

**Ann Arbor Housing Commission  
July 22, 2009  
REGULAR BOARD MEETING  
MINUTES**

The meeting took place in the AAHC Community Room, 727 Miller, Ann Arbor, MI 48103.  
Chairperson Alan Levy convened the meeting at 6:34 pm.

**ROLL CALL:**

Commissioners present: James Jackson, Alan Levy, Marta Manildi, Deborah Gibson and Dwayne Seals  
Staff Present: Jayne Miller, Marge Novak, Kevin Centala, Nicholas Coquillard, Betsy Cornellier and Weneshia Brand  
In Attendance: Joan Doughty, Bonnie Billups and Nadia Long

I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Jackson* moved and Commissioner *Gibson* supported. *Novak*: request to add HUD NOFA as discussion to New Business; Item B. Commissioner, Staff and Guest introductions. The agenda passed 4 Ayes 0 Nays.

II. **PUBLIC COMMENTARY** - none

III. **APPROVAL OF MINUTES – June 17, 2009:** Motion by *Manildi*; second by *Gibson*. Minutes approved: 5-0

IV. **NEW BUSINESS**

**A. Resolutions**

**FY10-01: Approve Award of Family Site Support Services Contracts.** Motion by *Manildi*; supported by *Gibson*. *Novak*: AAHC decided to review CFP funding to

increase supportive services program. Award is \$50K for CAN and \$39K for PNC as requested in proposal. *Doughty*: invites staff and commissioner to visit site for scheduled events and welcomes questions (no comment). *Billups*: welcomes questions (no comment). *Levy*: mentions that the agency has been unable to fund programs sufficiently however, is happy to provide requested funding. Inquires if additional funds were provided and what programs would both agencies include. *Doughty*: mentions that adult programs would be included. *Billups*: mentions providing site managers at each location and include adult programs; currently one staff person services both Maple Meadows and North Maple Estates. *Levy*: mentions November meeting when support service agencies will present on programs. Motion approve: 5-0.

**FY10-02: Approve Renewal of Janitorial Services Contract.** Motion by *Jackson*; supported by *Seals*. *Novak*: mentions scope of services provided by Blessings Janitorial; contract will be renewed. *Gibson*: mentioned that services at Miller have improved however, Baker Commons have had some issue that may be addressed in this year's renewal. *Manildi*: inquires if the services provided were the first year and if the contract was awarded from bidding process. *Novak*: provides background of contract award regarding Willis Janitorial. Motion approve: 5-0.

**FY10-03: Approve Renewal of Section 8 HQS Inspection Contract.** Motion by *Jackson*; supported by *Seals*. *Novak*: Betsy Lindsley spoke to contractor, who agreed to the same terms and conditions of the previous year contract. Contract remains within budget. *Manildi*: inquires of HQS inspections. *Centala*: mentions that the inspections are contracted by the Commission to assure units meet HUD housing quality requirements. *Novak*: previously drafted and evaluated by Mirada Jenkins who was very thorough. Motion approve: 5-0.

**FY10-04: Resolution to Approve Tenant Account Receivables (TAR) Write-Off** Motion by *Manildi*; supported by *Gibson*. *Cornellier*: mentions the low amount of the write-off; difficult to collect. Motion approve: 5-0.

## **B. New Business**

- 1. Transition update – Jayne Miller:** signed agreement between City, AFSCME and Teamsters were emailed to all Commissioners regarding transition period. The union has agreed to allow work through March 2010. The union will be engaged on the MOU. Salary adjustments have been made for AFSCME employees (distributes pay adjustments and explains document). An HR compensation specialist compared the salary schedule to other HA's; a preliminary recommendation was made however, only 50% of that recommendation was used. *Manildi*: inquires if 50% equates to \$230K. *Miller*: yes, however the net effect is \$120; which is 50% of increase. Temporary employees receive an increase to compensate for not receiving benefits or paid time off. City allocated \$90K for additional salary cost. *Levy*: inquires how the information will be communicated to staff. *Miller*: the union met with staff and signed off in July; also, Marge communicated with staff that the adjustment

