



# CITY OF ANN ARBOR, MICHIGAN

727 Miller Avenue, Ann Arbor, Michigan 48103

Phone (734) 794-6720

Fax (734) 994-0781

[www.a2gov.org](http://www.a2gov.org)

## ANN ARBOR HOUSING COMMISSION

### Ann Arbor Housing Commission October 19, 2011 REGULAR BOARD MEETING MINUTES

The meeting took place at Baker Commons in the Community Room, 106 Packard, Ann Arbor, MI 48104. President Manildi convened the meeting at 6:10 P.M.

**ROLL CALL:** Commissioners present: Marta Manildi, Leigh Greden, Gloria Black, Andy LaBarre, and Ron Woods. Commissioners absent: None. Staff present: Nick Coquillard (Interim Exec. Dir.), Betsy Cornellier (Fiscal/Administrative Manager), Michelle Walthall (Receptionist); Beth Yaroch (East Side Residency Manager).  
In Attendance: Margie Teall, Councilmember; Kevin McDonald, Diane Kelly, David Guidas, Sharie Sell, Dave Askins, Carolyn Miller.

**I. APPROVAL OF AGENDA** – Commissioner *Greden* moved to approve the agenda and Commissioner *Woods* supported a motion to approve the agenda. No comments were made. Agenda was approved 5-0.

**II. PUBLIC COMMENTARY**

A. Resident Organizations – None.

B. Others Requesting to Speak – None.

**III. APPROVAL OF MINUTES**

A. Regular Board Meeting Minutes – September 21, 2011. Moved by *Woods*; supported by *LaBarre*. Minutes approved 5-0.

Comments: None

B. Special Board Meeting Minutes- October 7, 2011. Moved by *Greden* supported by *Black*.

Comments: *Manildi*: Complemented N. Coquillard and the job he is doing as Interim Executive Director.

Minutes approved 5-0.

C. Special Board Meeting Minutes- October 12, 2011. Moved by *LaBarre* supported by *Black*.

Comments: *Manildi*: One correction – corrected spelling of Weneshia Brand's name. *Coquillard* completed the correction.

Minutes approved 5-0.

#### IV. NEW BUSINESS

##### A. Resolutions

**1. FY12-12: To Approve Contracts for Snow Removal Services for FY 2012.** Moved by *Greden*; supported by *LaBarre*.

*Coquillard*: Presented reports on contract changes for Snow Removal Services for FY 2012, stating he would highlight areas of the two options charged.

*Black*: stated she did not see that in the report.

*Coquillard*: Explained highlighted items are due to the increase in gas prices. We are considering committing to a Push Rate vs. a Seasonal Rate for snow removal. He went on to explain that a Push Rate may offer a greater risk but more control over cost than a Seasonal Rate. Reviewing the difference in the cost is beneficial to us. *Coquillard* added that the AAHC has added properties since the last contract in 2006. He said the Commission has also decreased maintenance staff. He stated that opting for a Push Rate may save the agency money by not having to use staff and overtime compensation as often. That will allow the AAHC to value the use of staff time and energy in other areas. We will also have to review the inventory stock of our trucks.

*Black*: reiterated again that she did not see all of that in the contract report.

*Woods*: Asked if Ann Arbor Lawn and Maintenance offered a lower push rate. He also asked if there was a bid submitted for the East side by AALM?

*Coquillard*: AALM did not submit a bid for the other AMP. *Coquillard* said it was his belief that it was best to choose the lower bid individually for each side.

*Manildi:* stated that it sounds as if it can be a risk either way. She suggested that perhaps it is best to differ some of the issues to the staff.

*Cornellier:* stated that there also had to be consideration of salting in addition to removal pushes.

*Yaroch:* stated that she believed that the last year's seasonal rate contract included 19 pushes on the Eastside vs. 21 for the Westside. There will have to be a cost evaluation of staff and overtime compensation for late and early shifts. She pointed out again that we may save money not having to pay overtime.

*Greden:* asked how we determine when snow removal is needed and who do we use as our source.

*Coquillard:* stated that snow removal is needed when there is one inch or more of snow. The contract signing mandates that both parties agree on one common source of weather prediction. That may possibly be weather.com.

Approved 5-0.

