



## CITY OF ANN ARBOR, MICHIGAN

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### ANN ARBOR HOUSING COMMISSION

## Ann Arbor Housing Commission

July 20, 2011

### REGULAR BOARD MEETING

### MINUTES

The meeting took place at Green Baxter Court in the Community Center, 1737 Green Rd., Ann Arbor, MI 48105. President Manildi convened the meeting at 6:17 P.M.

#### ROLL CALL:

Commissioners present: Marta Manildi, Ron Woods, Leigh Greden, Gloria Black

Commissioners absent: None, one vacancy

Staff Present: Marge Novak (Exec. Dir), Beth Yaroch (East Amp Residency Mgr)

In Attendance: City Attorney Kevin McDonald, Two Representatives from Interfaith Hospitality Network (IHN) – Nicole Adelman and Pam Chaulklin, Representatives from Community Action Network – Joan Doughty, Aaron Pressel and Kelly Mendenhall, Residents from Green Baxter Court – Brenda Jones, Elizabeth Johnson and Robin Barker.

Welcome: President Manildi welcomed attendees and announced that there was a new Resident Commissioner appointed to the Board.

- I. **APPROVAL OF AGENDA** – Commissioner *Greden* moved and Commissioner *Woods* supported a motion to approve agenda. Commissioner *Greden* offered a friendly amendment to add 1 item to the agenda – Item IV. A. 7. Resolution FY12-07: To Authorize the Appointment of an Interim Executive Director. The amended agenda was approved 3-0. Commissioner *Black* arrived just after this vote was taken, and as such only 3 rather than 4 approvers were recorded. At this point, Commissioners introduced themselves to Ms. *Black*, the new Resident Commissioner.

## II. PUBLIC COMMENTARY

### A. Resident Organizations – None

B. Others Requesting to Speak – *Jones*: Ms. Jones identified herself as a Green Baxter Court resident. Ms. Jones voiced her complaint regarding the parking situation at Green Baxter Court indicating that there were no visitor parking spaces and inquiring if she could use her parking space for her visitors since she no longer has a car. Staff agreed to follow up on this. *Doughty*: Ms. Doughty welcomed all visitors to the Green Baxter Court Community Center and also introduced her two staff members present, Kelly Mendenhall and Aaron Pressel. *Johnson*: Ms. Johnson identified herself as a Green Baxter Court resident and requested more information regarding the new utility allowances. *Pitts*: Ms. Pitts, a Green Baxter Court resident also requested additional information regarding the new utility allowances. The Executive Director indicated that a letter was mailed to all public housing residents informing them of the revised utility allowances and that an informational meeting on this was held for residents, however, if additional information is needed that residents should meet one-on-one with the Residency Managers, their Program Assistants or with the Deputy Director.

## III. APPROVAL OF MINUTES

A. **Regular Board Meeting Minutes – June 20, 2011** Moved by *Woods*; supported by *Black*. Minutes approved: 4-0.

## IV. NEW BUSINESS

### A. Resolutions

1. **FY12-01: To Approve Amended and Restated By-Laws of the Ann Arbor Housing Commission** – Moved by *Woods*, supported by *Greden*. This resolution had been tabled at the previous six meetings due to an insufficient number of Commissioners present to vote on the resolution (4 votes required). Given that there were now four Commissioners present at this July Board Meeting, Commissioner Woods provided a brief summary of the resolution to modify the Bylaws stating that the Bylaws were in need of being updated and that President Manildi had circulated a memo summarizing the changes including Board operational items and the addition of some items such as the ability to conduct studies on discrimination in housing, the clarification of the President's authority, updates to meeting and other types of notice requirements and more flexible language regarding public commentary. *Greden*: Stated that he was very impressed with the quality of the work done on the revisions. Approved: 4-0.
2. **FY12-02: To Approve Tenant Account Receivables (TAR) Write-Off** – Moved by *Woods*, supported by *Manildi*. *Novak*: Provided a brief overview of the resolution and answered several questions from Commissioner Greden. Approved: 4-0.

