

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

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson *Parent* convened the meeting at 6:11 p.m.

ROLL CALL: Commissioners present: David Parent, Dwayne Seals, Deborah Gibson, and Alan Levy.
James Jackson: excused.
Staff Present: Elizabeth Lindsley, Mirada Jenkins, Jasmine Patton, and Weneshia Brand.

I. **APPROVAL OF AGENDA** - Commissioner *Gibson* moved and Commissioner *Levy* supported to approve the agenda. *Parent*: proposed to amend the agenda; move Section 8 Manager report after the approval of the minutes. The Agenda was approved 3-0.

II. **PUBLIC COMMENTARY** - *none*

III. **APPROVAL OF MINUTES** - Commissioner *Levy* moved and Commissioner *Gibson* supported to approve the minutes of February 20, 2008. *Gibson*: suggested amending the minutes to include additional commentary from Dr. Jerry Walden. The minutes were approved 3-0.

IV. **NEW BUSINESS**

A. Resolutions.

1. **FY08-27: To Approve WHA Service-Standards Evaluation.** Commissioner *Levy* moved and Commissioner *Seals* supported. *Lindsley*: the evaluation includes a detailed response from the Commission and suggests that the Commissioners review the document. *Levy*: inquires which organization receives the document. *Lindsley*: the document is submitted to Chuck Keifer. The motion passed, 4-0.

2. **FY08-28: To Approve Operating Subsidy Submission for PH-W (AMP-100) and PH-E (AMP-200) for CY2008.** Commissioner *Gibson* moved and Commissioner *Levy* supported. *Lindsley*: mentions that electronic submission of the operating subsidy is required by HUD and must be submitted through the SAGIS system by April 25th. The Commission is submitting an operating subsidy request for each AMP. The budget is (HUD) formula driven, only historical rolling base for utilities is provided. The significant change of the 2004 utility allowance of provided a huge

impact. The commission will receive a pilot tax subsidy. Funding will not be 100%. There is a potential loss of \$175K, if as predicted the agency will be funded at 85%. *Parent*: inquires of the next procedure. *Lindsley*: the next step is to submit the budget by April 25th. The motion was passed, 4-0.

3. **FY08-29: To Approve Award Contracts for Lawn Care Services (\$21,996.00).** Commissioner *Gibson* moved and Commissioner *Levy* supported. *Brand*: explains the results of the bid opening and managers decision to award the contract to A.M. Services (lowest bidder). *Lindsley*: explains the misconception of the spring/fall cleanup specifications. Felicia and Terra will meet with A.M. Services to discuss options for spring/fall cleanup. *Parent*: suggest to have the vendors propose what services can be provided according to a specified dollar amount provided by the commission. *Lindsley*: agrees with the proposition. *Parent*: expresses that the spring and fall cleanup bids are not credible. *Levy*: inquires of A.M. Services snow removal performance. *Lindsley*: the company performed well. *Seals*: inquires of the managers' discretion to the budget. *Lindsley*: this the first year the commission has had to budget for two operations. This year the managers had no discretion, the financial manager budgeted \$25k, which the managers must share and decide if those expenses can be incurred. *Seals*: inquires if commission is capable of improving the grounds with the amount available. *Lindsley*: it is an attempt to improve the curb appeal, were HUD has previously cited the commission. *Seals*: if HUD grades the curb appeal, the improvement is suggested. *Lindsley*: agrees. The motion passed, 4-0.
4. **FY08-30: To Approve Tenant Account Receivables (TAR) Write-Off (\$2,075.52).** Commissioner *Gibson* moved and Commissioner *Seals* supported. *Lindsley*: the majority of the write-offs are a result from residents voluntary vacating, the total amount isn't significant and the Commission receiving a \$100.00 monthly payment from a previous resident. The motion passed, 4-0.

B. Discussion Items.

1. **Asset Management Configuration.** *Parent*: clarifies that a PHA under a certain size may opt out of the Asset Management configuration and inquires if there is any monetary impact. *Lindsley*: the commission would not receive the Asset Management IT and conversion funding; also, the program seems to operate better with AMP's and once the new administration is elected HUD may mandate a permanent change, therefore configuration should be postponed until HUD make a final ruling. *Parent*: mentions that consideration should be given to the staff affected by the reorganization, software setups, and manpower. *Levy*: the current configuration allows for accountability; the merits to revert back, to the previous management style, aren't there. *Parent*: inquires if there has been an opinion from the residents. *Gibson*: some residents have expressed uncertainty and discomfort for the Westside manager; expressing concerns of lack of communication, irresponsibility, and issues of customer service. *Seals*: suggest assurance that the managers are trained in all vital areas to provide the most effective service. *Parent*: suggest providing more information to the residents and supportive service partners of the manager's role. *Gibson*: the residents expect more interaction from the

manager, as it was explained prior to the asset management conversion. *Levy*: the asset management model removed some of the workload from the executive director, providing balance; the old model is unsustainable. *Parent*: agrees. *Levy*: inquires of the next procedure. *Lindsley*: (nothing) you must actively elect to convert. *Seals*: inquires what funding would be lost. *Lindsley*: if the commission chooses to revert back to the old model, it will lose the asset management fee.

