



CITY OF ANN ARBOR, MICHIGAN

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ANN ARBOR HOUSING COMMISSION

Ann Arbor Housing Commission June 16, 2010 REGULAR BOARD MEETING MINUTES

The meeting took place in the AAHC Community Room, 727 Miller, Ann Arbor, MI 48103. President Jayne Miller convened the meeting at 6:07 pm.

ROLL CALL:

Commissioners present: Ronald Woods, Sasha Womble, Jayne Miller, Marta Manildi and Mark Mc Donald (absent)
Staff Present: Marge Novak, Nick Coquillard, Monica Moore and Weneshia Brand
In Attendance: Tony Derezinski, Joan Doughty and T. Green

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Woods* moved and Commissioner *Womble* supported. The agenda approved 4-0.
- II. **PUBLIC COMMENTARY**
 - A. Resident Organizations - none
 - B. Others Requesting to Speak – *Green*, with the US Census Bureau - states that April 16th was the last day to complete census forms, and 74% of Ann Arbor Residents completed their forms. U.S. Census staff are currently going door to door for their non-response follow-up. Mr. Green requested that the Commission encourage residents to cooperate with Census takers. *Doughty*: distributed a financial handout of explanation of Community Action Network's (CAN) budget sources and uses, and she provided specific examples of capital improvements provided by CAN to the Commission properties.
- III. **APPROVAL OF MINUTES** - **Regular Board Minutes – May 19, 2010** Moved by Commissioner *Manildi*; supported by *Woods*. Minutes approved: 4-0.

IV. NEW BUSINESS

A. Resolutions

1. FY10-36: Approval of Supportive Services Contract Renewals (CAN/PNC)

Moved by Commissioner *Manildi*, supported by *Womble*. *Manildi*: supports the services that are provided by CAN and PNC to our residents and indicates how vital they are. *Miller*: inquires if AAHC can fund PNC at a greater level – points out difference in level of funding between CAN and PNC and asks if they serve a different number of units. *Novak*: clarifies that CAN and PNC serve a similar number of units, but CAN staff are at Hikone and Green Baxter every day, whereas PNC are at South and North Maple for part of the week. Also indicates that both CAN and PNC are being funded at their requested levels per their 2009 RFP response, and these are the levels budgeted for in the 2009 capital grant. Also indicates that PNC should be receiving additional funding from the Ann Arbor Housing Development Corporation, a nonprofit organization, specifically to provide services at the Commission's South Maple site. *Miller*: The Commission should work towards providing a consistent level of supportive services across its public housing units. Approved: 4-0.

2. FY10-37: Approval of Janitorial Contract Renewal (Blessings) – Moved by

Woods, supported by *Womble*. *Woods*: inquires of how long the Commission has contracted out janitorial services. *Novak*: as long as any of the current staff is aware of, so for quite a number of years. *Woods*: inquires of regulations pertaining to engagement with minority-owned businesses. *Novak*: HUD encourages this, and the Commission is required to report on this. Approved: 4-0.

3. FY10-38: Approval of Purchase of Security Camera System at South Maple

Moved by *Womble*, supported by *Woods*. *Woods*: inquires of communications made to residents regarding the purchase and installation of security cameras. *Novak*: A community meeting was held at South Maple during the prior month, and several residents inquired of cameras then, staff expressed consideration; indicated that a letter would be sent to residents informing them of the cameras, and that follow-up meetings with residents will occur in the future. *Manildi*: inquires of funding source for the cameras. *Novak*: clarifies that the Ann Arbor Housing Development Corporation has agreed to provide \$50,000 to the Commission to fund the purchase and installation of the security camera system; and indicates that such expenses would be covered by public housing operating funds should the \$50K not be received. *Novak* hands out letter from the AAHDC stating that \$50,000 would be made available directly to the Commission for the camera system and an additional \$25,000 would be provided to PNC for resident council and security measures at South Maple. *Miller*: suggests that the Commission request specific deliverables from PNC; inquires Ann Arbor police patrolling at South Maple. *Novak*: indicates that the Commission staff and Ann Arbor Police Department are working very cooperatively. Approved 4-0.

