

**ANN ARBOR HOUSING COMMISSION
REGULAR BOARD MEETING
August 15, 2007
MINUTES**

The meeting took place in the AAHC Conference Room, 880 S. Maple, Ann Arbor, MI 48103. Chairperson *Parent* convened the meeting at 6:13 p.m.

ROLL CALL: Commissioners present: James Jackson, David Parent, Alan Levy and Deborah Gibson.
Staff Present: Elizabeth Lindsley, Weneshia Brand, Terra Williams and Mirada Jenkins
Guests: Steven Kunselman, Bonnie Billups, Elmira Collins, Tabitha Harris and Monica Martin.

I. APPROVAL OF AGENDA

Commissioner *Gibson* moved and Commissioner *Levy* support to approve the agenda. *Commissioner Parent* suggests amending the agenda by moving Commission Reports to IV, Old Business to V and Old Business to VI. The Agenda was approved 3-0.

II. PUBLIC COMMENTARY

A. Resident Organizations – *Billups*: Fall programs at Peace Neighborhood Center will begin September 17th for both Maple Meadows and North Maple Estates. *Collins*: thank you Commissioners for your attendance at Maple Meadows. *Harris*: inquires if the Commission would allow a Resident Screening Panel to assist in the screening process of new applicants. *Martin*: additional trespass signs should be installed; a person who has been read trespass continues to appear on AAHC property. AAHC should promote additional ways to meet with residents and the ground appearance needs improvement. In addition, Court Closed signs should be placed near the court and more topics regarding Maple Meadows should be included in the minutes.

B. Others Requesting to Speak – *none*

III. APPROVAL OF MINUTES

A. Regular Board Meeting – July 22 2007. Commissioner *Jackson* moved, Commissioner *Levy* supported, to approve the minutes of July 22, 2007. *Gibson*: inquires the meaning of the

initials, "S.H," mentioned in Resolution FY08-01. *Lindsley*: those initials represent the name of a previous resident. The motion passed unanimously, 3-0.

IV. NEW BUSINESS

A. Resolutions.

1. **Resolution FY08-03: TO APPROVE SEMAP CERTIFICATION FOR FY07:**
Commissioner *Gibson* moved, Commissioner *Jackson* supported. *Jenkins*: AAHC was placed in a "troubled" status; measures of correction were noted for next year. The procedures were changed to track indicators monthly: allowing the detection and correction of errors as they occur. Improvement is expected next year; AAHC may receive the Deconcentration bonus. *Lindsley*: a SEMAP Confirmatory Review will occur in September as a result of AAHC being placed in a "troubled status" then improving to "standard status." The month-to-month contemporary review will improve performance. The motion passed unanimously, 3-0.
2. **Resolution FY08-04: TO APPROVE THE MANAGEMENT ASSESSMENT SUB-SYSTEM (MASS) SELF-CERTIFICATION FOR THE YEAR ENDED 06/30/07:**
Commissioner *Jackson* moved, Commissioner *Gibson* supported. *Lindsley*: the process used previously for performing and documenting inspections needs improvement. The documents needed to complete the self-certification are not present. It is proposed to the board to approve the self-certification contingent that an additional week is provided to obtain these documents and certify prior to the months end. *Parent*: going forward will an outside contractor complete these inspections. *Lindsley*: the inspections completed in July were pre-inspections by an outside contractor. A pre-inspection is completed and reported by system area; maintenance staffs are to create work order from this report and perform those repairs. *Parent*: should this resolution be tabled. *Lindsley*: it is recommended to approve the resolution subject to updated information on Component 1 of Annual Inspection, due by electronic submission to HUD by the end of August. The motion passed unanimously, 3-0

B. Discussion Items. - None

V. OLD BUSINESS.

A. Discussion Items.

1. **Alternative Gas Provider** – *Brand*: provides responses to previously asked questions by Commissioners at July Board Meeting. *Parent*: Lindsley is the Housing Commission incline to make a decision? *Lindsley*: yes. *Parent*: what are the potential risks with this decision. *Brand*: not receiving a savings; paying rates that are higher than DTE for the period of the contract. *Levy*: what is the length of the contract? *Brand*: there are one-year and two-year contracts. *Levy*: a one-year contract will provide a full cycle to compare and analyze. *Parent*: will a resolution be prepared for next month. *Lindsley*: yes. *Gibson*: inquires the inconsistency of Exelon's rates. *Brand*: rates are determined monthly and by department; further analysis can be made. *Lindsley*: inquires the benefit of Exelon vs. DTE. *Brand*: there is an opportunity to lock in a fixed rate for specified months; DTE doesn't offer this benefit. *Parent*: no further questions.

