



CITY OF ANN ARBOR, MICHIGAN

727 Miller Avenue, Ann Arbor, Michigan 48103

Phone (734) 794-6720

Fax (734) 994-0781

www.a2gov.org

ANN ARBOR HOUSING COMMISSION

Ann Arbor Housing Commission April 20, 2011 REGULAR BOARD MEETING MINUTES

The meeting took place at Glencoe Hills, 2201 Glencoe Hills Drive, Ann Arbor, MI 48108. President Manildi convened the meeting at 6:15 P.M.

ROLL CALL:

Commissioners present: Marta Manildi, Ron Woods, Leigh Greden
Commissioners absent: Mark McDonald, Shanika Smith
Staff Present: Marge Novak (Exec. Dir), Nick Coquillard (Deputy Dir), Betsy Cornellier (Finance Mgr)
In Attendance: Kevin McDonald (City Attorney liaison)

- I. **APPROVAL OF AGENDA** – Commissioner *Greden* moved and Commissioner *Woods* supported a motion to approve agenda. President Manildi offered a friendly amendment to add two additional items under the Commissioners Discussion section of the agenda: (3) Board Make-Up and (4) Board Calendar of Meetings. The amended agenda was approved 3-0.

II. **PUBLIC COMMENTARY**

- A. Resident Organizations – None
- B. Others Requesting to Speak - None

III. **APPROVAL OF MINUTES**

- A. **Regular Board Meeting Minutes – March 16, 2011** Moved by *Woods*; supported by *Greden*. Minutes approved: 3-0.
- B. **Special Board Meeting Minutes – March 30, 2011** Moved by *Woods*; supported by *Greden*. Minutes approved:

IV. NEW BUSINESS

A. Resolutions

1. **FY11-31: To Approve Amended and Restated By-Laws of the Ann Arbor Housing Commission** – This resolution was tabled at the January, February and March Board meetings due to an insufficient number of Commissioners present to vote on the resolution (4 votes required). Due to an insufficient number of Commissioners present at the April 20th Board Meeting (3 in attendance), the tabled motion continued – no action was taken on this item.
2. **FY11-32: To Approve Tenant Account Receivables (TAR) Write-Off** – Moved by *Greden*, supported by *Woods*. *Cornellier*: Provided an overview of the resolution, explaining the Commission’s write-off procedures in terms of timing of the write-off and turn-over to outside counsel. Ms. *Cornellier* answered several questions regarding knowledge of the reasons for non-payment. *Greden*: Asked of treatment of such write-off, true write-off from financial books? And inquired of efforts to collect. *Cornellier*: Explained accounting treatment of write-off as expensed on books at write-off and revenue if recovered, and described collection process and how such amounts are also recorded in HUD’s EIV system. There was further discussion regarding HUD’s Enterprise Income Verification System. The Executive Director described HUD’s efforts in this area and answered several questions with regards to what triggered the establishment of the EIV System, tracking of tenants’ income, income disclosure and disclosure to tenants of the EIV System. Approved: 3-0.
3. **FY11-33: To Approve Section 8 Administrative Plan Chapter 13 – Portability: Initial Lease Up and Moves with Continued Assistance** – Moved by *Woods*, supported by *Greden*. *Coquillard*: Provided a brief overview of the resolution, indicating that the main purpose for bringing forward the entire chapter for re-approval was for confirmation and clean-up of prior changes. The only substantive change is the last paragraph relating to treatment of payments to landlords for a month during which a tenant moves out. *Greden*: Suggested modifications in administration to reduce the occurrences whereby payments to two different landlords for the same period would be made. Staff agreed to follow up on this. *Novak*: Also reminded the Board of a recent modification to the Section 8 Admin Plan approved by the Board to place limits on moves in the Section 8 Program. *Woods*: Inquired of the financial impact of payments to two landlords. Staff agreed to track this going forward. Approved: 3-0

B. Presentations:

1. **Finance:** *Cornellier*: Ms. *Cornellier* provided the Board with an overview of the status of the Commission’s FY 11 operating budget year-to-date. She explained that all departments are managing expenses well and that both public housing and Section 8 received more funding than budgeted for this fiscal year, adding to program reserves, which is expected to be needed in

the next fiscal year. Year to date there are no red flags in the operating budget and all departments are doing better than projected. The concern is budgeting for FY12. *Greden*: Inquired if there are any surprises in the FFY 11 budget approved by Congress. *Novak*: Stated that there were no real surprises as the process has been followed closely, and the results for public housing operations and Section 8 funding are better than expected. Public housing capital funding is taking a large loss as expected, and Section 8 administrative funding has been reduced, which was expected.

