



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

August 18, 2010

REGULAR BOARD MEETING

MINUTES

The meeting took place at the Housing Commission's Maple Meadows public housing site (in the Community Center) located at 880 South Maple, in Ann Arbor, MI 48103. President Miller convened the meeting at 6:05 pm.

ROLL CALL:

Commissioners present: Ronald Woods, Marta Manildi and Jayne Miller.

Commissioners absent: Mark McDonald and Sasha Womble

Staff Present: Marge Novak, Nick Coquillard, Beth Yaroch, Kevin Centala, Curtis Morris and Monica Moore.

In Attendance: Tony Derezinski, Kevin McDonald, Nick Nightwine, Kenya Hunter (PNC), Marlon Robinson.

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Woods* moved and Commissioner *Manildi* supported. The agenda approved 3-0.
- II. **PUBLIC COMMENTARY**
 - A. Resident Organizations – none.
 - B. Others Requesting to Speak – *Robinson*: Mr. Robinson, a resident of Maple Meadows, complained of the skunks coming out in the evenings and of the health and safety concern regarding the possibility of children being sprayed by them.
- III. **APPROVAL OF MINUTES** - **Regular Board Minutes – July 21, 2010** Moved by *Woods*; supported by *Manildi*. Minutes approved: 3-0.

IV. NEW BUSINESS

A. Resolutions

1. **FY11-05: To Approve FY10 Unaudited Financials** - Moved by *Woods*, supported by *Manildi*. *Novak*: provided overview and background on the resolution, and reviewed a revised summary of the Commission's FY10 year-end financials previously presented at the July Board Meeting – *Novak* highlighted those items which were modified since the July Board Meeting presentation and informed the Board that the outside auditor was completing its audit review of the financials and is expected to present its draft audit at the September Board Meeting. *Novak* also informed the Board that the unaudited financials must be submitted to HUD by August 31st and explained that the submission to HUD via its website would be in a format different from what is attached to the resolution since HUD requires that the CFP grants be shown differently from the Commission's format for monthly financials presented to the Board. *Novak* also informed the Board that it is currently working with HUD's financial management staff to reconcile the Section 8 HAP and Admin reserve levels and that these figures could change. Approved: 3-0.

2. **FY11-06: To Approve the Management Assessment Sub-System (MASS) Self-Certification for the Year Ended 6/30/10** – Moved by *Woods*, supported by *Manildi*. *Novak*: provided background and overview of the resolution and memorandum, provided historical background on MASS and summarized each indicator, and provided history on most recent submissions. The majority of the discussion surrounded the Commission's unit-turn statistics and historical data. Historical data shows unit-turn figures progressively worsening over the past several years. *Novak* commented on the number of days carried over from FY09 into FY10 which was substantial and which partially attributed to the high turn-over days for FY10; FY11 carry-over figures are lower as compared to last year. Concern was raised regarding level of deterioration of the properties and lack of prevention. Unit turns is clearly an area that needs to be prioritized in the coming year. *Novak* also commented on the need for improvements in Yardi reports for work-orders. *Novak* complimented the staff on the substantial amount of capital grants expended during FY10 - \$1.3Million for FY10 as compared to \$272,000 in FY09 – the Public Housing Managers and Financial Manager have been very busy during the past fiscal year obligating and expending capital grants. A maintenance log and plan also needs to be developed in the coming year to track inspections and unit repairs. An overview of security and the positive relationship with the AAPD was discussed, as well as the Commission's commitment to self-sufficiency. *Woods*: Inquired of who manages the public housing data. *Novak*: the entire public housing team, managers, assistants, waitlist personnel – they each play a role in entering pieces of data into the Yardi database, and the E.D. reviews certain data and presents it to the Board in the E.D. memo on a monthly basis. Approved: 3-0.

3. **FY11-07: To Approve SEMAP Certification for FY2010** - Moved by *Woods*, supported by *Manildi*. *Coquillard*: provided overview and background on the resolution, and provided some historical background on most recent SEMAP submissions – FY08 SEMAP submission, while completed and approved by the Board, was not properly submitted and therefore never accepted by HUD, resulting in the Commission being placed into troubled status for its Section 8 Program. The FY09 submission was completed, approved by the Board and submitted on time, followed up with an on-site confirmatory review by HUD which resulted in a slightly reduced score as compared to what was submitted, but which resulted in the Commission being moved out of troubled status to a standard performer status. The FY10 self score places the Commission as a standard performer, at the high-end of the scale. One category which the Commission anticipates no points in is “adjusted income” – due largely to lack of back-up documentation. This indicator is also the subject of the Commission’s current SEMAP CAP. This will be an area of focus in the coming year. *Woods*: inquires of the FSS Program. *Coquillard* provided brief overview. *Miller*: Acknowledges the staff’s comments regarding the need for additional improvement, but comments on the significant progress made in less than one year moving from troubled status to standard performer. Approved 3-0.

