

Ann Arbor Housing Commission
June 20, 2011
REGULAR BOARD MEETING
MINUTES

The meeting took place at Miller Manor in the Community Room, 727 Miller Ave., Ann Arbor, MI 48103. President Manildi convened the meeting at 6:10 P.M.

ROLL CALL:

Commissioners present: Marta Manildi, Ron Woods, Leigh Greden

Commissioners absent: None

Vacancies: Commissioner (1) and Resident Commissioner

Staff Present: Marge Novak (Exec. Dir), Nick Coquillard (Deputy Dir), Weneshia Brand (Section 8 Manager)

In Attendance: Two Miller Manor residents

- I. **APPROVAL OF AGENDA** – Commissioner *Greden* moved and Commissioner *Woods* supported a motion to approve agenda. President Manildi announced that the search for the Resident Commissioner replacement was underway and also announced the resignation of Commissioner Mark McDonald. President Manildi then offered a friendly amendment to add two items to the agenda: (1) under IV. C. Board of Commissioners Discussion – letter of resignation from the Executive Director; and (2) under IV. A. Resolutions - add #6 Resolution FY11-47 To Approve the Creation of a Search Committee for AAHC Executive Director Replacement. The amended agenda was approved 3-0.

II. **PUBLIC COMMENTARY**

A. Resident Organizations – None

B. Others Requesting to Speak – *Miller Manor residents present*: One had no comments and the other indicated that he was happy to be a resident at Miller Manor and that he wanted to observe the Board Meeting process.

III. **APPROVAL OF MINUTES**

- A. **Regular Board Meeting Minutes – May 25, 2011** Moved by *Woods*; supported by *Greden*. Minutes approved: 3-0.

IV. **NEW BUSINESS**

A. **Resolutions**

1. **FY11-42: To Approve Amended and Restated By-Laws of the Ann Arbor Housing Commission** – This resolution was tabled at the January, February, March, April and May Board meetings due to an insufficient number of Commissioners present to vote on the resolution (4 votes required). Due to an insufficient number of Commissioners present at the June 20th Board Meeting (3 in attendance), the tabled motion continued – no action was taken on this item.
2. **FY11-43: To Approve Corrective Action Plan for FY08 and FY09 Audit Findings** – Moved by *Greden*, supported by *Woods*. *Novak*: Provided a detailed overview of the two findings in the FY2008 and FY2009 audited financial statements (untimely recertifications and file documentation issues), the specific actions taken by the Commission during the past two years to address such deficiencies such as the development and implementation of policies and procedures, staff training and management quality control oversight. HUD has directed the Commission to have the Board approve such corrective action plan and provide such response to them within 45 days, or by June 27th. Approved: 3-0.
3. **FY11-44: To Approve Contract Awards for Family Supportive Services to Peace Neighborhood Center (PNC) and Community Action Network (CAN)** – Moved by *Woods*, supported by *Greden*. *Coquillard*: Provided a brief overview of the resolution. *Greden*: inquired as to why there were two different funding amounts. *Novak/Coquillard*: responded that the two organizations were each funded at their full requested amounts and that this was consistent with previous years as well. *Woods*: inquired if CAN and PNC were the only two organizations historically to provide such services. *Novak/Coquillard*: yes, CAN and PNC were the only two respondents to the recently issued RFP and the sole supportive service providers for AAHC for years. Approved: 3-0
4. **FY11-45: To Approve Contract Award for Janitorial Services to AI's Cleaning Service** - Moved by *Woods*, supported by *Greden*. *Coquillard*: Provided brief overview of resolution. *Greden*: inquired if the staff conducted background checks to ensure that the lowest bidder was qualified. *Coquillard*: described the sealed bid process and evaluation of the lowest bidder. Mr. Coquillard performed the required due diligence to qualify the lowest bidder, including following up on three references, including one with the City of Ann Arbor water treatment. *Manildi*: inquired if the Commission in its procurement process awards points for minority and women-owned businesses. *Novak/Coquillard*: yes, it is part of the procurement policy and required by HUD,

however, points are awarded for RFPs, no points for ITBs, but would come into play in the case of ties among lowest bidders. Approved: 3-0.