C. Board of Commissioners Discussion:


1. **Appointment of Committees:** President Manildi recommended, and the other Commissioners agreed to establish the following two Board Committees at this time: (1) Finance Committee – Commissioner Greden as the member; and (2) Legal and Governance Committee – Commissioners Manildi and Woods as members. President Manildi requested that the Commissioners re-review the proposed bylaws for any further changes they may want to recommend and that such changes would be considered by the Legal and Governance Committee.
2. **Scheduling of May Board Meeting:** President Manildi requested that the Commissioners consider modifying the date of the May Annual Board Meeting to ensure that a quorum will be present as she is not available for the May 18th scheduled date and is concerned about achieving a quorum. The Commissioners agreed to reschedule the meeting for the following week, Wednesday, May 25th at the same location and time (6:00 P.M. at Hikone). Staff was directed to post the date change and to re-schedule the CAN and PNC presentations for a later date given the full agenda for the Annual Meeting.
3. **Board Make-Up:** President Manildi informed the Board that Ms. Shanika Smith, the Resident Commissioner had sent a notice of her resignation from the Board. The Executive Director was instructed to forward Ms. Smith’s email communication to the Mayor. The Board then discussed the process for filling the Resident Commissioner vacancy and the Executive Director described the process utilized a year ago. Such appointment is made by the Mayor and directive is provided in Public Act 18. Kevin McDonald agreed to follow-up on the Public Act notice requirements and process for filling such vacancy. The Board’s recommendation is to follow the notice and process requirements under Public Act 18, to solicit new applicants and to fill this vacancy as quickly as possible given the importance of this voice on the Board.
4. **Calendar of Board Meetings for FY12:** The Board discussed the scheduling of Board Meetings for the next FY12. They discussed the current year’s schedule – the rotating schedule – and focus for the next year. After discussion and input from all members it was decided that FY 12 meetings should be held at the Commission’s public housing sites as follows: Miller Manor (5 meetings, including one special meeting); Baker Commons (4 meetings); and one meeting each at South Maple, North Maple, Hikone and Green Baxter Court.

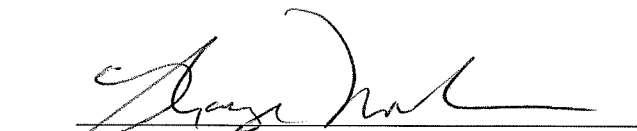
V. COMMISSION STAFF REPORTS for March 2011

- a. Executive Director Memorandum – *Novak*: highlighted a number of items in the Executive Director memorandum.
The majority of the discussion surrounded the Commission’s upcoming Individual Assessment scheduled for the week of April 25th to be conducted by North American Management. The Executive Director informed the Board of being contacted directly by North American Management to conduct a comprehensive assessment. No formal HUD notification was sent to the Commission regarding such assessment. The Executive Director was previously informed by the HUD Detroit staff of a possible assessment sometime this summer related to its public housing physical troubled status, however, the proposed assessment by North American Management focuses largely on the Commission’s financial and management areas. The Board directed the Executive Director to request something in writing from HUD confirming that the assessment is under HUD’s directive, background on what triggered the assessment and more information regarding the scope of the assessment and timing of any reports or recommendations.
- b. Financials Agency-Wide (YTD) –as submitted
- c. Section 8 Report – as submitted
- d. Public Housing Agency-Wide Report – 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 8:40 P.M. Movement to adjourn was moved by *Woods*, supported by *Manildi*; Approved: 2-0 (Greden had stepped out at this time).


Marta A. Manildi, President


Marge Novak, Recording Secretary