



CITY OF ANN ARBOR, MICHIGAN

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ANN ARBOR HOUSING COMMISSION

Ann Arbor Housing Commission

March 16, 2011

REGULAR BOARD MEETING MINUTES

The meeting took place at Miller Manor, 727 Miller Ave., Ann Arbor, MI 48103. Vice President Woods convened the meeting at 6:15 P.M.

ROLL CALL:

Commissioners present: Ron Woods, Leigh Greden, Mark McDonald

Commissioners absent: Marta Manildi, Shanika Smith

Staff Present: Marge Novak (Exec. Dir), Nick Coquillard (Deputy Dir), Weneshia Brand (Section 8 Mgr), Monica Moore (S8 Staff)

In Attendance: Dan Sword (Alltemp)

- I. **APPROVAL OF AGENDA** – Commissioner *Greden* moved and Commissioner *McDonald* supported a motion to approve agenda. The agenda was approved 3-0.
- II. **PUBLIC COMMENTARY** *Woods*: Inquired of any members of the public wishing to address the Board with regards to the Agency Plan, or any other comments.
 - A. Commentary on the Agency Plan – None
 - B. Resident Organizations – None
 - C. Others Requesting to Speak - None

Novak: Informed the Commissioners that the Executive and Deputy Directors had previously met with a number of members of the resident councils at Miller Manor, Baker Commons and Green Baxter Court to review the Agency Plan.

III. APPROVAL OF MINUTES

- A. **Regular Board Meeting Minutes – February 16, 2011** Moved by *Greden*; supported by *Woods*. *Greden*: Commented that the minutes were well-prepared. Minutes approved: 3-0.

IV. NEW BUSINESS

A. Resolutions

1. **FY11-26: To Approve Amended and Restated By-Laws of the Ann Arbor Housing Commission** – This resolution was tabled at the January and February 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 March 16th Board Meeting (3 in attendance), the tabled motion continued – no action was taken on this item.
2. **FY11-27: To Approve Contract Renewal for Audit Services With Martin, Arrington, Desai & Meyers, P.C. (\$20,750)** – Moved by *Greden*, supported by *McDonald*. *Novak*: Provided an overview of the resolution, indicating that the Commission was pleased with the Outside Auditor's work during the previous two years. *Woods*: Inquired of the built-in increased amounts. *Novak*: Responded that these were the amounts included in the original resolution approved two years ago, based on what was assumed to be inflationary increases. Approved: 3-0.
3. **FY11-28: To Approve Contract Renewal for Lawn Care Services With KBK Landscaping (\$19,000)** – Moved by *Greden*, supported by *McDonald*. *Novak*: Provided a brief overview of the resolution, indicating that the Commission was pleased with the work performed by KBK during the previous two years and that previous pricing was being maintained. *Greden*: Inquired if the contractor could request a higher payment due to increased gasoline prices. *Novak/Coquillard*: Responded that the terms of the contract and maintaining current pricing had already been discussed with the contractor and no increases are anticipated. *McDonald*: Inquired if there was an "out" clause. *Novak*: Clarified that the contract was an annual contract with four optional renewals (at the Commission's discretion), thereby allowing for a total of five contract years. *Greden*: Inquired if this contract for Lawn Care was challenged by the union. *Coquillard*: Responded that lawn care had historically been contracted out by the Commission and that this work was not part of the maintenance staff job description. *Woods*: Inquired if this covered snow removal as well. *Novak*: Responded that snow removal is covered under a separate contract with other contractors. Approved: 3-0

4. **FY11-29: To Approve Contract Award for Furnace Replacements With Alltemp Heating and Cooling Co. Inc. (\$165,672)** – Moved by *Greden*, supported by *McDonald*. *Novak*: Provided an overview and background on the resolution and furnace checks and cleans contracted out. *Greden*: Inquired of the recalled furnaces and process for notification of a recall. *Novak*: Responded that the recalls had occurred years ago and was not sure why the furnaces were not replaced then. *Sword*: Provided information regarding the recall process whereby the manufacturer notifies the owners of registered furnaces, and that he, as the contractor would be responsible for registering all furnaces that his company installs for the Commission, and that such manufacturer notices would be sent directly to the Commission. *Greden*: Inquired of notification process to residents that their furnaces will be replaced: *Novak*: Responded that residents are generally notified forty-eight hours prior to entry and that the Commission would be working closely with the contractor to establish and monitor a schedule for furnace replacements, and that this process was expected to cover a three- to four-month period. *Greden*: Inquired if the residents pay for their own heating and suggested that this could reduce their heating costs. *Novak/Sword*: Responded that these residents do pay for heat and that based on the review of the existing furnaces and evaluations of sizing the apartment units for appropriate furnace sizes, it is anticipated that the new furnaces which will be properly sized and more efficient should reduce residents' heating costs. *Greden*: Suggested that the Executive Director actively communicate positive news such as this on a quarterly basis to the City Council members. *Novak*: Reviewed the handout provided to Commissioners regarding furnace replacements indicating replacement due to condition, recall or age. *Coquillard*: Reviewed the invitation to bid process and evaluations of such bids. There was also discussion about the type of furnaces being installed – Goodman furnaces. *Sword*: provided background on the company history and philosophy and his experience with the Goodman furnaces. *Coquillard/Novak*: Informed the Board of their due diligence review on the Goodman furnaces as well. Approved: 3-0

B. Presentations:

1. **Section 8 Programs:** *Brand*: Ms. Brand provided the Board with an overview of current projects being undertaken within the Section 8 Department, an update on the Commission's SEMAP CAP (Corrective Action Plan) as well as recent successes and shortcomings within the Department. Ms. Brand informed the Board of the policy/procedure areas currently being focused on for improvements with the assistance of the City's HR staff – interim recertification process, transfers/relocations and fraud recovery/EIV. She updated the Board on the Department's recent VASH application, participation in WHEP meetings, PHA Section 8 Roundtable meetings, an upcoming Section 8 landlord workshop and distribution of the Section 8 Department newsletter. Ms. Brand updated the Board on the Department's progress towards meeting the CAP requirements, indicating that all requirements have been met and that the Commission is

currently maintaining a standard performer SEMAP score when analyzed on a monthly basis, with one indicator (adjusted income) continuing to be a challenge to staff. The Department is working to address this challenge thru training and improved procedures. Leasing up Section 8 vouchers is a current priority of the Department and waitlist pulls and processing is underway. She discussed a collaborative effort on homeownership with Habitat for Humanity, work on the Family Self Sufficiency Program, and VASH enrollment.

C. Board of Commissioners Discussion:

Vice President Woods reminded the Commissioners that a Special Meeting was scheduled on March 30th to approve the Agency Plan. There were no further Commissioners discussion items.

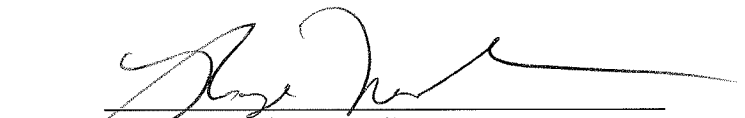
V. COMMISSION STAFF REPORTS for February 2011

- a. Executive Director Memorandum – *Novak*: highlighted a number of items in the Executive Director Memorandum as well as items included in the new PHAS Interim Rule Information Sheet.
- 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 7:46 pm. Movement to adjourn was moved by *McDonald*, supported by *Woods*; Approved: 2-0 (Greden had stepped out at this time).


Marta A. Manildi, President


Marge Novak, Recording Secretary