Approve revisions to Chapter 7 of the Section 8 (Voucher) Program Administrative Plan to Change the Income Verifications to HUD Requirements. *Manildi* moved, *LaBarre* supported.

Hall: Source documentation of income like pay stubs would now be accepted and we would no longer require third-party verifications from employers etc.

Motion Approved -5-0 (Black, Woods, Manildi, Greden and LaBarre – yea; 0 nay)

4. FY 12-27: To Approve a Declaration that the Ann Arbor Housing Commission and Board have reviewed the Schumaker recommendations to Outsource Maintenance Staff and to Separate the Voucher Program and Do Not Support these Recommendations

LaBarre moved, *Manildi* supported.

Greden: Communicated his support for this resolution but expects staff to fully work in support of the tenants and organization.

Manildi: Said that she supports the process and expertise of the staff as they analyzed this process and recommendations of the Shumaker Report.

Motion Approved -5-0 (Black, Woods, Manildi, Greden and LaBarre – yea; 0 nay)

C. Board of Commissioners Discussion

- 1. City Council Meeting, April 9, 2012 - *Manildi*** – This was a work session. Said *Hall* was outstanding in her presentation, including the challenges faced, progress being made, and plans for the future.

Hall said she feels good about the Commission’s relationship with Council.

- 2. May Council Elections** – Next meeting.
- 3. Pro Bono Attorney** – *Hall* shared that Dykema Gossett will be our pro bono attorney as part of the Community Partners program for one year on any topic.
- 4. Other** – *Hall:* Discussed that the AAHC has been approached by a contractor to apply for a HUD NOFA to administer project-based vouchers, and she’ll give the Board more information next month.

V. COMMISSION REPORTS

- A.** Executive Director Memorandum
- B.** Finance Report
- C.** PHAS Projections
- D.** Quarterly Low Rent Write Off
- E.** Schumaker Report
- F.** Schumaker Report Update
- G.** FY 12 Annual Plan
- H.** Write off Report
- I.** Chapter 7 Administrative Plan – old and revised

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

Peterson: Is there a reason why a credit union could not be considered as the Commission’s bank?

Cornellier: Any bank must be 100% collateralized and when we looked at local banks they could not meet that requirement.

VII. ADJOURNMENT – *Black* moved, *LaBarre* supported.

Motion Approved 5-0. (Black, LaBarre, Woods, Manildi, Greden-yea; 0-nay)

Adjourned – 8:33 PM