**2. FY12-13: To Approve Three-Year Contract Addendum with Yardi Software.** Moved by *LaBarre*; supported by *Woods*.

*Manildi:* Asked that these two resolutions be considered together. *Manildi* introduced the discussion and that she and *Coquillard* talked with *Yardi* recently on a conference call. She presented the basics of both options and summarized the conference call. On main point – there is a \$3,000 price reduction if the AAHC agrees to a three-year contract. *Manildi:* discussed that *Yardi* provides a deeper, richer and larger product with more options than their competitors. She said that she believes *Yardi* is committed to improving their product for PHAs. She also discussed that venue was discussed if there was ever a dispute, and that the AAHC, at this point, understands there will be no change of venue – it will be California, not Michigan. She feels that if we ever left *Yardi*, it would take at least six months to change vendors. We also discussed training with *Yardi*. She feels that this product is the one that can support our goals for the future and she said she would like to stick with *Yardi*.

*Black:* asked when was the original contract? *Coquillard:* 2006, with yearly renewals. *Black:* Communicated concerns over committing to a three-year contract.

*Coquillard:* In favor of a three-year contract. The longer extension will also compensate for a cost of living increase and there will not be escalating cost.

*Black:* do we have an evaluation of *Yardi*?

*Cornellier:* Said she feels that a three-year contract is the minimum of a commitment we need now.

*LaBarre:* asked Cornellier if she was comfortable with this system?

*Cornellier:* said she was and said that IT staff has been designated to help with issues.

*Black:* asked how long had the contract been yearly?

*Coquillard:* replied the packet shows the original contract from 2006 and that was a yearly contract. He stated that the IT department reviewed it and determined that there were no strong recommendations either way. He said that the AAHC is looking to add a waitlist component feature. He felt that a one-year contract will not allow the agency enough time to make a necessary transition for that added feature.

*Cornellier:* stated that it can be very hard to migrate the work in a new system. She said it took years to get the staff up to speed when we switched to Yardi. She stated that one of the reasons was because there was no in-house IT support for the transition, and how there is IT support.

*Coquillard:* stated that the initial idea was always for the IT department to partner with us, and now that is happening.

Approved: 4-1

**3. FY12-14: To Approve One-Year Contract Addendum with Yardi Software.** Moved by *LaBarre*; supported by *Woods*.

Not Approved: 1-4

**B. Presentations:**

**1. Betsy Cornellier – Fiscal/Administrative Manager:**

*Cornellier:* Discussed the MD&A. The AAHC will have its auditor Monica Meyers come when the City completes its information for the audit (get Audit was conditionally accepted – only 3 minor errors. The audit is due by March 31, 2012.

Financial update by Cornellier:

1<sup>st</sup> handout – the PH subsidy – we had est. a proration fraction of 92% but HUD provided us with a 100% proration factor.

2<sup>nd</sup> handout - an update from VMS on HAP expenses/revenue for Regular and Wash Vouchers, which she briefly reviewed with the Board.

*Cornellier*: September financials are coming; we are waiting on payroll information.

*Greden* – Anything of concern?

*Cornellier* – No. She said discussed the issue of checks being copied and used in the community, but there had been no loss to the Commission due to the “positive pay” process. The County has found our checks being forged. Betsy described “positive pay.” *Woods*: Is the Ann Arbor Police Department investigating? *Cornellier*: Washtenaw County is working on this case. *Woods*: Can we get a summary report on this issue? *Cornellier*: Yes.

*Manildi*: Asked for clarity on the “internal controls” comment by the auditor. How should this be interpreted? Are “internal controls” a well-defined concept in the PHA world? *Coquillard and Cornellier* – We will ensure that Ms. Meyers comments in full on the topic of “internal controls.”

## **C. Board of Commissioner Discussion**

### **1. Hiring of an Executive Director –**

- a. *Manildi*: Sharie Sell from H.R. is here and has helped in guiding the Board through the process.
- b. *Greden*: First, we are well-served by the pool of candidates. He discussed the process. It is a very difficult decision. He discussed his main criteria – and said that the staff reviews have been very helpful, as well the resumes, and community input re: these candidates. Continues to have Ms. Hall as the main candidate, but also considering Mr. Duncan. He discussed the pros and cons of each of the two. He stated the importance of working with the candidates in the field – and that he only had good things to say about Ms. Hall.
- c. *Woods*: He prefers Mr. Duncan as the more experienced in the area of public housing. Also said he sees him as a transformative leader. He feels he has the capacity to increase the literacy of staff in relation to public housing regulations. He said that working knowledge of the local terrain, offices and actors, etc. should not be factored into hiring. He said he believes that working knowledge of HUD public housing regulations is very important.
- d. *LaBarre*: Both Mr. Duncan and Ms. Hall are impressive, and agreed on the transformative nature of Mr. Duncan’s presentation. Prefers Ms. Hall. One reason includes that she has clearly committed to being here long-term.
- e. *Manildi*: It has been a very difficult choice. This is a happy problem to have. Her preference is for Ms. Hall. She said she had additional reasons to what has already been said. Her strengths extend beyond local knowledge, including development experience. She is well-placed to re-look at the housing stock and advancing the well-being of tenants. She also agreed with everything positive said about Mr. Duncan.
- f. *Black*: Agreed that Mr. Duncan is very strong and would take control of the situation of the AAHC. He would not tolerate negatives. She

felt his knowledge was impeccable and that he was strong. However she said she leans toward Ms. Hall as the candidate. She said that in what Ms. Hall is not fluent in, she will obtain that knowledge and that she is in for the “long-haul.” In giving this all consideration, Ms. Hall is her preferred candidate.

