



# CITY OF ANN ARBOR, MICHIGAN

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## ANN ARBOR HOUSING COMMISSION

### Ann Arbor Housing Commission September 16, 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 6:33 pm.

#### ROLL CALL:

Commissioners present: Alan Levy, James Jackson, Deborah Gibson, Marta Manildi and Dwayne Seals

Staff Present: Tony Derezinski, Marge Novak, Nicholas Coquillard, and Weneshia Brand

In Attendance: Bennie Horne and Robert Jones

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Jackson* moved and Commissioner *Gibson* supported. *Levy*: request to remove Item B, New Business from the agenda. The agenda passed 4 Ayes 0 Nays.
- II. **PUBLIC COMMENTARY** – *Horne*: mentions that the Commission had previously budgeted for the installation of security cameras in the Miller Manor parking lot. *Jones*: expresses appreciation for Coquillard, Centala, and Morris for addressing his residence flood.
- III. **APPROVAL OF MINUTES – August 19, 2009**: Motion by *Gibson*; second by *Jackson*. *Gibson*: inquires followup of resident's request to allow residential access to backyard. Minutes approved: 4-0
- IV. **NEW BUSINESS**
  - A. **Resolutions**
    - FY10-08: **To Approve Purchase of Replacement Truck.** Motion by *Jackson*; supported by *Gibson*. *Novak*: provides inventory of current Commission owned

vehicles. The Commission will utilize the state contract process to purchase a new truck for a cost of up to \$40k budgeted in CFP-501-08. *Levy*: Inquires of the buy American policy. *Novak*: propose to review the procurement policy on the behalf of the amended policy. Motion approve: 4-0.

**FY10-09: To Direct the AAHC Staff in Addressing its Section 8 Shortfall.** Motion by *Jackson*; supported by *Manildi*. *Novak*: the Commission discovered the potential shortfall sometime in August. A meeting was held with Jayne Miller, City Councilman Derezinski, Alan Levy to discuss the approach to the shortfall. A sample letter is included in the packet that is addressed to US House of Representative. We project a \$450K deficit; program briefing has been postponed, vouchers have been revoked, however conflicting information has been received from HUD regarding the ability to revoke vouchers. The Commission applied for \$450K to offset the shortfall; however the funding has been allocated to other agencies. A conversation with the Asst. Secretary of HUD, Vargas, was held to inform him of the Commission's shortfall. The Commission later discovered an \$800K error that would impact the shortfall. This error has been communicated to HUD; the 2009 budget authority was based on the \$800K allocation that was never deposited to the Commission. The information has been conveyed to HUD, currently we are awaiting a response. A triage call is scheduled for Tuesday, to review the current Commission shortfall status. Other housing authorities have been contacted to confirm if absorption is possible. MSHDA has confirmed that they are not in a position to absorb vouchers. Community Development has been contacted to inquire of HOME funds. *Gibson*: inquires of the field office support. *Novak*: the field office has not been forthcoming. *Coquillard*: the field office provides uncertain and conflicting responses. *Novak*: mentions that the Detroit office is under the impression that vouchers are contracts that the Commission must fund in the event HUD funding is unavailable. *Levy*: the Board is aware of the seriousness of the issue, acknowledges the situation and formally directs the staff to pursue a resolution to the shortfall. *Manildi*: inquires of the May and August realization of the shortfall. *Novak*: explains budget allocation processes compared to the lease-up numbers; VASH, reserves was not considered. \$600K reserve VASH is counted completely separate. Columns will be added to include VASH separately with separate bank accounts. *Gibson*: inquires of the separation. *Novak*: Congress passed the program and opposes commingling of funds. VASH vouchers are designated to the Veterans Administration, though funding comes from HUD. *Levy*: separating budget will prevent the commingling of funds. Motion approve: 4-0.

