

**ANN ARBOR HOUSING COMMISSION  
REGULAR BOARD MEETING  
July 25, 2007  
MINUTES**

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

**ROLL CALL:** Commissioners present: James Jackson, David Parent and Alan Levy.  
Deborah Gibson Excused  
Staff Present: Elizabeth Lindsley, Weneshia Brand, Terra Williams and Betsy Cornellier  
Guests: Officer Aimee Metzger

**I. APPROVAL OF AGENDA**

Commissioner *Parent* suggested the following amendments: under New Business move Discussion Items to subcategory A and Resolutions to subcategory B, add an Item 4: Locations of our next meeting and an Item 5: Discussion of Celebration of new staff and promotions. Commissioner *Jackson* moved to approve the Agenda and Commissioner *Levy* supported. The Agenda was approved 3-0.

**II. PUBLIC COMMENTARY**

- A. Resident Organizations – none**
- B. Others Requesting to Speak – none**

**III. APPROVAL OF MINUTES**

- A. Regular Board Meeting – May 24, 2007.** Commissioner *Jackson* moved, Commissioner *Levy* supported, to approve the minutes of June 20, 2007. *Parent*: suggested amending two sentences under New Business: Subcategory A, Item 1. The motion passed unanimously, 3-0.

#### IV. NEW BUSINESS

##### A. Discussion Items.

**I. South Maple** – *Aimee Metzger, Officer AAPD:* (Introduction of all present parties.)

*Parent:* are there any recommendations regarding the issues at S. Maple; related to residents who have expressed a concern. *Metzger:* establishing boundary line will assist with issuing trespass. *Lindsley:* property on the far side of basketball court is parks property. *Parent:* asked for Metzger's observation of activity. *Metzger:* a concerned neighbor causes conflict within the community. *Parent:* aside from the concerned neighbor's behavior; is there criminal or drug activity. *Metzger:* the increasing problem is a result of the level of anxiety that the concerned neighbor creates. An eviction of a known resident would decrease incidents as a result of absent negative activity. *Parent:* inquires if surrounding neighbors appearing at S. Maple heightens activity. *Metzger:* no, some surrounding neighbors appear on the site, but the majority of call load are from the concerned neighbor; some loitering occurs near a particular resident's unit. Uncertainty of the property line prevents officers from enforcing laws. *Lindsley:* a policy should be developed to specify resident's property lines and site rules; is there a concern of large groups loitering in the courtyard? *Metzger:* no, 16-20 yrs of age youth loiter at a particular resident's unit. *Parent:* what location receives the most call load? *Metzger:* assigned work areas are of the Westside (Pinelake, Miller, S. Maple, N. Maple), Green Rd. and Hikone; majority of calls are S. Maple. *Parent:* to clarify recommendations, the Commission should establish and specify policy for alcohol, property boundaries, and parking. *Metzger:* inquires if the Commission can develop signage prohibiting cars to back into parking spaces; is there a parking policy. *Lindsley:* yes, cars must be permitted (sticker) or they are towed. *Metzger:* the assigned officers can be agents and enforce parking policy. *Parent:* do the residents feel afraid to call into the police department? *Metzger:* no, people are not afraid and some have officers personal cellular phone numbers. *Parent:* some surrounding residents complained of the same issues of the two concerned neighbors. *Metzger:* there are two other neighbors that collaborate with the two known concerned neighbors. *Levy:* one concerned neighbor claims to vocalize the concerns of the residents. *Metzger:* that is not the perception that is received. *Parent:* if the AAPD realizes any resolution concerning issues at S. Maple; AAHC welcomes any ideas. *Metzger:* activity should be reduced since Law Net's entrance. *Parent:* are trespass posters posted? *Lindsley:* yes. *Parent:* should posters or letters be mailed to residents. *Williams:* the community center may be better utilized by opening the center after 5 p.m.; the activity that the concerned resident emphasizes has not been seen, but there are some youth that loiter after dark. *Parent:* does Peace have programs in the summer. *Lindsley:* yes, the programs are geared toward the children. *Williams:* staff will hold office hours at S. Maple and incorporate more activities. *Parent:* your ideas are welcome. *Levy:* in regards to the lighting at S. Maple; it has been a month since DTE's response. *Lindsley:* the initial call was made July 5; since DTE has not addressed the lighting. *Levy:* can the City insist that DTE take precedence of the light issue. *Lindsley:* the issue will be brought to the attention of the City of Ann Arbor. *Parent:*

policies should be more constricted regarding: property boarder, alcohol consumption, parking, trespass, and signage. *Williams*: request a clarification of policy and procedure. *Lindsley*: there is a misunderstanding; there was a previous attempt to have resident establish community rules, which was unsuccessful. *Parent*: is there any emphasis on the report submitted. *Williams*: explains information in report and status of department.