5. **FY11-46: To Approve Contract Award for Tuck Pointing and Masonry Work with Boss Construction, Inc.** - Moved by *Greden*, supported by *Manildi*. *Coquillard*: Provided brief overview of resolution. *Greden*: complimented the staff for working with an outside engineer to evaluate and prioritize the work needed. Approved: 3-0.
6. **FY11-47: To Approve the Creation of a Search Committee for AAHC Executive Director Replacement** - Moved by *Greden*, supported by *Woods*. *Manildi*: Provided brief overview of resolution and commented on Novak's resignation letter (see attached) indicating that she had accepted a new position, thanking Ms. Novak for her work and indicating agreement with the statements in the letter, stating that the Commission is in a much better position today than it was two years ago. *Manildi*: indicated that she, as President, could create a search committee but that her preference is to create it via resolution. *Greden*: offered a friendly amendment to modify the last paragraph to replace "select" with "recommend to the Housing Commission Board" a replacement Executive Director. *Manildi*: requested that a copy of Novak's resignation letter be included with these minutes for the public record. She also indicated that Commissioner Greden had drafted a timeline for the E.D. replacement process which they could discuss during the Board of Commissioners Discussion section of the agenda. Approved: 3-0.

B. Presentations:

1. **Section 8 Programs:** *Brand*: Ms. Brand, the Section 8 Manager provided the Commissioners a handout and proceeded to provide an overview of the information included in the handout. She reviewed the SEMAP Reporting indicators and provided more detail on those indicators that are the most challenging for the Section 8 staff. She discussed the current status of Housing Quality Standards quality control reviews, highlighted progress made on several projects such as FSS and VASH, and provided an update on the status of the Section 8 Waitlist. Ms. Brand answered several specific questions from Commissioners.

A. Board of Commissioners Discussion:

1. **Commissioner McDonald Resignation:** President *Manildi* announced that Commissioner Mark McDonald has tendered his resignation from the Board. She thanked Commissioner McDonald for his commitment and dedication to the Commission. She has forwarded this information to the Mayor. Mr. McDonald has offered to make himself available as a resource to staff going forward.
2. **Calendar of Board Meetings:** The Commissioners reviewed the date of the July Board Meeting to ensure a quorum could be present and agreed to keep the date as scheduled.
3. **Schedule for Executive Director Replacement.** The Commissioners discussed the communication process for announcing the E.D.'s resignation, including the possibility

of a press release. President Manildi informed the Commissioners that she had forwarded the Executive Director's resignation letter to the Mayor. There was further discussion of the process and schedule.

I. COMMISSION STAFF REPORTS for May 2011

- a. Executive Director Memorandum – *Novak*: highlighted just a few items.
- b. Financials Agency-Wide (YTD) –as submitted
- c. Section 8 Report – as submitted
- d. Public Housing Agency-Wide Reports
- e. Public Housing West AMP Report – as submitted
- f. Public Housing East AMP Report – as submitted
- g. Public Housing Security Report – as submitted

VI. ADDITIONAL PUBLIC COMMENTARY: *Gibson*: Ms. Gibson, a Miller Manor resident, inquired of the Commissioners if they could proceed with the search for an Executive Director prior to the Resident Commissioner appointment and if they plan on having a full Board for this process. *Manildi*: responded that the Commission can and must move forward with the Executive Director search now and that any new Commissioners appointed during the process would be included in the search process at that time. It is unclear at this time if a full Board will be appointed during this process, but she clarified that any Commissioners on the Board may participate in the search process. President Manildi indicated that while she is not sure of what the exact process will be for this search, she stated that it will be conducted both widely and locally, and that there will be a public dimension to the process and that public engagement will be critical. *Gibson*: Inquired of the dryer vents at Miller Manor and asked that they be inspected. The staff agreed to follow up on this.

I. ADJOURNMENT: at 7:51 P.M. Movement to adjourn was moved by *Woods*, supported by *Greden*. Approved: 3-0.

Marta A. Manildi, President

Marge Novak, Recording Secretary