## **B. New Business**

### **1. Transition update – none**

## **V. COMMISSION STAFF REPORTS**

- A.* Interim Executive Director – *Novak*: the Commission is reviewing the current FMR's to determine if an adjustment is applicable. Currently, the Commission is in a position to continue with the current standards which would maintain the Commission's position within the 110% range. *Manildi*: inquires of number of landlords. *Novak*: will follow-

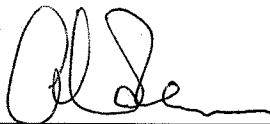
up. *Jackson*: mentions smaller landlords may be more flexible. *Seals*: inquires of deficit. *Novak*: \$450K. *Novak*: explains CFP grant and provides update of financial reporting and submission including a report on the Auditors. SEMAP submission is completed, HUD visit rescheduled. Updated contract with Washtenaw County Senior Nutrition Program. Pear St. Phase 2 has been completed. Public Housing concern with unit turn; some units scheduled for CFP. The five year plan in conjunction with CFP will be addressed. Curtis Morris has been hired permanent. Civil rights complaint dismissed. Provided overview of all staff meeting and safety training. Change orders have been executed with First Contracting; work continues on schedule and is proceeding well. *Levy*: request to have public commentary followed-up at every board meeting; new picnic tables installed at Miller Manor and a new trash compactor at Baker Commons. *Manildi*: inquires of the trash area. *Coquillard*: will followup. *Manildi*: inquires of parking numbers. *Novak*: the work has been completed; the project is more for security measures. *Gibson*: inquires of additional lighting in the parking area and security cameras. *Novak*: will retrieve cost analysis for lighting and cameras. *Levy*: acknowledges the improvements recently made to various sites. *Levy*: inquires of Derezinski contact with Dingell. *Derezinski*: notified a representative of the Commission's desire to forward a letter on behalf of the shortfall. *Novak*: will followup with Derezinski.

- B. Financial Manager – as submitted; no comments or questions.
- C. Interim Section 8 Report – provides overview of S8 team and expresses appreciation of assistance. Weekly PH and S8 staff meets jointly as well as separately; information is being shared amongst staff with regard to ideas, information, and procedures. All staff members are interviewed with regard to job descriptions and work environments. Also, creating step by step streamline procedures manual directly related to the admin plan. Desire to appoint small committees to improve on procedures. The staff has been an integral source for sharing of information. Currently the monthly report is being modified to reflect the SEMAP indicators on a monthly basis. Other authorities were benchmarked to create a more useful document. Looking to benchmark other ideas such as multiple hearing officers. HQS topics have been addressed and working toward redirecting responsibilities. Inquiries will be made to staff regarding training. Yardi training will be reviewed as well to update current staff and inform new staff. The waitlist position must be re-evaluated to delegate roles for the appropriate positions. Monthly meetings should be established with finance to maintain and update staff of the program's financial position. Lease-up procedures should be improved to reduce the time allotted between move-in and first HAP payments. Roles should be defined and developed more completely and readdressed to assure streamlining and control. Occupancy specialists need to educate the participants with regard to policy. *Jackson*: inquires of the number of allotted vouchers. *Novak*: 1333 for S8 HAP and 70 VASH. *Jackson*: inquires if Pear St., vouchers are included. *Novak*: Pear and Homeowner is included and VASH is separate. *Novak*: inquires the board's approach to the shortfall. HUD is attempting to obtain emergency funds that will address the country wide shortfall. *Manildi*: inquires of contacting John Dingell. *Novak*: Derezinski would contact Dingell. *Levy*: will followup with Derezinski. *Coquillard*: inquires board instruction regarding notifying applicants of shortfall formally. *Novak*: expresses desire to inform applicants.

- 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.

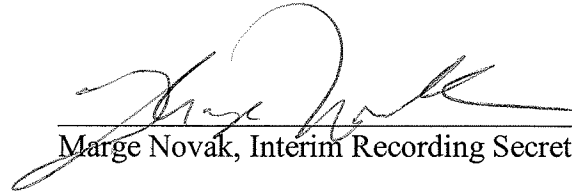
VI. **ADDITIONAL PUBLIC COMMENTARY :** *None*

VII. **ADJOURNMENT: 8:27** Motion by *Jackson*; supported by Seals at Approved: 5-0.



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Alan Levy, Chair



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Marge Novak, Interim Recording Secretary