4. **FY10-39: Approval of Amended Vehicle Use Policy** – Moved by *Manildi*, supported by *Womble*. *Miller*: inquires of item L (pre- and post-inspections) and process of same. *Novak*: explains, and clarifies that the changes made include both Board suggestions and recommended changes by the AFSCME union representative. *Miller*: Item O – replace “with regards to” to “including.” Inquires of Teamster suggestions. *Novak*: presented policy to Teamster Representative, but received no response. Approved 4-0.

B. Presentation:

1. **Section 8 Programs – Coquillard:** Department welcomes W. Brand as S8 Manager. Currently working to submit annual SEMAP report. Waitlist – finalizing the reorganization. Lease-up process to begin in June as result of additional funding. HQS – listed as corrective action plan, finalizing proposal within the week for HQS Inspections, for recommendation at July Board meeting. SEMAP CAP submitted but not yet approved, however required to report monthly and will do so. Utility Allowance – currently procuring outside contract. *Manildi*: inquires of waitlist reorganization timing. *Novak*: explains Hold Harmless provision and Coquillard clarifies process and timing for Waitlist update.

- C. Board of Commissioners Discussion:** *Manildi*: announces she has received information regarding the bylaws (copy of Grand Rapids’) and that she will start analyzing immediately. *Womble*: inquires when to engage with S. Maple residents. *Novak*: will follow up with PNC on this. *Miller*: reminds members of rotating Board meetings and also of next orientation meeting. Suggests scheduling additional orientation meetings in the fall to discuss objectives, strategy, subcommittees and long-term planning. *Woods*: inquires if Ypsilanti Housing Commission can present information sometime in the future to AAHC regarding their new development opportunity (Parkview purchase).

V. **COMMISSION STAFF REPORTS for May 2010**

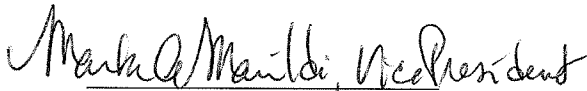
- a. Executive Director – *Novak*: REAC Inspections - scheduled for July 15th and 19th. Stimulus Grant – results of onsite review – closure letter provided by HUD. PH Operating Subsidy - HUD is providing funding at 100% of requested amount thru September, however, the actual proration factor should be provided in October. VASH – received 25 additional vouchers. Finance Auditor – audit scheduled to begin in early July. The Commission was notified by the Community Development Department that Grove Park in Ypsilanti Township was condemned - four of the Commission’s Section 8 families living there will require relocation. Maintenance – vacancies down, work orders maintained, unit turnaround time slight decrease. Capital Improvements: currently remaining task under First Contracting contract is to complete the final inspection on the Miller Manor fire alarm system. *Manildi*: states appreciation to staff for handling stimulus funds. *Miller*: states appreciation to Novak for obtaining funds from AAHDC. *Novak*: states intent to send a notification to all public housing and Section 8 participants of new Board members and of the new Board meeting schedule. *Miller*: inquires of terms of agreement

with current attorneys. *Novak*: suggests waiting to entertain an RFP for attorney engagement until we hear back from the City Attorney's office with regards to the City Attorney's role in potentially representing the Commission. *Miller*: Suggests that the Commission staff follow up with Mr. Kiefer regarding pursuing grants for public housing employment opportunities.

- b. Financial Manager – as submitted, no comments or questions.
- c. Section 8 Report – as submitted; no comments or questions
- d. PH-West – as submitted; no comments or questions.
- e. PH-East – as submitted; no comments or questions.
- f. Security Report – as submitted; no comments or questions.

VI. ADDITIONAL PUBLIC COMMENTARY : *Woods*: mentions acknowledgement of Mr. Green being the son of Saul Green, a HUD staff person. *Jackson*: expresses appreciation to AAHC staff, especially Curtis Morris.

VII. ADJOURNMENT: at 7:31 pm. Moved by *Woods*, supported by *Womble*. Approved: 4-0.


Jayne Miller
Marka A. Manildi


Marge Novak, Recording Secretary