V. OLD BUSINESS.

A. Discussion Items.

1. **Executive Director – Performance Review.** *Levy*: suggest that Weneschia draft the final document. *Parent*: once the document is drafted will the Commissioners meet? *Levy*: the Commissioners will meet to comment on and complete the form, then the document shall be summarized for final submission.

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

A. Personnel – Jackson/Levy. None

VII. COMMISSION REPORTS.

A. Executive Director – Lindsley: Public Housing is struggling to fill vacancies, Baker Commons and Miller Manor resident council will coordinate the annual SHAW event and HUD has issued the release of funds notice. The Commission is soliciting input from the managers for the janitorial RFP and looking to follow Inkster's Capital Needs Assessment RFP.

B. Financial – Included in Packet.

C. Section 8 Housing Programs Manager – Jenkins: introduces Jasmine Patton, Occupancy Specialist WPH, a new hire to the Section 8 program and explains her employment background. *Parent*: inquires about the positions duties and responsibilities. *Patton*: explains the job description and duties. *Parent*: inquires of the department's status. *Jenkins*: the department and staff have an excellent performance status currently. Currently the department is attempting to implement uniform performance standards (*Jenkins*: distributes documents) and establish goals to improve SEMAP scores that all staff will review and implement with uniform procedures. Currently, the department is focusing on the performance of the program; the participants are being informed on how to assist the Commission in lease-up, a temporary employee has been hired to provide additional assistance to the staff. HUD regulations direct AAHC to hold residents accountable from obtaining their voucher, to termination and successful departure. The departments goal is to lease-up 1,333 vouchers within the next six-months. *Lindsley*: explains that HUD's fluctuating budgetary distributions provide uncertainty and difficulty to successfully maintaining lease-up. *Parent*: inquires if the anticipated scores are based on the Commission calculations. *Jenkins*: the Commission develops these calculations. *Parent*: inquires if the data obtained from HUD. *Jenkins*: indicator numbers 9-12 are received from HUD. *Parent*: expresses that Section 8 staff deserves credit for their improved performance. *Patton*: the department has implemented new ideas, it has been a trial and error process, but the staff is very excited. Participants and landlords are communicating better with staff to acquire information. *Parent*: is there a display of increased landlord activity? *Patton*: yes, there is

increased communication amongst landlords, which provided new properties. *Parent*: inquires the outcome of the landlord fairs. *Patton*: they are not as productive as anticipated, but the landlords' participation and communication with the commission is improving. *Parent*: inquires how the fair is being promoted. *Patton*: promoting is done by word of mouth; otherwise phone calls, emails and postal mail communications. *Parent*: suggest creating a channel of communication with the Washtenaw Landlord Association to encourage more promotion and information. *Lindsley*: mentions that McKinley Properties are accepting voucher to more properties. *Jenkins*: the department has enhanced the website to include more information for landlords, as well as updated our packets and increased our mailings. Foreclosed properties have been a challenge and have created a tremendous amount of work, staff is encouraging participants to ask more questions to assure that private landlords are not in foreclosure and to assure that they can meet obligation related to utilities, rent cost etc. *Levy*: commends the Section 8 department for their performance and reporting. *Jenkins*: shows gratitude and give credit to the Section 8 staff and mentions that Lindsley has been completely supportive. *Levy*: inquires Section 8 experience on the Yardi software. *Jenkins*: Yardi is a capable program though, it is has been a trial and error learning process; the staff recognizes the sophistication of the program and works intensely to retrieve accurate output. *Patton*: the program has beneficial tracking methods and staff utilizes the test database to review outcomes of particular processes. *Lindsley*: the commission is attempting to control cost by channeling all inquires through Weneshia and Betsy, then utilizing the Yardi user group.

D. Public Housing Site Managers

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

E. Security Report – Included in packet

VIII. ADDITIONAL PUBLIC COMMENTARY. None

IX. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director