**2. Preliminary Financial Y/E Update – *Betsy Cornellier*.** *Cornellier*: temp staff maybe necessary to add to the accounting department and additional Yardi training needed for staff. *Parent*: does all staff need additional training? *Cornellier*: there are several function areas that haven't been trained on. *Parent*: if temporary staff is added to the department, dependence should not be developed. *Cornellier*: several issues such as PIC errors and HQS inspection submission have caused great distraction and delay. *Levy*: the agency has been faced with multiple issues at once for several months. *Lindsley*: we have faced several roadblocks; S8 reported no performance from two employees for one month. *Parent*: was discipline issued? *Lindsley*: assistance was provided to the manager for discipline. *Cornellier*: payroll reports are questionable; HR hasn't provided final documentation. *Parent*: a consolidated report should be provided for the next meeting. *Levy*: information is in a more readable format.

**3. Management Revised Reporting Formats - *Cornellier*:** the report formats is different from the previous software. The new software sometimes must be manipulated to provide specific information or formats. *Lindsley*: are there any suggestions on department reporting formats and information provided. *Parent*: there should be one format for PH that is useful for commissioners and staff. *Levy*: the format should be a common template. *Jackson*: narratives provide brief overview. *Parent*: executive report can be condensed by excluding information and redirected to managers' report. *Lindsley*: HUD appreciates some information provided in executive report. *Levy*: PH managers should provide crime reports. *Lindsley*: financials will be included. *Parent*: discussion should be revisited.

**4. Board Meeting Location Rotation – *Parent*:** the August meeting will be scheduled at S. Maple. *Levy*: reschedule August meeting to August 22, 2007. *Brand*: a tentative schedule will be developed for managers' presentation. *Parent*: September meeting will be held at Miller Manor. Octobers meeting will be held at Baker Commons.

**5. Celebration of new staff and promotions – *Levy*:** a welcome session and resident forum can precede the 6:00 p.m., meeting. *Lindsley*: inquires the interaction of S8 staff and PH residents. *Parent*: suggest rotating meeting to accommodate residents at each site or program. *Levy*: a more open event should occur at a later date. *Parent*: a social hour should be scheduled from 5 –6:00 p.m. *Jackson*: all west side resident should be notified. *Parent*: suggest informing employees at a staff meeting. *Lindsley*: S8 residents can be notified by caseworker.

## **B. Resolutions.**

**1. FY 08-01: To Approve PH TAR Write-Off.** Commissioner *Jackson* moved, Commissioner *Levy* supported. *Cornellier*: there has been an agreement made with U of M for SH to deduct \$50.00 monthly, only \$100.00 has been received. It can be a write-off and recorded as fraud recovery if payment is received. *Parent*: request an explanation of the U of

M agreement. *Cornellier*: Freatman made an agreement with U of M to voluntarily deduct wages as opposed to an official garnishment. *Parent*: Freatman's office should be contacted for follow-up if payment isn't being made. *Lindsley*: follow-up will be made. *Parent*: what period is represented. *Cornellier*: three months. *Lindsley*: this is a quarterly report. The motion passed unanimously, 3-0.

**FY 08-02: To Approve Contract with EPS, for Cranbrook Towers TRACS**

**Submission.** Commissioner *Jackson* moved, Commissioner *Levy* supported.

*Lindsley*: this contract solves an immediate problem; obtaining training information from HUD was difficult. In lieu of purchasing software and two days training, not available until mid to late July, we opted for a service bureau to handle the TRACS submissions to HUD; our current contract with Cranbrook This seemed like the easiest and fastest solution. The revenue stream will continue once AAHC provide Cranbrook TRACS submission for HUD. The motion passed unanimously, 3-0.

**V. OLD BUSINESS.**

**A. Discussion Items.**

**1. Alternative Gas Provider** – *Brand*: provided an overview of the report. *Levy*: requested a cost analysis. *Lindsley*: regarding the information provided, were there similar comparisons. *Brand*: yes. *Parent*: does the City utilize the services for their buildings. *Brand*: yes. *Parent*: can the City provide a cost analysis. **Brand**: that information can be requested.

**VI. COMMISSIONER SUBCOMMITTEE REPORTS.**

**A. Asset Management** –*Parent/Lindsley*.

**B. Personnel** – *Jackson/Levy*.

**VII. COMMISSION REPORTS.**

**A. Executive Director** – *Lindsley*: agency is currently in the process of site inspections by the contracted consultants. REAC inspections are scheduled for the end of November. The Parks department is progressing on repairing the S. Maple playground. There is a Yardi training schedule for the end of August.

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

**C. Maintenance Supervisor** – Included in Board packet.

**C. Security Report** – Included in Board packet.

**VIII. ADDITIONAL PUBLIC COMMENTARY – none**

**IX. ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

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Commissioner David Parent, Chairperson

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Elizabeth Lindsley, Executive Director