would appear in their July paycheck. *Levy*: inquires of an annual salary program. *Miller*: explains step program; up to 6 increases that are effective on January or July 1<sup>st</sup> within their position range. *Seals*: inquires the union's position. *Miller*: the union is in agreement with the changes. *Seals*: inquired if staff compensation is compared to other City employees. *Miller*: relative to City employee pay; 1<sup>st</sup> recommendation is comparable, the 2<sup>nd</sup> recommendation of 50% is lower; however remains a significant increase. *Seals*: inquires of bumping rights. *Miller*: explains process and mentions that other organizational issues are being addressed, therefore pay will be less of a factor. *Seals*: inquires if benefits are included in the compensation increase. *Miller*: benefits are currently paid, the amount was salary only. *Seals*: inquires of surplus. *Cornellier*: each department must be considered to determine a bottom line. *Seals*: if the salary decrease had not occurred would staff's pay be comparable to other City employees. *Miller*: information not available. *Seals*: mentions that the increase is low compared to position of other HA's and City employees. *Levy*: request that a salary equilibration of commission staff to other city employee salary comparability be achieved as soon as possible. *Seals*: inquires of the commission's budget preparation. *Miller*: budget needs to be developed and opportunity will be considered if additional resources are available. *Levy*: recaps the conversation: pay adjustments are in place, distribution received in the next paycheck, and it is the commissioners' suggestion to revisit the budget to consider further salary increases. *Seals*: clarifies understanding of expectations.

Operating Needs Assessment: *Miller*: the consultant's firm has received several documents; currently working with Betsy Cornellier regarding financials; holding resident forums; steering committee meeting on Friday; MOU was shared which indicates the goal of September to receive a staffing plan and address temp staff issue by March 2010. The consultants are initiating conversations with other parts of housing community to look at alternative structures and models.

2. **NOFA – Novak**: Notice of Fund Availability (NOFA); grant provides funds for installation of internet access for PHA residents; vendor would like support letter; equipment provided by HUD funds no charge to resident for first three years. Vendor working on proposal for three months asking \$5 million in funds working with 50 HA's combined 6000 units. *Centala*: laptop computers made available to building; wireless internet for \$3-5 per household per month; after three year HA ownership. *Levy*: inquires if public space is included. *Gibson*: inquiries of technical assistance. *Centala*: internet support will be provided. *Levy*: inquires of vendor. *Centala*: Ryan Leestma, President Information Systems Intelligence LLC; reputable organization out of Grand Rapids. *Manildi*: inquires if the vendor will own the computers for first three years and if there are concerns of lost or damaged products. *Novak*: the vendor is asking support letter; not to enter into a contract; however if the grant is awarded more details would be provided. *Levy*: inquiries if the program is pervasive for all

units. *Centala*: pervasive for all HA's in Michigan. *Levy*: inquires of other contractors. *Centala*: not aware of any other interested vendors, also additional information on U-Tube. *Seals*: inquires if the Commission would be committed to anything. *Centala*: there will be no agreement or contract. *Levy*: inquires of funding distribution. *Centala*: assumes government will provide monitoring and oversight. *Novak*: inquires if board agrees to provide support letter. *Levy*: agrees to provide support letter.

**3. Board Calendar:** *Levy* – will meet with *Novak* monthly to create agenda and planned topics to provide appropriate notice; provides overview of expectations and schedule. Suggest commissioner review current calendar and provide input or request. Mentions additions to calendar; suggest adding an annual presentation to City Council to improve presence of Commission. *Miller*: supports idea, suggests engaging a joint meeting with Commission and City Council regarding transition. Not as regular council meeting but, scheduled as a working session. *Levy*: suggest including Resident Advisory Board to the calendar. *Manildi*: mention idea is a great improvement.

