

**November 19, 2008**  
**REGULAR BOARD MEETING**  
**MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson *Gibson* convened the meeting at 6:04 p.m.

**ROLL CALL:** Commissioners present: Deborah Gibson, Alan Levy, James Jackson, and David Parent:  
Commissioners absent: Dwayne Seals (unexcused)  
Staff Present: Betsy Cornellier, Terra Williams, Mirada Jenkins and Weneshia Brand  
Residents: Billy Venson, Karen Carr, Shamayya Wallace, Deborah Burtson, Betty Jean Jones, Melissa Ollila, Robert Jones, Michael Brann, and Priscilla Fisher  
Guest: Mary Jo Callan, Tom Hickey, Joan Doughty, Aaron Pressel, Kate Ides, and Katie Ladewski,

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

II. **PUBLIC COMMENTARY**

*Venson:* mentions incidents that have compromised his children's housing. Express his dissatisfaction with the conduct of Felicia Epps, who issued the household a notice to quit. *Gibson:* inquired the effective date of the eviction notice. *Venson:* the notice was received 11/10/08 and reiterates his concern for the children's security.

*Carr:* mentions her concerns and details the conduct of Felicia Epps; accusing the household of fraud, displaying uncompromising behavior, and speaking in a cruel manner. *Gibson:* inquired if a hearing was requested. *Carr:* yes. *Venson:* yes.

*Wallace:* expresses feelings of discontent due to Felicia Epps mishandling confidential documents and failure to accurately calculate rental amounts, resulting in eviction notices for residents who in turn look for assistance from CAN.

*Ollila:* mentions several circumstances that result in rental adjustments were Epps failed to process the paperwork and frequently fails to communicate notices in a timely manner. *Gibson:* inquires if a hearing was requested. *Ollila:* yes, scheduled for December.

*Burston:* mentions several circumstances were documentation was submitted that result in rental adjustments were Epps failed to process the paperwork. Epps and Gayle White have displayed rude behavior and addresses residents with a lack of respect. *Burston:* mentions that she is currently in default of her rent, her utilities have been disconnected and no adjustment has been made in her rental amount. *Gibson:* inquired if a hearing had been requested. *Burston:* yes.

*Jones:* mentions that her income fluctuates considerably, however she has reported several changes in income and Epps has failed to process the documentation, which would result in a rental adjustment. *Gibson:* inquired if the Jones current rent is based her 2007 income taxes. *Jones:* yes, I was instructed to submit changes however, the changes were never completed.

*Brann:* mentions that there are concerns regarding rent calculations and maintenance. A resident place work orders, management fails to respond timely, notices is either not received or isn't provided in a timely manner. Epps says the units are "nasty", failed to respond to a broken valve reported in the summers and responded three days later, to repair a water heater pilot light.

*R. Jones:* mentions that Miller Manor is currently in the process of the resident council elections, the box was recently moved without notice and the nominations have disappeared. My effort to assure that council complies with HUD and AAHC policy is constantly challenged. Police reports have been filed against neighbors for harassment and hate mail. Several Miller Manor residents have assembled against me; the Resident Police Officer, Resident Commissioner, T. Williams and B. Lindsley are aware however, no one has addressed the concern.

*Doughty:* mentions the CAN intent to consult the U of M Law Clinic to assist with the multiple complaints against AAHC. Doughty reiterates the position of Carr, Brann, B. Jones, and Burston. Doughty explains that alternative means have been attempted with Epps, however; there has been no compromise.

*Pressel:* residents have several complaints on Epps; however residents fail to make those complaints to higher authority in fear of repercussions. As mentions previously there are several ongoing maintenance issues that Epps will not allow staff to service. Repairs are known to go up to six weeks without a response. Epps intimidates the residents by making threats and speaks rudely. Epps has refused to speak to the children who speak English fluently as opposed to the immigrant parent. *Fisher:* suggest that the residents contact lawyers located on Plymouth with fees of \$35.00. *Gibson:* mentions that she is glad to hear that residents have requested hearings.

### III. APPROVAL OF MINUTES - October 22, 2008

A. Commissioner *Levy* motioned and Commissioner *Parent* supported. The minutes were approved 4-0.

### IV. NEW BUSINESS

#### A. Resolutions

##### 1. **FY09-11: To Approve Use of New Construction Funds for Purchase of New Administrative Office Furnace.**

Commissioner *Jackson* motioned and Commissioner *Levy* supported.

