



Meeting No. 609

February 24, 2022

A Rescheduled Regular Board Meeting (No. 609) of the Detroit Housing Commission was held on Thursday, January 31, 2022, at 11:00 a.m. The meeting was conducted via a Zoom Video Conference considering the requirement to maintain social distancing to mitigate the spread of the Coronavirus.

Guests Present via Zoom:

Lisa Vargo & Jenny Kolbow, Plante & Moran, LLC, Zachary Rowe, Friends of Parkside

DHC Staff Present:

Sandra B. Henriquez, Fatima Garland, Gwendolyn de Jongh, Joy Flood, Kevin Kubacki, Armeca Crawford, David Brukoff, Shariq Sajjad, Matthew Lents, Denise Jones, Angela Williams, Mike Rangos, Dorice Liggins-Blackshear, Mark Roland, Angela Burke, Shonda Thomas, Kristen Ahonen and Tamela Jackson.

At the start of the meeting Ms. Henriquez read into record the statement from the Open Meetings Act, which requires members of the public body to meet in-person after December 31, 2021 unless they are absent due to military duty. Only those board members who are in-person can participate in today's meeting and vote.

Electronic meetings are still allowed for the public until March 31, 2022 pursuant to the City of Detroit Public Health Department Order signed December 16, 2021.

DHC has developed comprehensive safety procedures designed to keep our employees, board members, and residents safe. DHC team members continue to implement and adhere to DHC's COVID-19 Safety in the Workplace guidelines and will ensure that the Board Conference Room is thoroughly sanitized prior to the board meeting.

At this meeting, the following business was conducted:

I. Call to Order

The meeting was called to order at 11:12 a.m.

II. Board of Commissioners Roll Call

Keona Cowan – Present
Achsah Williams - Present
Aaron Seybert – Present
Penny Bailer – Virtual Attendance
Richard Hosey – Present

Board Secretary Sandra B. Henriquez declared a quorum was present.

III. Approval of Agenda

Commissioner Cowan moved for approval of the agenda.
Commissioner Seybert seconded the motion.

The agenda was unanimously approved as submitted.

IV. Approval of Minutes – Regular Board Meeting Minutes December 16, 2021.

Commissioner Seybert moved for approval of the minutes.
Commissioner Cowan seconded the motion.

The minutes were unanimously approved as submitted.

Public Comments on Agenda Action Items (3 Minutes for individuals & 5 Minutes for representation from a group or organization): *None*

V. DHC Action Items:

NOTE: All votes were taken by roll call votes.

1. Approval to Enter into a Contract with Great Lakes Roofing for Roof Replacements at Riverbend Towers and Harriet Tubman Apartments
DHCFile No. H709 – **Resolution No. 3133**

Matthew Lents presented this resolution to the Board.

Commissioner Seybert moved for approval of this resolution.
Commissioner Cowan seconded the motion.

Comments: Commissioner Seybert asked if there were other roofs that needed to be restored this year. Mr. Lents said, 'no.' Commissioner Seybert inquired about the square footage of the two buildings. Mr. Lents stated that he would send the information to the board. Ms. Cowan asked if the contract included contingencies or would cost overruns have to come back to the board. Mr. Lents said, 'no,' this is a sealed bid contract. Commissioner Williams asked if a warranty was included. Mr. Lents said,

'yes.' President Hosey inquired about Section 3. Mr. Lents said the new Section 3 HUD guidelines are part the contract. Ms. Henriquez said compared to DHC's previous contract, the agency is looking at the new guidelines, which require that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs go to public housing residents, voucher holders and community residents.

This resolution was unanimously approved as submitted.

2. Approval of the Actions Taken by the Chief Executive Officer to Enter into a Contract with Red Guard for the Replacement of the Fire Alarm System at the State Fair Apartments Through Declaration of Emergency – **Resolution No. 3134**

Matthew Lents presented this resolution to the Board.

Commissioner Cowan moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *Commissioner Seybert expressed concern for the resident's safety with the site not having a fire system in place. Mr. Lents said we will be under 24-hour fire watch. There will be a full system upgrade and replacement. Commissioner Williams asked if other buildings were being considered in the process. Mr. Lents said, 'yes.' There will be an assessment of the entire portfolio. President Hosey inquired about the cost of the fire watch. Ms. Crawford said she would send the information to the CEO to share with the board members. Commissioner Cowan asked if the work has started. Ms. Henriquez said the design build is currently underway.*

This resolution was unanimously approved as submitted.