## V. COMMISSION STAFF REPORTS

- A. Interim Executive Director – *Novak*: mentions expectations of HUD assessment; due Aug 24<sup>th</sup>, regarding SEMAP (explains SEMAP indicators). On June 25<sup>th</sup> an all staff Fair Housing training was held; AAHC is expecting a review from Fair Housing; commissioners will be asked to attend Fair Housing training. August board meeting will include year end reports. VASH program leased up 52 vouchers. OIG final payment made. *Gibson*: inquires of admin fees. *Cornellier*: not received as of yet and no updates have been received. *Novak*: Personnel is now fully staffed our most recent hire, Cynthia Wilson a temporary employee, filled the S8 waitlist position. Resident Council election was postponed to assure regulations were being followed; C. Morris provided surmount assistance. *Centala*: provided synopsis of election outcome; mentions first Resident Council meeting was held today. Resident meetings are being held with regard to consultants and welcoming new staff. The Capital needs assessments are being conducted. *Levy*: inquires status of food pantry; confirms decision postponed until council developed. *Centala*: yes, however some adjustments need to be made. *Novak*: First Contracting property improvements will begin soon; new resolution will be needed for contract addendum. UPCS inspections were completed last week. *Manildi*: inquires of inspections. *Novak*: HUD will do sample within a couple months however, commission conducts its own inspections prior to. *Gibson*: inquires why 181 applications were not accepted. *Brand*: the applications were for one bedroom households which, AAHC was not accepting applications for one bedroom during the opening of the PH wait list. *Seals*: inquires of bedroom size for applications. *Brand*: the applicant doesn't request a bedroom size; bedroom sizes are determined by AAHC according to the number of household members.
- B. Financial Manager – *Levy*: mentions the new approach to financial report submissions. Suggest receiving a consolidated report with YTD numbers as a standard. Suggest *Seals* participate as a member of the financial subcommittee. *Cornellier* will present in-person quarterly in more detail in addition to providing a monthly report. *Seals*: accepts role

however, request to continue receiving all financial reports. *Cornellier*: all accruals are not included due to late submission. *Miller*: inquires of payout. *Cornellier*: payables for east and west could increase about \$25K in additional expenses (payout). Suggest charging maximum management fees to balance central office budget. *Levy*: inquires who sets management fee. *Cornellier*: board didn't approve previously, however not sure if HUD required, HUD sets maximum; Commission determines internally. *Miller*: mentions that consultants are looking at finances. *Levy*: suggest having chart of fees approved by the board. *Cornellier*: provides S8 financial overview. *Novak*: currently HCV has a deficit however, expect to receive adjustments to offset the budget; in the event notification is not received promptly we'll submit estimated numbers to HUD. *Cornellier*: HAP close to break even; reserve should be \$2.5 million which can only be used for HAP. Can't overspend must stay within HAP by December. HUD will deduct \$400K through September another deduction in December of \$200K. *Novak*: HUD has realized the amount of the reserve and is forcing the Commission to draw down the reserve. *Levy*: request summary. *Cornellier*: Of \$110K we will lose \$75K. *Levy*: request outlook for end of fiscal year in comparison to prior years. *Cornellier*: agrees to the request. *Manildi*: inquires of reserve. *Cornellier*: developed as a result of being under leased in S8 due to software conversion.

- C. Interim Section 8 Report – as submitted; no comments or questions.
- D. Interim PH-West – as submitted; no comments or questions.
- E. Interim PH-East – as submitted; no comments or questions.
- F. Security Reports – as submitted; no comments or questions.

**VI. ADDITIONAL PUBLIC COMMENTARY** : *Gibson*: mentions Medicaid program that affects residents, cuts including vision, dental, podiatry; number of residents facing or experiencing diabetes have increased. Suggest the board make a comment regarding the health reform on behalf of the residents to appropriate group. *Levy*: inquires board recommendation to address governor and congressman. *Seals*: inquires if lobbying organization. *Miller*: City has lobbyist, will inquire of support. *Manildi*: inquires of NAHRO. *Levy*: request Gibson create a draft letter. *Manildi*: request excused absence for next month's meeting. *Levy*: next meeting scheduled for 19<sup>th</sup>, confirms attendance.

**VII. ADJOURNMENT: 8:52** Motion by Gibson; supported by Seals at Approved: 5-0.

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Alan Levy, Chair

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Marge Novak, Interim Recording Secretary