- g. *Woods*: Wanted to address the concern/observations made re: Ms. Hall re: her commitment to be here in the long term. He said that the Board should not fear leadership that may not “retire here.” He said we are charged with bringing the best leader to the organization.
- h. *Manildi*: Said she does not disagree with anything said, and added that she felt Ms. Hall could also be a transformative leader.
- i. *Greden*: Moved that Pres. Manildi to begin to negotiate with H.R.
- j. *Woods*: Suggested that it may be proper to move to select the candidate.
- k. *Greden*: Moved to proceed to vote on the selection of Ms. Hall as candidate to make an offer to. *LaBarre* seconded.
- l. *Manildi*: Asked how the offer process would work?
- m. *Sell*: H.R. prepares an offer letter and will assist with the offer.

**n. Vote – Roll Vote:**

- o. *LaBarre*: Yes.
- p. *Black*: Yes.
- q. *Manildi*: Yes.
- r. *Woods*: No.
- s. *Greden*: Yes. Motion passes 4-1
- t. *Greden*: Motion to authorize the President to negotiate compensation terms with Ms. Hall. *Manildi* seconded. Vote – 5-0.
- u. *Manildi*: Thanked everyone for the efforts with the entire team on the search process.  
*Black*: Commented how great Sharie performed her duties.

**2. On Building Security –**

- a. *Manildi*: Summarized the genesis of this discussion and is asking if the Board and staff are doing everything we can. She said this includes resident participation in policy development and whether there are other financial considerations that could be considered in relation to this topic.
- b. *Greden*: Presented an idea of having town meetings.
- c. *Coquillard*: The Commission did this in 2009 and it is time to do this again.
- d. *Greden*: Could include reviewing rules and follow-up steps as well as gathering information and issues and ideas – resident intervention is key.
- e. *Black*: Said she feels that the behavior after hours needs to be addressed. She suggested that there should be some spot checking every so often on the AAHC properties. She commented that some of the rule violations are being committed by residents.
- f. *Manildi*: Said that this may be a good idea – but would like to have a working process of ideas to be considered. Asked for a report on

security prepared for the next meeting. She said she'd like someone from the Board to join Commission staff to begin to address this topic.

**3. Other –**

- a. *Manildi*: Welcomed City Councilmember Margie Teall who was present – her first meeting as AAHC Council liaison. She recognized Ms. Teall and thanked her for being here.
- b. *Manildi*: recognized the tremendous support from IT, HR and the Attorneys Office and acknowledged that these services have tremendously helped the AAHC, and she thanked them.
- c. *Black*: asked about Mr. Morgan from Baker Commons.
- d. *Yaroch*: gave Mr. Morgan some examples of the possible types of windows that are being considered.
- e. *McDonald*: commented how responsive the Exec. Dir. and the AAHC staff were when Mr. Morgan protested at City Hall.

**V. COMMISSION STAFF REPORTS for September 2011**

**1. Executive Director Memo** – *Manildi and Greden*: both said the reports were very thorough, which was appreciated by the Board. *Manildi*: said all reports were taken as submitted. No comments.

**VI. ADDITIONAL PUBLIC COMMENTARY:**

*Doughty*: said CAN is helping the Miller Manor Resident Council to develop. As part of this, asked the Council to develop a survey and CAN helped create that survey. She commented on the security issues at Miller Manor. She said the residents were very concerned and passionate and that security questions were added to survey. *Doughty* added that today the survey was “test driven.”

*Kelly*: Thanked the Board re: the conversation about security and that she liked the direction the ideas were going. She wants to work on with the Commission/Committee to work on security issues.

*Black*: Publically thanked Coquillard re: security issues they have discussed together, and she said she believed he could be in the chair of executive director some day.

**VII. ADJOURNMENT:** at 7:50 P.M. Movement to adjourn was moved by *Woods*, supported by *LaBarre*. Approved: 5-0



Marta A. Manildi, President



Nicholas M. Coquillard, Recording Secretary  
and Interim Executive Director