

**ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
May 21, 2008
MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Vice Chairperson *Gibson* convened the meeting at 6:05 p.m.

ROLL CALL: Commissioners present: James Jackson, Dwayne Seals, Deborah Gibson, and Alan Levy.
David Parent: excused.
Staff Present: Elizabeth Lindsley, Terra Williams, and Weneshia Brand.
Residents: Shemeka Hightower, Travis Peterson and Sean Bennett

- I. **APPROVAL OF AGENDA** - Commissioner *Jackson* moved and Commissioner *Levy* supported to approve the agenda. *Lindsley*: proposed to amend the agenda to include Discussion Item B(2): HUD seeking Insurance Committee. The Agenda was approved 4-0.

- II. **PUBLIC COMMENTARY** - *Sean Bennett*: expresses his concern for agency's transfer policy and the administration's ability to honor the policy. *Bennett*: explains his request for a unit transfer based on an undocumented medical condition caused by poor air quality in the apartment, generated after maintenance cut hole in wall to repair leaking pipes and drywall. Staff and residents informed Bennett that a transfer could be completed at the request of a resident. Administration has not honored that request, stating that transfers are only allotted as a medical accommodation or increase/decrease in family size. *Bennett*: states that the administration has provided deceiving information and has not displayed customer friendly service. *Bennett*: states that the air quality has an adverse effect his lungs, but a physician cannot make a diagnosis at this early stage. *Bennett*: proposes to sign an affidavit that states his physical illness and would like the customer service issues addressed. *Levy*: inquires the timing of the repair. *Bennett*: responds that the repairs were completed in late November 2007. *Levy*: inquires if the work was completed properly. *Bennett*: no, there was a hole placed in the wall and was later filled by drywall, as a result of maintenance staffs attempt to locate a leak from an upstairs unit.

- III. **APPROVAL OF MINUTES** - Commissioner *Levy* moved and Commissioner *Jackson* supported to approve the minutes of April 16, 2008. The minutes were approved 4-0.

IV. NEW BUSINESS

A. Resolutions.

- 1. FY08-31: To Approve Award Contract for Auditing (\$43,500.00)** Commissioner *Jackson* moved and Commissioner *Levy* supported. *Lindsley*: after the FY07 bid proposal for auditing the Board suggested selecting a new auditor after the reorganization, conversion to asset management and new software conversion was implemented for FY08. The Commission didn't directly solicit any companies; the bids were handled through the City of Ann Arbor Purchasing dept., online procurement system. There were only two vendors who responded. After Commissioner *Seals* inquired if there were a committee to evaluate the proposals, it was determined that a committee should be created. *Seals*: giving attention to the dollar amounts proposed by each bidder, the only difference was experience auditing a Housing Authority. A company with any federal experience should receive experiential credit. The commission should have a committee to select an auditor (not the auditee) the two proposals aren't credible and the contract should be for one year. *Gibson*: inquires if *Seals* has a recommendation. *Seals*: recommends that the solicitation be reissued. *Lindsley*: *Zenk* provides an annual presentation of his findings. *Seals*: suggest that companies present prior to awarding contracts. *Jackson*: inquires how long has *Zenk* been the auditor of the commission. *Lindsley*: *Zenk* has been awarded several three-year contracts. *Jackson*: ask if there was a reason the contract has a three- year life. *Lindsley*: FY07 contract was awarded for one year, therefore it was assumed that a one-year contract with a two-year renewal term based on satisfaction was practical. *Levy*: when does the audit need to start. *Lindsley*: preliminary should begin in June and the audit should begin August - September. *Levy*: suggest contacting Southeastern Housing Authorities for referrals of auditing firms. *Lindsley*: there is one concern of auditors; the finding for segregation of duties, but the commission will solicit referrals from other HA's. *Gibson*: inquires if there is training for auditors of Housing Authority programs. *Lindsley*: auditors are required to complete a specified number of governmental credit hours. *Seals*: suggest in the future that *Lindsley* review the proposals. *Levy*: *Zenk* has provided quality service in the past, though it is suggested that the bids be re-solicited for more comparable proposals. For security purposes the Finance Manager should not select the auditor, therefore a Finance Committee should be established with consideration of obtaining the assistance of another City of Ann Arbor Finance employee. *Jackson*: suggest changing the evaluation scoring system to provide 20 points for federal experience as opposed to housing experience, also suggesting to recruit Commissioner *Parent*, with consulting experience, as a member of the Finance Committee and changing the contract term from three-years. *Lindsley*: clarifies the commissioners' suggestions. *Levy*: expresses awareness of *Zenk*'s experience and qualifications, though in favor of selecting a new firm for FY08. The motion failed, 0-4.

B. Discussion Items.

- 1. Annual Meeting: Election of Officers.** *Levy*: inquiries if *Parent* had expressed any concerns. *Lindsley*: *Parent* has a neutral position; the board may postpone until the June meeting. *Jackson*: motioned to elect *Parent* as president and *Gibson* as vice president. *Levy*: supported the motion. *Seals*: inquires of *Gibson*'s position for the election. *Gibson*: expressed interest as chair, with the board's support. *Jackson*: motioned a friendly amendment to reverse roles. *Lindsley*: suggest a rotation of roles, so that all board members have opportunity and experience. *Gibson*: clarifies motions. *Seals*: supports

friendly amendment. *Levy*: supports motion to rotate roles and expresses interest in Vice-Chair. *Jackson*: supports the motion to elect Commissioner Gibson as Chair and Commissioner Levy as Vice Chair. *Gibson*: asked for a motion to approve the nomination as stated. Commissioner *Levy* moved and Commissioner *Jackson* supported, the motioned passed 4-0.