3. **FY12-03: To Approve Contract Award for Family Self-Sufficiency Program Management-Part-Time to Wayne Metropolitan Community Action Agency** – Moved by *Greden*, supported by *Woods*. *Novak*: Provided a brief overview of the resolution and the RFP Process utilized, and answered questions related to MWBE and the Wayne Metropolitan CAA. Approved: 4-0
  
4. **FY12-04: To Approve an MOA-Housing for Homeless/Displaced Families-Continued Pilot and Related Revisions to the Public Housing Admission and Continued Occupancy Policy (ACOP)** - Moved by *Woods*, supported by *Greden*. *Novak*: Provided a summary of the resolution and the proposed Memorandum of Agreement to be entered into with Interfaith Hospitality Network (IHN) and introduced the IHN staff present who provided additional information. Ms. *Novak* also reminded the Commissioners of the similarity of this MOA to that entered into with Ozone House for Youth Aging-Out of Foster Care however, that IHN served homeless families. *Manildi*: stated her support for the resolution and that this partnership would help address some mismatches of vacant units, allow the Commission to leverage its resources and make use of IHN resources as well as to broaden the Commission's outreach efforts. *Doughty*: made several comments regarding the historical efforts undertaken by IHN and the Commission with regards to this partnership and urged collaboration among the AAHC staff, IHN and CAN with regards to these efforts going forward. Approved: 4-0.
  
5. **FY12-05: To Approve Revisions to the Public Housing Admission and Continued Occupancy Policy (ACOP) Chapter 13-Utilities** - Moved by *Greden*, supported by *Woods*. *Novak*: Provided brief overview of the resolution. *Yaroch*: provided additional background information based on her research and contact made with other PHAs on this matter and provided several specific examples of types of individual relief that could be requested. *Manildi*: inquired of training needs for staff. *Yaroch*: responded and also indicated that she is working with DTE to make free energy improvements under an existing program they offer. *Pitts*: inquired of the timing of this. *Yaroch*: responded that discussions with DTE are in process. *Black*: inquired of how individual utility bills are reviewed. *Novak*: responded that individual utility bills are not reviewed in setting utility allowances, but that more general average data is used by the outside contractor in determining such utility allowances, rather than actual specific resident utility bills. It was also clarified that the main utilities being discussed were electric and gas, as the Commission pays for water/sewer expenses. Approved: 4-0.
  
6. **FY12-06: To Approve Revisions to the Section 8 Administrative Plan-Chapter 3: Applying for Admission and Chapter 6: Calculating Rent and HAP Payments** - Moved by *Manildi*, supported by *Greden*. *Novak*: Provided brief overview of resolution. *Greden*: inquired if the Section 8 on-line waiting list application would be mandatory. *Novak*: responded that yes that would be the intent – to no longer accept paper applications and mandate the waitlist

application process be on-line. She added that this would require an education process, advertisement of public places where people could apply on-line, and pointed out that the Commission is adding a kiosk computer in its lobby at Miller Manor. *Greden*: urged the Commission to make the application process as open and accessible as possible. *Novak*: also added that the intent would be to keep the on-line application open indefinitely, there would not be a specific deadline, but that applicants could apply any time and on an on-going basis. *Black*: commented that it would be favorable to have the waitlist open on an on-going basis. *Manildi*: inquired of the transition from paper to on-line. *Novak*: indicated that it would take some time but would be manageable. Approved: 4-0.

7. **FY12-07: To Authorize the Appointment of an Interim Executive Director** - Moved by *Greden*, supported by *Woods*. *Greden*: Provided an update on the work undertaken by the Executive Director Search Committee (which is comprised of the three Commissioners who were present at and who were the only acting members at the time of the June Board Meeting (Manildi, Woods, Greden). *Greden* indicated that the E.D. job posting would be published soon on the City of Ann Arbor's website, preferably by July 22<sup>nd</sup> and would run for approximately a 30-day period. He then outlined a process developed which includes interviews of candidates by the full Board of Commissioners in a public setting, interviews of candidates by senior members of the AAHC Staff and finally, some interaction with candidates by residents and the general public. The Board's goal is to have a new Executive Director on the job within ninety days, or by mid to late October. *Woods*: stated that the Board is working with the City's HR Dept to post the position by this weekend and that such notice of the job opportunity would be posted in several other places in addition to the City's website. *Woods* talked highly of the cooperation and work being done between the Commissioners and the City's HR Dept. Commissioners Manildi and Woods added favorable comments with regards to the choice of the Deputy Director as the Commission's Interim Executive Director. Commissioner Black and one of the GBC resident added favorable comments regarding the accomplishments of the current Executive Director. Approved: 4-0.

