

**ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
January 16, 2008
MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson *Parent* convened the meeting at 5:08 p.m.

ROLL CALL: Commissioners present: David Parent, James Jackson, Deborah Gibson, Alan Levy, Dwayne Seals (delayed arrival).
Staff Present: Elizabeth Lindsley and Weneshia Brand.
Residents: Al Schnaidt

I. **APPROVAL OF AGENDA** - Commissioner *Gibson* moved and Commissioner *Jackson* supported to approve the agenda. *Parent*: amend the agenda to include the performance review of the Executive Director as Discussion Item 4 under New Business. The Agenda was approved 3-0.

II. **PUBLIC COMMENTARY** - *None*

III. **APPROVAL OF MINUTES** - Commissioner *Jackson* moved and Commissioner *Gibson* supported to approve the minutes of December 19, 2007. The minutes were approved 4-0.

IV. **NEW BUSINESS**

A. Resolutions.

1. **Resolution FY08-22: To Authorize the Expenditure of Section 8 New Construction Reserve for Fire Suppression System Repair at Baker Commons.** Commissioner *Gibson* moved and Commissioner *Levy* supported. *Lindsley*: the initial intent was to include the project into the CFP501-07grant, but after a conversation with a HUD representative it was determined that additional processes are required. The repair is a safety issue; there is sufficient money available in the S8NC reserves. *Levy*: how frequent are the fire systems inspected? *Lindsley*: annually. *Parent*: are inspections by staff or contractor? *Lindsley*: Underwood is the contractor. *Jackson*: is there an estimated time for completion of the repair. *Lindsley*: there is lead time for parts ordering, so the completion time is unknown. *Levy*: can the service be retroactively charged back? *Lindsley*: no, not until the environmental review is completed and the release of funds is approved. An additional repair is required at Hikone for replacement of sewer pipes, which can be charged to the comp grant; the fire system has precedent and should be

repaired immediately. *Gibson*: will the funds have to be replaced? *Lindsley*: no. Motion passed: 4-0

B. Discussion Items.

- 1. Fire & Emergency Evacuation Policy:** *Lindsley*: after a previous discussion, Felicia Epps drafted an emergency policy to address the board's concerns. *Levy*: the document should be decreased to one page and the most essential items should be bolded. *Parent*: emergency contact phone numbers can be located on the back page. *Gibson*: does this document apply for Miller Manor? *Lindsley*: the document only pertains to Baker Commons. *Parent*: will the document be distributed to Baker resident and posted? *Lindsley*: yes also, it may be the focus for a meeting. *Gibson*: suggest creating a similar document for Miller Manor.

- 2. Public Commentary Policy Discussion:** *Parent*: after increased participation of residents and members of the public, it has become necessary to revisit the procedure of public commentary. *Lindsley*: a copy of the City Council by-laws was obtained for review; this document can be reviewed and edited for Commission purposes. *Parent*: opposes limiting the number of public speakers as suggested in the City Council by-laws. *Lindsley*: inquires if commissioners would like advance notice for presentations? *Parent*: no, a less formal procedure is sufficient. *Levy*: emphasizes the importance to distinguish the procedure of public commentary from agenda items. *Lindsley*: is it preferred to have a policy as well as the procedure incorporated into the by-laws? *Parent*: does the Admin Plan delve into board procedures. *Lindsley*: no, but it does ask for management policies. *Seals*: is there an area addressing public input. *Lindsley*: no, in regards to the annual plan it is required to have the annual plan on public display, hold a hearing, and respond to public comments. *Levy*: it is important to have a written procedure, whether it's a policy or in the by-laws. *Seals*: the policy should allow dialog between the board members and the speaker. *Lindsley*: explains the procedure for conducting a board meeting. *Seals*: inquires whether the chair must recognize a speaker for presentation. *Lindsley*: the Commission operates by Roberts Rule of Order. *Seals*: speakers are considered "out of order" if they speak prior to recognition from the chair. *Levy*: the procedures need to be reinforced. *Parent*: inquires if the by-laws address the procedure for selecting agenda items. *Lindsley*: a copy of the by-laws will be provided to address commissioners concerns.

- 3. Annual Agency Plan for 2008 – Preliminary Draft:** *Lindsley*: the majority of the information is complete with the exception of the financials, the analysis and 5-year Capital Improvement Plan. The agency will report a troubled status; the goal for both PH and Section 8 FY08 is to become standard. *Parent*: should the information be reviewed for discussion at the February meeting. *Lindsley*: yes, with consideration to the MPRI (Michigan Prisoner Release Initiative) project. *Levy*: is there a website for referencing? *Lindsley*: expresses an attempt to obtain information regarding a website. *Seals*: how large is the waitlist and how difficult is it to obtain a position? *Lindsley*: both waitlist are large and have been closed for over a year; the Section 8 waitlist has been recently updated, the program is under-leased by 200 and staff are pursuing lease-ups. The PH waitlist will be updated at the end of the month and the waitlist will then reopen.