VI. COMMISSIONER SUBCOMMITTEE REPORTS.

- A. Asset Management –Parent/Lindsley.** *Parent:* was the subcommittee created by resolution or motion. *Lindsley:* yes, and may be disbanded. *Parent:* create a resolution to disband the Asset Management subcommittee.
- B. Personnel – Jackson/Levy. - None**

VII. COMMISSION REPORTS.

- A. Executive Director – Lindsley:** the struggle to obtain Cranbrook Tower subsidy continues; AAHC continues to work with HUD for clarification of subsidy distribution. Information in the report has been reduced and one staff person will need more training. *Gibson:* are funds for the Resource Coordinators more secure? *Lindsley:* the City has set-aside \$60K in its budget for two years for AAHC Resource Coordinators without requiring the Commission to bill or report to the City. *Parent:* the memo included in your report, is the report provided to R. Frazier? *Lindsley:* yes. *Parent:* does Kunselman receive a copy of the Board Packet. *Lindsley:* yes.
- B. Section 8 Housing Programs Manager – Jenkins:** emphasizes the appreciation for staff, but there have been some challenges with the City Internet connectivity causing time issues. SEMAP indicators are being tracked for 12 months for preparation of annual SEMAP Certification. Staff recertifications percentages have increased, but remain below the goal and meetings are held to encourage new perspectives and ideas. The number of vouchers assigned has increased. *Parent:* the year of voucher issuance should be included in the report. *Levy:* the Internet connectivity issue is currently a statewide problem. *Gibson:* inquires of the Section 8 briefings. *Jenkins:* after analyzing the process it was changed to “50-Fast.” Briefings are held more often with less attendees; this increases the number of applicants processed and is more manageable. Currently, staff are continuing briefings as well as correcting prior applications.
- C. PH Site Mangers – Parent:** request highlights of the report. *Williams:* there are a large number of vacancies. *Parent:* how many vacancies. *Williams:* currently there are nine vacancies, in addition to two pending notice to vacate, and possibly two more dependent on court decision as a result of court action. Four of the nine should be occupied by the end of the month with the majority of vacancies at Miller Manor. *Parent:* when will the siding work be complete? *Lindsley:* next week. *Parent:* the inspection noted erosion issues; what are the alternatives to repair? *Williams:* we are looking into alternatives. *Parent:* landscaping may be an alternative repair. *Williams:* we are taking great consideration to alternative repairs given the lifestyle and family make-up of the site. *Parent:* can we look into additional trespass signs and court closure signage? *Lindsley:* Susan Bryan of the Parks Dept., is the contact for signage. *Alford:* who will enforce the trespass and court closure policy? *Lindsley:* defers question to Kunselman; who will monitor city owned park? *Kunselman:* the police department operates a Pilot Program that targets areas with known problems. *Alford:* can the court be removed? *Kunselman:* removing one hoop may deter assembly of groups. *Parent:* are there additional updates. *Williams:* there are some infrastructure concerns and major repairs that need to be discussed. *Levy:* are the lighting issues at Maple Meadows resolved? *Williams:* yes. *Levy:* at a later date the sufficiency level of lighting at night needs evaluating for safety purposes and what are the circumstances of the 72-hour lease termination? *Williams:* re-evaluating the lighting is understood; the 72-hour lease violation were a result of two residents involved in criminal activity. *Gibson:* is

there a way to prioritize long-standing work orders and provide resident notification? *Williams*: all outstanding work orders have been addressed, with only a few remaining. Emergency work orders have first priority and other repairs will be addressed in a work order generated from the pre-inspection. *Gibson*: is there a way to communicate the length of time to address repairs? *Williams*: emergencies will be addressed immediately, but others may difficult to send communication indicating the timeframe for repair.

- D. **Security Report** – *Gibson*: does the decrease in numbers reflect a change in process? *Brand*: the decrease may not actually reflect a decrease, the police department has new software and reporting formats have changed, but the previous format will be provided after modification of the software. *Gibson*: how are reports obtained? *Lindsley*: AAHC must contact AAPD to obtain copies of reports. *Gibson*: hypothetically, Miller Manor residents can be informed that two reports were generated for total 911 call-outs at Miller Manor? *Lindsley*: yes, calls must have significance to result in a report. *Parent*: does HUD allow a Resident Screening Panel to assist in the screen process. *Lindsley*: yes, resident are trained by HUD and must qualify. Information is redacted for confidentiality, but the process hasn't proved beneficial or effective. *Parent*: are any other Commissions implementing a Resident Screening Panel? *Lindsley*, not aware of any, but will inquire.

- VIII. **ADDITIONAL PUBLIC COMMENTARY** – *Lindsley*: some corrections were made to the financial report provided by Betsy Cornellier. *Parent*: the next scheduled meeting is September 19, 2007. *Lindsley*: yes, located at Miller Manor. *Parent*: indicate Capital Needs Assessment as an agenda item under New Business. *Jackson*: the next meeting should be scheduled for 5:30. *Gibson*: who is the agent to issue trespass? *Lindsley*: there is a signed agreement and staff or police may issue trespass.

IX. **ADJOURNMENT**

The meeting adjourned at 7:46 p.m.

Commissioner David Parent, Chairperson

Elizabeth Lindsley, Executive Director