## **B. Presentations:**

1. **CAN and PNC**: Representatives from Community Action Network (CAN) and Peace Neighborhood Center (PNC) provided brief presentations on the services they currently provide at the Commission's four family sites including Hikone, Green Baxter Court, Maple Meadows and North Maple Estates. *Doughty*: provided an update on the ROSS Grant recently awarded to CAN to hire a full-time social worker for a three-year period who will be dedicated to the Housing Commission's public housing sites – agency-wide. The job description for this position has been posted and responses are due by July 26<sup>th</sup>. Ms. Doughty also provided a summary of many of CAN's summer programs and activities being undertaken at the Hikone and Green Baxter Court sites. Things have been very busy over the summer. CAN is

working with both the Dispute Resolution and Hoarding Task Force groups at Hikone. There is a parking issue at Green Baxter Court, but that seems to be calming down. *Billups*: provided an overview of activities undertaken at PNC's main site vs. the satellite sites of Maple Meadows and North Maple Estates. Most of the daytime summer camp programs are operated out of PNC's main site with many of the Maple Meadows and North Maple Estates children participating at the main site. Evening activities, rather than daytime activities are conducted at the North Maple Estates site, until air conditioning is installed in that community center. With the UofM Nursing Program leaving the Maple Meadows site, PNC is working to obtain funding to add another children's program to operate at Maple Meadows. PNC has recently added a drop in center for teens at the Maple Meadows Community Center. On August 27<sup>th</sup>, PNC along with the Second Baptist Church will sponsor their Annual Community Day at Maple Meadows and the abutting park which draws a crowd of 300 to 400 people. *Novak*: thanked CAN and PNC for all of their work and for their efforts in assisting the Commission staff in convincing HUD that preserving the use of the Community Centers for these types of programs is critical. *Pitts*: commented that her daughter has utilized these important programs at Green Baxter Court and that the Commission should work to maintain such programs.

2. **Public Housing Program:** *East Amp Residency Manager, Yaroch*: Ms. Yaroch had provided her update on utility allowances earlier in the meeting, she stressed the importance of the receipt of the ROSS Grant by CAN which will provide needed resources to all other Commission public housing sites, and that such supportive services will assist residents in remaining in their housing. Ms. Yaroch provided a summary regarding efforts to prepare for the Commission's upcoming REAC inspections scheduled for August 9<sup>th</sup> and 10<sup>th</sup>. The Commission staff has worked hard over the past three months to address specific physical deficiencies identified during the UPCS inspection, both in-house and via outside contractors. Many building exterior and site deficiencies were identified and addressed or are underway with contractors, such as tuck pointing and sidewalk cement grinding. The Commission's UPCS contractor will also be present to shadow the REAC inspector during the REAC inspections. The Commission's Public Housing staff has also worked very hard during the past several months, even with the public housing waitlist position currently vacant, to lease up public housing units. At the end of June, the Commission's vacancy rate was at 5 out of 355 units. This is the lowest vacancy rate at the Commission for a number of years. This will greatly improve the Commission's overall PHAS Score for FY11.

### **C. Board of Commissioners Discussion:**

1. **Potential Scheduling of Special Meeting(s):** President Manildi raised discussion about the potential for scheduling a special meeting for the Executive Director interviews. Discussion continued regarding the possibility of scheduling a special


public working session at the end of August for interviews with the E.D. candidates and subsequently scheduling a Special Board meeting during the week of September 5<sup>th</sup> to make the Executive Director appointment. President Manildi requested that Commissioners check their calendars so that such dates could be set and sufficient notice provided to the public. Once Commissioners have had a chance to review their schedules and such dates can be set, the President will then call such special meetings and proper notice will be provided.

**V. COMMISSION STAFF REPORTS for June 2011**

- a. Executive Director Memorandum – *Novak*: highlighted just a few items.
- b. Financials Agency-Wide (YTD) –as submitted (draft preliminary FY11)
- c. Section 8 Report – not submitted this month – full SEMAP for August
- d. Public Housing Agency-Wide Reports – as submitted
- e. Public Housing West AMP Report – as submitted
- f. Public Housing East AMP Report – as submitted
- g. Public Housing Security Report – as submitted

**VI. ADDITIONAL PUBLIC COMMENTARY: None**

**VII. ADJOURNMENT:** at 8:28 P.M. Movement to adjourn was moved by *Greden*, supported by *Black*. Approved: 4-0.

  
Marta A. Manildi, President

  
Recording Secretary