B. Presentation:

1. **Public Housing West and East:** *Centala*: Mr. Centala, the West AMP Manager provided a verbal presentation updating the Board on activities at the West Side properties during the past quarter. He reminded the Board that the Miller Manor food pantry was no longer operating and that food is no longer being stored at the site due to food safety concerns, however, the food distribution continues thru Food Gatherers and First Baptist Church – food is received and distributed the same day from the Miller Manor Community Room. This function is handled by resident volunteers. Installation of the security cameras at Maple Meadows is underway with fiber recently installed and electrical work being scheduled next. Residents at Maple Meadows and North Maple are happy with recent landscaping upgrades. There was some suggestions regarding reaching out to other volunteer groups, such as United Way, for gardening assistance. *Centala* states that the maintenance staff is working on work orders generated from the recent REAC inspections. *Hunter*: inquires of signage for community centers at Maple Meadows and North Maple Estates. *Yaroch*: Ms. Yaroch, the East AMP Manager, provides update on status of the Hikone green house construction and dedication scheduled for September, gives brief background on history of the green house as a memorial to Betsy Lindsley. Mentions some recent issues at Hikone that are currently being addressed with probationary agreements. Hikone residents are writing a cookbook and recently held a resident BBQ. Hikone operates a food pantry, with Community Action Network staff supervising this effort. Recent improvements made at Baker Commons include flushing of chiller system; the Baker Commons building was struck by lightning this summer requiring replacement of several new fire alarm panels. The heavy storms this

summer have caused elevator outages and flooding at several properties, also requiring replacement of several sump pumps. Water intrusion project at Green Baxter is coming to closure and seems to have been successful. Looking to utilize the capital grant funds for prevention – checking and cleaning of furnaces on a rotating basis. Working on REAC work orders, prioritizing level 3 deficiencies. *Woods*: inquires of the disruptive behavior at Hikone. *Yaroch*: provides more background on this. *Manildi*: inquires of different approaches of supportive services provided on West and East sides. Requests that in the future consideration be given to some consistency of services across properties if possible. *Novak*: responds that this is partially due to differences in CAN and PNC expertise and focus and need to discuss this with them as well as taking into consideration their geographic boundaries. *Miller*: inquires of the Residency Managers their perspective of the changes in the past year. *Centala/Yaroch*: difficult to analyze while you are in the process and at the center of the change, but many of the large issues have been addressed and there seems to be a higher level of trust and less fear with residents as compared to a year ago, and less hostility between and among residents and staff – on the right track. Residents are beginning to have higher expectations of the staff. *Hunter*: If residents were unhappy they would let her know – they are not complaining.

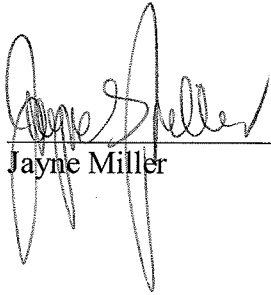
C. Board of Commissioners Discussion: *Manildi*: reported on progress made by subcommittee working on updating the Commission’s bylaws. Updates are in draft form and should be presented to the Board at the September meeting. Modifications are being made to ensure consistency with laws and increased flexibility, inclusion of mission statement, fewer restrictions, email communication for receipt of notice. Bylaws of several other PHAs were reviewed. May need further legal review of conflict of interest language. Intends on preparing an explanatory memo on the bylaw changes for the next Board Meeting. *Miller*: reminds the Commissioners of the September 22nd visit to the Grand Rapids Housing Commission and the October 6th strategy session.

V. COMMISSION STAFF REPORTS for July 2010

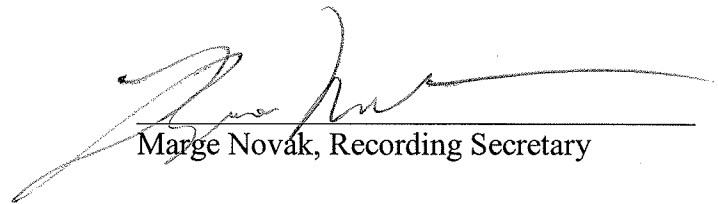
- a. Executive Director – *Novak*: highlighted a number of items included in the E.D. Memo, including: brief summary of REAC inspections recently conducted, still failing here with low scores but higher than last year - more detail will be provided next month, planned presentation to the DDA working group; revised agency plan was approved by HUD; SEMAP CAP was approved by HUD; outside auditor will present draft audit to the Board at its September meeting; PH waitlist expected to open within the coming month; update on UofM Six Sigma projects; update on PNC funding for N and S Maple from AAHDC.
- b. Financial Manager – July not submitted, FY10 YE financials submitted.
- 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 : *Moore*: inquired of applicability of conflict of interest provision in bylaws to the AAHC Staff, e.g. staff's ability to work for AAHC and participate in PH or Section 8 Programs. *Morris*: comments on his consideration of leaving the AAHC under the previous management and the major changes he's witnessed under the new management.

VII. ADJOURNMENT: at 8:20 pm. Moved by *Woods*, supported by *Manildi*. Approved: 3-0.



Jayne Miller



Marge Novak, Recording Secretary