*Williams:* request the transfer of funds to pay for the purchase to replace the heating unit at Miller Manor administrative office. The unit was over 20 year old and attempts were made to repair the unit. The unit was shut down due to damage, where as three quotes were obtained for repair or replace. The repair of the unit posed no guarantee for extended life span. The contractor, Fuller, was the low bid, offered the best comparable warranty and has extended experience with the facility. We incurred a cost of \$1,814 purchasing space heaters to temporarily heat the office however; those heaters can be used for

future situations. *Gibson*: inquires the number of space heaters purchased. *Williams*: a dozen was purchased. *Gibson*: inquires if all staff members were provided space heaters. *Williams*: yes. *Levy*: speaks with regard to preventative maintenance: more consideration should be giving to systems life to budget more efficiently. *Callan*: intends to provide support in a complete capital needs assessment. *Jenkins*: mentions that during REAC inspections, HUD did not inspect administrative offices. *Parent*: agrees that a CNA is due and should be conducted annually or semi-annually. The motion passed 4-0.

**2. FY09-12: To Appoint an Acting Executive Director.**

Commissioner *Jackson* motioned and Commissioner *Levy* supported. *Gibson*: introduces Mary Jo Callan, Washtenaw County Director of Community Development. *Callan*: mentions her interim position in absence of the AAHC Executive Director. *Levy*: inquires if Callan was previously employed at Ozone House. *Callan*: mentions she was employed at Ozone House for thirteen years. *Parent*: inquires if Callan has specific hours allocated to the Commission. *Callan*: responds that she will maintain her full-time position at the OCD, while assisting the Commission as needed. Tom Hickey has been placed at the Commission temporarily for six months to assist; currently we are assessing the department needs. *Parent*: inquires if Callan and Hickey has meet with Commission managers. *Callan*: we have met the majority of staff with the exception of the eastside staff and we have schedule regular management meetings. *Levy*: inquires if Hickey will be providing management level support. *Hickey*: yes, assistance will be for administrative support. *Callan*: Hickey will be providing assistance to staff as well as residents. *Levy*: request that Hickey provide the commissioners with a job description or agenda. *Gibson*: inquires the type of assistance Hickey will provide to residents. *Hickey*: my responsibilities are not defined however, assistance will be provided as necessary. *Levy*: inquires if Hickey will be located on site and if he will report to Callan. *Hickey*: yes.

**B. Discussion Items**

**V. OLD BUSINESS**

**A. Discussion Items - None**

**VI. COMMISSIONER SUB-COMMITTEE REPORTS**

**A. Personnel - None.**

**VII. COMMISSION REPORTS**

**A. Executive Director – not submitted**

**B. Financials – as submitted**

*Cornellier*: provides an overall of the Commission financial status. *Parent*: inquires the bottom line. *Cornellier*: West has decreasing income and East has increasing income. With regard to the audit, HUD has not distributed the format to submit the report; it is proposed that the format will be available in January. *Parent*: inquires if

Zenk & Associates memorandum to HUD. *Cornellier*: mentions schedule conflicts between Andy Zenk and Cornellier; however Zenk has concerns with purchasing processes. *Jackson*: inquires if Zenk will present the memorandum to the Board prior to delivery to HUD. *Callan*: will inquire.

**C. Section 8 – as submitted**

*Jenkins*: provides staffing overview; Monica Moore returned from leave of absence and her performance concerns were addressed. Currently, assistance is being provided to Cornellier regarding Section 8 reports. *Parent*: inquires the number of vouchers in use. *Jenkins*: currently, 1,122 compared to the 127 families lost to ports and withdrawals; an analysis was completed and the department has a goal of 1250 in use by February. *Parent*: congratulates the department's performance. *Gibson*: inquires of the Public Housing residents that have been contacted for screening. *Jenkins*: responds that the information is shared according to head of household listed.

**D. PH West & PH East – as submitted**

*Williams*: reiterates the need for a capital needs assessment and mentions that HUD REAC inspections will occur Thanksgiving week, maintenance is currently preparing. *Parent*: inquires the number of vacant units. *Williams*: currently eight vacant units and applicant eligibility is being completed by Gayle White.

**E. PH Security Report – as submitted**

**VIII. ADDITIONAL PUBLIC COMMENTARY**

*Doughty*: mentions the high turnover of Eastside staff that has been recognized by residents as well.

**IX. ADJOURNMENT - The meeting adjourned at 7:29 p.m.**

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Commissioner Deborah Gibson, Chair

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Elizabeth Lindsley, Executive Director