2. **HUD Recommendation: Insurance Committee.** *Lindsley*: as a response to the FY07 audit, HUD has recommended that the commission establish an insurance committee. There were two recommendations (1) the separation of duties and the check writing authorization and (2) establish an insurance committee. Commissioner *Seals* has been added to the bankcard and the commission has made arrangement with the bank to allow *Cornellier* to download account information. At this point the commission is soliciting volunteers to act on the Insurance Committee. The commission is currently insured with HAARG and possesses a waiver for further bidding. *Seals*: inquires if the duty of the committee is to review the policy for adequacy. *Lindsley*: responds, yes, and inquires of *Seals* and *Levy*'s interest. *Gibson*: request a motion for Commissioner *Seals* and *Levy* to act a member of the newly established Insurance Committee. Commissioner *Jackson* moved and Commissioner *Levy* supported; the motion passed 4-0.

V. OLD BUSINESS.

A. Discussion Items.

1. **Executive Director – Performance Review.** *Levy*: the document was modified to meet the City of Ann Arbor requirements and the Boards expectations of an Executive Director. The final document will be distributed by the end of the week. The evaluation shall be completed with narrative for the June meeting. *Lindsley*: informs the board that the evaluation must be a closed meeting, which requires 48 hrs posted notice. *Levy*: clarifies that the board will meet, after the evaluation is completed, for discussion at the June board meeting. *Gibson*: mentions her absence at the June 18th meeting.

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

- A. **Personnel – Jackson/Levy.** *Jackson*: Commissioner *Levy* and *Jackson* met with the two housing managers and a meeting with *Lindsley* will be scheduled.

VII. COMMISSION REPORTS.

- A. **Executive Director – Lindsley**: the 501-08 Grant increased by \$2,900 and HUD has nominated a new director, Steve Preston. CAN will be installing a new playground equipment at the Hikone community; a dedication celebration will be held 6/13 from 5-7pm. The Commission has received funding for the VA vouchers; the contact person is local. RASS notification have been posted and distributed. Miller & Baker hosted the SHAW events with Miller holding a senior appreciation ceremony; both events went very well.
- B. **Financial** – Included in Packet.
- C. **Section 8 Housing Programs Manager** – Included in Packet

D. Public Housing Site Managers

1. **West Side Site Manager** – *Williams*: proposes to provide a year-end report with narrative. She expressed concerns with infrastructure and costly repairs. The properties have been receiving “ban-aid” repairs. There are plumbing concerns at Miller, and there may be a resolution for roof replacement at several other sites. The residents are in need of home maintenance education and policy. The administration has been lenient in the past with regards to policy, therefore it is suggested that policies are reexamined and execution is improved. *Seals*: inquires if the maintenance techs filled the holes (in Mr. Bennett’s unit) with drywall. *Williams*: yes, the holes were drywall and painted; the leaks caused damage in several units and electrical repairs as well. Reverting back to the departments position; the administrative responsibilities of the job duties are more difficult than expected, the department continues to learn the Yardi software and a plan will be developed to address past due and upcoming recerts. *Gibson*: inquires if the unexpected maintenance wage cost is covered in the budget. *Williams*: yes, some line items are more flexible than others, however some preventative maintenance should reduce that cost in the future, however, legal fees are more costly. *Levy*: inquires about activity at Maple Meadows. *Williams*: the climate is better, some residents have vacated and other residents have expressed acknowledgement of improvement. The commission plans to collaborate with area organizations to offer fundamental activities. The activity at Maple Meadows has improved and the number of police reports/calls has reduced.
2. **East Side Site Manager** – Included in packet

E. Security Report – Included in packet

- VIII. **ADDITIONAL PUBLIC COMMENTARY.** *Bennett*: reiterates statements above. *Gibson*: inquires if Bennett is scheduled for a hearing. *Bennett*: no, I’m waiting for a scheduled date. *Williams*: mentions that Bennett missed a previous appointment. *Bennett*: responds that he was unaware of the appointment. *Gibson*: reiterates Bennett’s concerns. *Bennett*: confirms the Commissioner Gibson’s acknowledgement. *Peterson*: expresses his concern of safety for children at Green Baxter Court. He mentions kids being approached by strangers in the neighboring park. There has been recent incidents where adults have solicited children. *Peterson*: inquires if the commission could make an effort to suggest the park be converted to a solar park. *Lindsley*: explains commission’s position and refers Peterson to the Jane Miller, Parks and Recreation Dept., and the Parks Advisory Committee. *Seals*: inquires if commission maintains the park, if not, the inquiry should be addressed to Steve Kunselman and City Council. *Levy*: suggest that Peterson, also contact the police department.

IX. **ADJOURNMENT**

The meeting adjourned at 8:40 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director