3. Authorization to Execute Change Order to Increase the Value of Contract No.3040 with Eagle Security Services, LLC for Private Security Guard Services (DHC File H640) at Various Detroit Housing Commission Properties, Based on Increase Usage – Previously Adopted by the Board Under Resolution No. 3031 – **Resolution No. 3135**

Armeca Crawford presented this resolution to the Board.

Commissioner Seybert moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *President Hosey asked if DHC had a long-term solution relative to cost effectiveness for the increase. Ms. Crawford explained how the department is currently exploring different ways of securing the budget.*

Mr. Roland added information beneficial to the agency related to additional security at the sites. Commissioner Seybert asked what was driving the cost. Ms. Crawford said the increase is due to additional coverage needed at the family sites. Commissioner Seybert asked if DHC would be interested in having a site consultant for security look across DHC's portfolio. If so, he can send the contact information for the consultant. President Hosey asked about the funding for the increase. Mr. Kubacki explained that the funds are coming from vacant positions which were already budgeted.

This resolution was unanimously approved as submitted.

4. Approval of the Actions Taken by the Chief Executive Officer to Enter into Contracts with Vetcon for the Replacement of the Fire Alarm Systems at Woodbridge Senior Village Buildings 404 and 503 through a Declaration of Emergency – **Resolution No. 3136**

Matthew presented this resolution to the Board.

Commissioner Williams moved for approval of this resolution.
Commissioner Seybert seconded the motion.

Comments: *President Hosey expressed concern due to the Woodbridge Senior Village being a new structure. Mr. Lents said a lot of the parts are becoming obsolete, and the system is still due for an upgrade. DHC will follow-up to ensure the same mistakes aren't made. Commissioner Cowan inquired as to why the other buildings were not being done. According to Ms. Henriquez, building 502 is scheduled to be completed by the end of the year.*

This resolution was unanimously approved as submitted.

5. Submission of the FY 2021 Single Audit by Plante & Moran, LLC - **Resolution No. 3137**

Lisa Vargo/Jenny Kolbow presented this resolution to the Board.

Commissioner Seybert moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *Commissioner Cowan asked about the long-term impact. Ms. Henriquez said this has been a struggle in both programs due to staffing shortages and issues with residents not signing up for the Eviction Diversion program. Mr. Kubacki explained that there isn't a great impact as it relates to funding, it's a compliance issue. Ms. Crawford gave an explanation as it relates to the program side.*

6. Adoption of Annual Schedule of Regular Meetings of the Board of Commissioners – **Resolution No. 3138**

Sandra Henriquez presented this resolution to the Board.

Commissioner Williams moved for approval of this resolution. Commissioner Seybert seconded the motion.

Comments: *None*

7. Approval of Amendments to the Detroit Housing Commission Amended and Restated Bylaws – **Resolution No. 3139**

Sandra Henriquez presented this resolution to the Board.

Commissioner Seybert moved for approval of this resolution. Commissioner Cowan seconded the motion.

Comments: *None*

VI. **DHC Information Items:** *None*

DHC Departmental Monthly Reports

- 1) Finance
- 2) Rental Assistance
- 3) Real Estate Management
- 4) Capital Improvement
- 5) Real Estate Development
- 6) General Counsel
- 7) Human Resources
- 8) Information Technology
- 9) Procurement
- 10) Resident Services

Comments: *None*

VII. **General Public Comments:**

Zachary Rowe, Friends of Parkside shared the following updates:

- *The Friends of Parkside (FOP) held weekly virtual bingo games for seniors, continued to provide food and household items to residents; conducted the Dear Santa Helper project, which is the annual adopt-a-child for Christmas;*

FOP received 51 letters from children to Santa, which included 15 letters received from DHC's Scattered Site residents; Dear Santa Helper received thank you letters and pictures from the children and parents; Mr. Rowe thanked Commissioner Aaron Seybert for his donation to the Dear Santa Helper project; FOP provided direct financial assistance to residents, which included help with their phone, DTE, and internet bills; secured a full-time Digital Literacy AmeriCorp VISTA member to assist with the Community Tech Workers project and to help improve residents digital literacy skills from the Literacy Minnesota; received a small mini grant from the Detroit Urban Research Center for the operationalizing of video-voice to capture and communicate live experiences of safety and surveillance among the Eastside Detroiters project in partnership with the University of Michigan School of Information; continued to sign up residents and the general public for the FCC's Emergency Broadband Benefits program which is being replaced by the Affordable Connectivity Program.

VIII. Commissioner Comments: *President Hosey thanked the Board members and staff for their hard work over the past year.*

IX. DHC Staff Comments: *None*

X. Adjournment

Commissioner Cowan moved for adjournment.
Commissioner Williams seconded the motion.

The meeting was adjourned at 12:56 p.m.