

**ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
June 20, 2007
MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson *Gibson* convened the meeting at 6:00 p.m.

ROLL CALL: Commissioners present: Deborah Gibson, James Jackson, David Parent and Alan Levy
Staff Present: Elizabeth Lindsley, Weneshia Brand, Terra Williams and Felicia Epps
Guests: Monica Martin, Maggie Bragagnolo, John Spalding, Rosalyn Piper, Judith Marks, Pat Ver-Dixon and Tabitha Harris

I. APPROVAL OF AGENDA

Commissioner *Parent* suggest to amend the agenda; to include a discussion to rotation the location of board meetings. Commissioner *Levy* moved to approve the Agenda and Commissioner *Gibson* supported. The Agenda was approved 4-0.

II. PUBLIC COMMENTARY

A. Resident Organizations – none

B. Others Requesting to Speak – *Bragagnolo* expressed concern about inappropriate behavior, crime and drug activity occurring at the Maple Meadows site. *Spalding* referenced two physical altercations at Maple Meadows and suggested that police take more responsibility. *Pfiffer* indicated that the Housing Commission needs to enforce policy and incorporate a means of security. *Harris* suggests that enforcement of policy will resolve several issues. *Marks* stated her concern for other residents and children in the community and also reiterated enforcement from the AAPD and AAHC policy. *Ver-Dixon*, from the 2nd Baptist Church, is attempting to create a partnership with Maple Meadows residents. She stated that on July 21, at 10:00 a.m., there will be a Community Day event scheduled for community residents. *Williams*: with the assistance from community residents and 2nd Baptist Church, together the community will be a better place.

III. APPROVAL OF MINUTES

A. **Regular Board Meeting – May 24, 2007.** Commissioner *Gibson* moved, Commissioner *Jackson* supported, to approve the minutes of May 24, 2007 and the motion passed unanimously, 4-0.

IV. NEW BUSINESS

A. Resolutions.

1. FY 07-36: To Approve Award of Family Site Service Contracts

Commissioner *Jackson* moved, Commissioner *Gibson* supported. *Lindsley*: the requests were \$30K from Peace and \$39K from CAN. However, the level of programming and total program cost is 4 – 1. CAN provides significantly more work hours, days, and services as compared to Peace. But Peace efforts have improved over the last year. Both CAN and Peace target the goals AAHC invests in. This information is provided via monthly reports. *Parent* asked that the community directors make a presentation to the Board, emphasizing the development of priorities obtained from the communities unique characteristics and how those priorities are laid-out. *Gibson*: Peace services more people compared to CAN, it seems that AAHC is reducing Peace's resources by providing less funding. *Lindsley*: Peace serves a population much larger than CAN, but not all of the people served are AAHC residents. *Parent*: though, Peace serves more people, CAN provides support at a deeper level. *Gibson*: it seems that Peace is not being funded at an adequate level. *Parent*: a presentation should be made for next year, prior to the grant request. *Lindsley*: CAN receives funding from the City; but the City does not provide funding to Peace specifically for AAHC residents. *Gibson*: interprets the decrease in funding to Peace as a discipline for not being as resourceful as CAN. *Lindsley*: is it proposed that Resolution FY07-36 is amended? *Gibson*: yes. *Lindsley*: CFP was under bid; is it proposed that funds are allocated to human capital or address work items such as lights at South Maple. *Gibson*: lights at S. Maple must be addressed, but other avenues should be explored. *Parent* suggests that funding be provided at the same level as the previous year or distributed equally. In the future, a more in-depth evaluation should be made. *Levy* agrees that more in-depth evaluations should be made and that commissioners should provide more assistance to *Lindsley* in decision-making and the distribution of funds. *Jackson* asked if CAN bid on South Maple. *Lindsley*: No, as sufficient funds to provide the services were not located. *Parent*: it is proposed to amend the resolution to award Peace \$30K, CAN \$37K (level funding to last year) and include the provision to identify \$3K from the budget. *Williams* inquires if a service evaluation is completed on the communities served. *Lindsley*: there is no evaluation done currently; results are displayed through resident satisfaction and via monthly reports. The motion passed unanimously, 4-0.

2. FY 07-38: To Approve Renewal of S8 HQS Contract with Multi-County Services. Commissioner *Jackson* moved, Commissioner *Gibson* supported. *Epps*:

inspections improved by a 3% decrease in deficiencies; as a result, the contract was extended for an additional one-year period. *Lindsley*: a conversation with Tammy Weatherspoon indicates that she would like to bid on contracts and attend a board meeting. *Gibson* inquired if Weatherspoon had filed a grievance. *Lindsley*: Weatherspoon wrote a letter to SBA, which was forward to HUD, and then referred back to AAHC. Since her departure from MCS, the Commission has not received any complaints. *Levy* inquires if it is policy to renew a contract without bidding. *Epps*: renewal options, based on satisfactory work, are allowable. Extensions can be made for one year. *Levy* notes that there is no amount on the resolution or an accompanying statement indicating a cost structure. *Parent*: the resolution should be amended to read the dollar figure and cost structure. How does AAHC pay the contractor? *Epps*: payments are issued by type of inspections performed. *Jackson*: the resolution should be amended to read, "under same terms and conditions." *Gibson* inquires about Weatherspoon's ability to work. *Lindsley* responds; Weatherspoon is free to bid on inspections. *Gibson* inquires if additional inspections would improve Weatherspoon's performance. *Lindsley* indicates, that the Commission is unaware of any other jobs pursued by Weatherspoon. *Levy*: Weatherspoon is free to present for public commentary. The motion passed unanimously, 4-0.

