

**Ann Arbor Housing Commission  
December 16, 2009  
REGULAR BOARD MEETING  
MINUTES**

The meeting took place in the AAHC Conference Room, 727 Miller, Ann Arbor, MI 48103. Chairperson Alan Levy convened the meeting at 6:36 pm.

**ROLL CALL:**

Commissioners present: Alan Levy, Deborah Gibson, Marta Manildi (Excused: Dwayne Seals and James Jackson)  
Staff Present: Marge Novak, Nicholas Coquillard, and Weneshia Brand  
In Attendance: Tony Derezinski

- I. **APPROVAL OF AGENDA** - The Agenda, Commissioner *Gibson* moved and Commissioner *Manildi* supported. The agenda approved 3 Ayes 0 Nays.
- II. **PUBLIC COMMENTARY** – none
- III. **APPROVAL OF MINUTES – November 18, 2009:** Motion by *Manildi*; second by *Gibson*. Mention appreciation of staff ability to follow-up and response to public commentary concerns. Gibson request to correct the minutes in Item B.1. Minutes approved: 3-0
- IV. **NEW BUSINESS**

**A. Resolutions**

**FY10-16: Resolution to Approve Revision to the Public Housing Admission and Continued Occupancy Plan (ACOP) and Accompanying MOA – Housing for Youth Aging Out of Foster Care.** Motion by Gibson, second by Manildi. *Novak*: the proposed revisions to the ACOP and the MOA contained in the resolution were presented for discussion at the November Board meeting. The Commission recommends providing a preference within the Public Housing application process for

youth aging out of foster care referred by the Washtenaw Youth Aging Out Coalition. The referral would be accepted regardless if the waitlist is open or closed. Applicants will continue the regular application process. The ACOP will be modified to include the preference for the youth aging out of foster care. The resolution allows the Commission to modify the ACOP language in addition to accepting the MOA. *Gibson:* inquires if the length of the pilot program is added to the MOA. *Novak:* yes, the MOA has been modified to include the supportive service types and the term of the agreement (one year). *Gibson:* at the RAB meeting a resident inquired if the supportive services would require regular attendance by the participant. *Novak:* yes, applicants will be required to participate in recommended supportive services for one year. *Levy:* inquires if one year term pilot is sufficient time to accurately evaluate the program; suggest an 18-month term. *Novak:* recommends one-year which allows the Commission to evaluate and extend the MOA if necessary. *Manildi:* neutral feeling regarding either suggestion. *Levy:* has confidence that Ozone would find placement. *Manildi:* supports the Commission decision to collaborate. *Gibson:* an outside party of Miller Manor wants to express their concern that residents are independent and strive to function independently. *Novak:* Ms. Gibson's idea to include Miller Manor Resource Coordinator in the review process is very good one and the Commission will include her in this process. *Manildi:* inquires of the nature of the Resource Coordinator. *Gibson:* explains location, customer base and services provided by the Resource Coordinator. *Novak:* WYAOC, Ozone House, caseworker and AAHC staff would participate in the evaluation. *Levy:* request to have the participant complete an orientation meeting which initiates the signed agreement and meet the PH manager and Resource Coordinator. *Novak:* orientation of applicants by managers is currently being considered as a standard and will be utilized in these cases. *Levy:* mentions Seal's concern of interrupting the waitlist. *Manildi:* requests a report of the MOA's impact on the waitlist at the end of the pilot period. *Gibson:* the Commission has accommodated several preference groups due to a lack of low-income housing; though low-income housing in Ann Arbor has increased, the volume remains insufficient. Avalon has added some housing but there continues to be a fundamental need for more low-income housing. The commission has collaborated with several agencies to provide services to those in need of low-income housing. Expresses concern that the Commission is not being recognized for accommodations that are being made. Residents on average take one year to comfortably transition. *Gibson:* states that applicants do not need to be affiliated with a special group in order to be in need of supportive services. Ann Arbor should make more efforts to provide low-income housing. Passed 3-0

## **B. Presentation:**

**1. Housing Choice Voucher/Section 8 Programs.** – *Levy:* S8 hosted a round-table for southeastern Michigan area PHAs. *Coquillard:* S8 Roundtable is held quarterly to pull together PHA staff to discuss current HCV issues. The meeting was held at the Washtenaw Intermediate School District on Wagner Rd.; the agenda included – shortfall, policy, process, EIV staff certification, Family Self-sufficiency program. The attendees included: 40 staff from 5-6 Authorities including Exe. Dir.'s, Deputy Directors and staff; the next meeting will be hosted by Livonia PHA.