The disposition or sale of Platt Colonial units has not been fully assessed after the conversion to Asset Management; it's recommended that the sale or disposition be postponed until a full year assessment can be analyzed. *Seals*: inquires the sale of

Platt Colonial units. *Lindsley*: explains the proposal for the sale of Platt Colonial. *Gibson*: is a response regarding MPRI required by commissioners? *Lindsley*: no, not unless inquiries are placed in writing or articulated at public hearing. *Seals*: what is the timeline? *Lindsley*: the document will be on display starting February 4th, in March a public hearing will be held for comments, a response to the commentary is then required prior to submission by April. *Gibson*: is there new data as being used? *Lindsley*: the current City Consolidated Plan and Housing Needs Assessment will be used.

4. **Performance Review of Executive Director.** *Levy*: distributed performance evaluation documents to commissioners. It is recommended that a final document is determined prior to the February meeting. *Lindsley*: the format of the City document provides emphasizes on performance objectives. *Parent*: is the attempt to get formatted documents that is a replica of the City's performance structure? *Levy*: yes and the evaluation should be completed in phases; first, complete the evaluation and then goals can be determined. *Parent*: is it suggested that the City document is amended by February? *Levy*: yes, by the February meeting a finalized document should be determined which will precede a closed session meeting in March. *Seals*: is it suggested that each form be reviewed and combined to develop a form that suffices the commission needs as it pertains to the evaluation of an Executive Director? *Levy*: yes, with consideration of evaluations formatted for the Executive Directors from prior years. *Lindsley*: can the document be more housing specific? *Parent*: suggest incorporating financial knowledge questions. *Seals*: suggest that the format is compared with other HA's. *Lindsley*: proposes to network at the upcoming Nahro meeting.

V. OLD BUSINESS.

A. Discussion Items. *None*

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

- A. **Personnel – Jackson/Levy.** *Lindsley*: make inquiries regarding the commissioners' request to involve staff members in the personnel committee. *Seals*: requested a recap of the commissioners' request. *Jackson*: explains that the commissioners requested participation from staff to sit as a member of the personnel subcommittee. *Lindsley*: informs the board that staff members: Rupert, Wright, and Epps, expressed interest in the subcommittee. *Levy*: suggests providing documentation at the next meeting.

VII. COMMISSION REPORTS.

- A. **Executive Director – Lindsley**: provided a brief overview of WHA news and request that the commissioners provide feedback on the section – Member Service Standards and Self-Evaluation Checklist. Checklist is due back to WHA by 4/30/08. *Parent*: mentions that the document could expand on policies in the Agency Plan. *Lindsley*: the VMS report has been updated and completed. The OIG finding submission has been extended for an additional two months. PH Operating Subsidy submission to SAGIS has been extended to March, as a result of the inoperable SAGIS website. The RFP for architect and engineering services for the current CFP grant and CAP assessment regarding our infrastructure issues is due. *Lindsley*: mentions the current Nahro trainings for commissioners. *Parent*: confirms that the commission provides travel reimbursement. *Lindsley*: yes. *Parent*: inquired Lindsley's

attendance to the Washington meeting. *Lindsley*: no. *Parent*: mentions that the conference seems interesting.

B. Financial – Betsy Cornellier. *Parent*: are consolidated reports available in Yardi? *Lindsley*: no. *Parent*: suggest a high level snapshot of the status.

C. Section 8 Housing Programs Manager – Mirada Jenkins

D. Public Housing Site Managers

1. West Side Site Manager – Terra Williams
2. East Side Site Manager – Felicia Epps

E. Security Report – None available. *Gibson*: questions the inaccessibility of security reports. *Lindsley*: suggest contacting the Police Department to obtain alternative reports until a solution is determined.

VIII. ADDITIONAL PUBLIC COMMENTARY – *Schnaidt*: expresses appreciation and thanks to the Miller Manor Resident Council and volunteers for their efforts to improve the lobby area. *Lindsley*: explains that the council had purchased furniture and painted the lobby area to improve the appearance. *Parent*: were funds provided by a capital grant? *Lindsley*: yes, Baker Commons Resident Council is discussing ideas of improvement as well.

IX. ADJOURNMENT

The meeting adjourned at 6:38 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director