3. **FY 07-39: To Approve PH UPCS Inspection Contract for FY08.** Commissioner Gibson moved, Commissioner Jackson supported. *Lindsley* states that in the previous year approximated \$20K was budgeted for UPCS Inspection, (representing 50% of a maintenance person's time). This proposed contract is a \$5K investment for onsite training of managers and maintenance staff, plus 100% inspection of units and sites. The company provided references from Cambridge and Cincinnati Housing Authorities, both of which *Lindsley* checked. *Parent*: the contractor will complete all unit and site inspections at one time. *Lindsley*: yes, inspections will be completed in one week by two inspectors. *Gibson* inquires if the company will assess maintenance records. *Lindsley* no, assessments will be on building systems, not individual repairs. *Levy* inquires if the money is from redirected funds or is budgeted. *Lindsley*: the funds are 50% from each AMP contract BLI. *Parent* inquires if the proposed cost is all-inclusive including travel. *Lindsley*: responds yes. The motion passed unanimously, 4-0.
4. **FY 07-40: To Approve CFP501-06 Modernization Contract Awards.** Commissioner Gibson moved, Commissioner Jackson supported. *Lindsley* states that bids were under budget after combined HUD and City funding. 3 competitive bids were received for parking lot paving work and 2 were received for the general improvements. Both recommended contractors had excellent references. City funding totaling \$137K is for S. Maple parking lot and flooring; combined City and HUD funding will adequately cover all modernization work and possibly some items removed from last year's proposal. The motion passed unanimously, 4-0.

B. Discussion Items.

1. **Section 8 Update – Felicia Epps:** The new software allows better tracking and recording of HQS inspections. Regarding the one SEMAP deficiency area indicated (HQS) *Lindsley* inquires if the previous errors were the result of HUD or the software. *Epps* responds the errors were a combination of issues. *Lindsley*: confirms,

sending a “Type 13” will correct the error. *Epps*: yes. *Lindsley* inquires if the issue should be appealed to HUD. *Epps*: no, by submitting the 58’s with the instructions from Dan Micoff, there shouldn’t be a problem. *Parent* questions, if the scores on the report are the anticipated scores. *Epps*: yes, but adjustment must be made. *Parent*: the board should be provided with data indicating the number of screening, lease-up, and vouchers. *Epps* responds that that information can be provided on a monthly basis. *Levy*: asks for an update of staff’s response to Yardi software. *Epps*: the report functions are good; staff has a better handle on process and functions. *Parent*: does Yardi pull data from HUD. *Epps*: Yardi is HUD certified also; forms and reports are HUD compliant. *Levy* inquires: of Yardi’s delivery. *Epps*: the system is slow. *Parent* suggests contacting the IT department. *Levy* inquires about the safety and security of social security numbers in regards to Site-Managers traveling with laptops. *Epps*: there is no great concern; the software is web-based. *Levy*: expresses concern for managers regard to privacy and safety of client information in the event a laptop is stolen from a satellite site. *Brand*: the IT department has been informed of the nature of the laptops, it was indicated that security features will be installed and hard drives would be protected with passwords.

2. Board Meeting Location Rotation – *Parent* suggests rotating board meeting to different sites throughout the year. *Levy* suggests that commissioners car pool to avoid parking issues. *Williams* states that rotating the meeting will send a message to residents. *Parent* request a meeting at S. Maple to provide an opportunity to speak with South Maple residents. *Jackson*: agrees. *Williams* requests that the meeting to be held in August, to provide enough time to recruit residents. *Levy* suggests: that a representative from AAPD attend the next board meeting to provide input on the issue at S. Maple.

V. OLD BUSINESS.

A. Discussion Items.

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

A. Asset Management –Parent/Lindsley. *Parent* states that a phone call was made to Kunselman regarding the HR concerns, but no contact was made. Later HR had changed their position. *Lindsley*: Human Resources were negotiating the AFSCME contracts, the injunction was withdrawn and the Teamsters positions will go forward. *Parent* asked; what is the bottom line. *Lindsley* responds; there are four of six employees that will remain with the Commission and three unfilled positions: one maintenance worker, PH waitlist and PH assistant. Presently, there are five new employees. *Parent* request; that an organizational chart is illustrated. *Lindsley* explains the organizational chart. *Parent* inquires; if the candidates for the three open positions are external. *Lindsley* responds; two is external and one is a current temporary employees. *Parent* requests the addition of an agenda item on Asset Management for the next board meeting. *Levy* requests the addition of an agenda item to discuss managers’ objective and report items and formats.

B. Finance – French/Cornellier. None

C. Personnel – Jackson/Levy.

VII. COMMISSION REPORTS.

A. Executive Director – *Lindsley* explains the financial impacts of AFSCME contracts: 1) 2.5% salary contribution to ICMA, 2.) Effective 7/1/07 active employee receives 5% lump sum of base pay, 3.) Three-year salary lock with increases determined by health care increases. ICMA is the 504 retirement fund for municipal employees. *Levy*; is this a one-time payment. *Lindsley*; yes.

Denison survey result showed that the Housing Commission improved significantly from the last reporting year. *Parent*; inquires of the current Denison coordinator. *Lindsley*; we do not have a coordinator; the City has a Denison team that services all departments. *Parent* proposes to hold an event to welcome new and appreciate continuing employees.

HUD request that staff is trained on TRACS electronic reimbursement submission system to keep Cranbrook. *Parent* requests a year-end snapshot from Betsy Cornellier and a solution to the lighting at S. Maple from Chuck Pear.

B. Section 8 Housing Programs Manager – Included in Board packet.

C. Maintenance Supervisor – Included in Board packet.

D. Security Report – Included in Board packet.

VIII. ADDITIONAL PUBLIC COMMENTARY –

IX. ADJOURNMENT

The meeting adjourned at 8:56 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director