*Coquillard:* Mentions change in AAHC S8 staff; Cynthia Wilson, S8 Waitlist Specialist, was terminated as a result of the recent bumping rights being implemented within the City. Monique Wright has returned to the Commission in the Section 8 Waitlist Specialist position. Several tasks that have been taken on by Weneshia will be transitioned back to the Section 8 department; expresses gratitude for Weneshia's assistance. A meeting will be held to define the job descriptions of each position to decide if and how the responsibilities can be divided. The S8 Team works well together and has a pro-tenant philosophy; executive decisions have been made on a case-by-case basis. *Novak:* the Commission will operate under a philosophy of giving people the benefit of the doubt and go through a process prior to eviction as opposed to a one strike and you're out philosophy. *Coquillard:* working to develop an in-house manual to address procedures and policies for internal protocols. Currently, we are working with West Land Housing Director to develop a monthly report to address SEMAP indicators; providing the board with an overview of department operations. The staff has participated in several trainings; income, accountability, and will participate in a rent calculation training in January. The Commission will attempt and desires to have one procedure for every process required to complete items listed in the job descriptions. Staff is becoming anxious of the operational needs assessment. The top three departmental concerns include: consistent procedures, SEMAP indicators and direction in where the Commission is headed. *Manildi:* request explanation importance of SEMAP. *Coquillard:* explains SEMAP in detail and that SEMAP is a HUD scoring and that the Commission's current troubled status resulting from its FY08 SEMAP scoring prevents the Commission from accessing certain funds and grants. *Manildi:* expresses gratitude of staffs' performance and goals. *Gibson:* expresses appreciation of management decision to reduce training cost and desire to have all staff persons performing the same procedures. *Coquillard:* once fire system upgrade is complete training will be offered to residents.

**2. Resident Advisory Board (RAB) – Gibson:** in 1998 HUD created the Quality Housing and WORK responsibility act; which established Resident Advisory Boards (RAB) and Resident Commissions and describes their involvement with the Commission. As a representative of the Commission, the RAB is expected to be a sounding board for maintenance issues needing to be addressed, safety issues and the purchase or destruction of property. The Commission is required to provide the RAB the opportunity to comment on several items prior to Commission initiation of policy. Resident Commissions have not been consistently organized at each site and collaboratively reporting at the monthly RAB. RAB struggles with resident survival issues and membership changes from month to month. RAB concerns include the PHA offering training and employment opportunity under Section 3, transportation concerns (parking), trash problems; organizing a city wide election. Other housing authorities' RAB have offered programs that were supported and assisted by their municipalities. Suggest sending letter to residents regarding the submission of the agency plan for commentary request. Suggests two RAB meetings in January discuss recommendation for the next agency plan. Open to ideas for recruiting participants for RAB; RAB is the liaison to the Commission and all Commission residents are expected to be involved. *Levy:* suggest asking RAB to identify one new initiative that

it is interested in pursuing to be approved by the Board. *Novak*: inquires of the membership of the RAB. *Gibson*: the board is a membership of the attendees. *Levy*: historically the smaller sites have not participated in the resident advisory boards. The commission is willing to nurture the council that is in place, however is open to ideas to incorporating a complete and functional RAB. *Novak*: suggest that Commission follow-up with efforts of encouraging an active board.

**V. COMMISSION STAFF REPORTS**

- A. Interim Executive Director – *Novak*: provides brief overview of report; Cynthia Wilson will depart the Commission effective 12-18-09, staff was briefed on 12-14-09; the HUD appropriation bill has been approved and is now awaiting Obama's signature; funding of S8 program is high priority to monitor; The remaining portion of the November HAP payment was received in full on 11-23-09 and December's payment was received in full. The Commission was notified of its January and February HAP amounts which are below those projected in the budget. The reserves are projected to be sufficient to cover expenses for January and February. If the appropriation bill is not signed this month; the agency may not have sufficient funding for March and post months and would need to request front loading of funds from HUD. Administrative fees for S8 have been reduced in November and December; proration factor played a role; an evaluation will be completed to confirm HUD's numbers. A portion of the administrative reserve is now being used. *Manildi*: questions if administrative reserve is separate. *Novak*: yes, all reserves will be reported separately. Never received VASH admin fees; HUD reports that it is included in HAP administrative funds. *Novak*: provides reports on stimulus funds performance reports, REAC and stimulus review, then mentions that the SEMAP review has been cancelled, tentatively rescheduled for end of January; REAC/stimulus review rescheduled for the first week of January. Postponements cause setback in improving troubled status. Section 3 reporting completed, due again in January. Vacancy rates higher than desired 90% occupancy rate at Miller Manor. 10 units are available to occupy out of 20 vacancies. Wenshia will oversee PH waitlist in an effort to improve occupancy rates. March deadline of 100% obligation of stimulus funds should be met soon. Accountability training was successful, good information, majority of staff present.
- B. Financial Manager – as submitted; no comments or questions.
- C. Interim Section 8 Report – as submitted; no comments or questions
- D. Interim PH-West – as submitted; no comments or questions.
- E. Interim PH-East – as submitted; no comments or questions.
- F. Security Reports – as submitted; no comments or questions.

**VI. ADDITIONAL PUBLIC COMMENTARY :** Derezhinski: request copy of minutes, mentions Commission gracious efforts to support community.

**VII. ADJOURNMENT:** at 8:28 Motion by Gibson; supported by Manildi. Approved: 3-0.

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Alan Levy, Chair

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Marge Novak, Interim Recording Secretary