



**Meeting No. 608**

**January 31, 2022**

A Regular Board Meeting (No. 608) of the Detroit Housing Commission was held on Thursday, December 16, 2021, at 10:00 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:**

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 Diggs-Jackson, Niva Shrestha, Mike Rangos, Angela Burke, Kristen Ahonen, Erica Shelby and Tamela Jackson.

At this meeting, the following business was conducted:

**I. Call to Order**

The meeting was called to order at 10:06 a.m.

**II. Board of Commissioners Roll Call**

Achsah Williams – Present

Aaron Seybert – Present

Penny Bailer – Present

Keona Cowan - Present

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 November 18, 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. Submission of the FY 2021 Financial Audit by Plante & Moran, PLLC –  
**Resolution No. 3127**

Kevin Kubacki presented this resolution and Jenny Kolbow, Plante & Moran, LLC gave the presentation to the Board.

Vice President Bailer moved for approval of this resolution.  
Commissioner Cowan seconded the motion.

**Comments:** None

**This resolution was unanimously approved as submitted.**

2. Approval to Re-Classify 21 Vacant Dwelling Units Non-Dwelling Administrative Use, Special Use: Other Resident Activities and Non-Dwelling Special Use: Self Sufficiency Activities Across the Detroit Housing Commission's Portfolio – **Resolution No. 3128**

Armecca Crawford presented this resolution to the Board.

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

**Comments:** *Commissioner Williams expressed concern about the ADA units on the first floor of the Sheridan II Apts. Ms. Crawford explained that the department is assessing the current units and considering other units to convert to ADA. Commissioner Seybert inquired whether there were additional costs associated with converting units to ADA compliant. Mr. Lents said, 'yes,' there would be incurred cost to expand or convert a unit, but not a significant cost. Commissioner Seybert also inquired about units*

*that are being taken offline that could possibly reduce housing opportunities. Ms. Crawford said the units being taken offline are not suitable for a move-in at this time. So, there is no current impact and because HUD regulates how many units can be taken offline it won't impact housing for our participants. Commissioner Seybert suggested revisiting this topic a year from now. He also asked what is being done to remedy the backups in the units. Mr. Lents discussed the issue and the steps being taken to resolve it. Commissioner Seybert inquired about the failure to designate the units. Ms. Henriquez explained that the team is trying to clean up all the policies and processes and create a written Standard Operating Procedures for present and prospective employees.*

**This resolution was unanimously approved as submitted.**

3. Revision to Gardenvue Estates, Woodbridge Estates and Cornerstone Estates ACOP Policies Chapter 8-I.F. "Late Fees and Non-Payment" – **Resolution No. 3129**

Armecca Crawford presented this resolution to the Board.

Vice President Bailer moved for approval of this resolution.  
Commissioner Cowan seconded the motion.

**Comments:** *Commissioner Seybert inquired as to whether Finance had any concerns about the impact on aging receivables. Mr. Kubacki said if there is an impact it would be minimal.*

**This resolution was unanimously approved as submitted.**

There was a motion to move the presiding from President Hosey to Commissioner Seybert.

Commissioner Cowan moved for Commissioner Seybert to proceed with the meeting.

Commissioner Seybert seconded the motion.

4. Approval to Update Utility Allowance Schedules Referenced in Resolution No. 3087 in the Low-Income Public Housing Program – **Resolution No. 3130**

Armecca Crawford presented this resolution to the Board.

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

**Comments:** *None.*

**This resolution was unanimously approved as submitted.**

5. Approval to Implement Updated Utility Allowances in the Housing Choice Voucher and Section 8 Programs – **Resolution No. 3131**

Joy Flood presented this resolution to the Board.

Vice President Bailer moved for approval of this resolution.  
Commissioner Williams seconded the motion.

**Comments:** *None.*

6. Adoption of Update Flat Rent Schedule in the Low-Income Public Housing Program – **Resolution No. 3132**

Armecca Crawford presented this resolution to the Board.

Commissioner Williams moved for approval of this resolution.  
Vice President Bailer seconded the motion.

**Comments:** *Commissioner Cowan inquired about overages on flat rent requirements. Ms. Crawford explained the process requires it can be at least 80% of the fair make flat rent, and Commissioner Cowan also asked about flat rate payment verses the 30% of income. Ms. Crawford explained the process and stated that it is based on the established income of the household.*

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

**DHC Departmental Monthly Reports**

- 1) Finance

Kevin Kubacki presented this report to the Board.

**Comments:** *None*

- 2) Rental Assistance

Joy Flood presented this report to the Board.

**Comments:** *None*

- 3) Real Estate Management

Armecca Crawford presented this report to the Board.

**Comments:** *None*

- 4) Capital Improvement

Matthew presented this report to the Board.

**Comments:** *None*

5) Real Estate Development

Fatima Garland presented this report to the Board. Ms. Henriquez shared a bit of information regarding the Villages of Parkside

**Comments:** *None*

6) General Counsel

Gwendolyn A. de Jongh presented this report to the Board.

**Comments:** *None.*

7) Human Resources

David Brukoff presented this report to the Board.

**Comments:** *None*

8) Information Technology

Shariq Sajjah presented this report to the Board.

**Comments:** *None*

9) Procurement

Mike Rangos presented this report to the Board.

**Comments:** *Commissioner Seybert inquired about whether Procurement was having a hard time with vendor hiring and labor shortages. Mr. Rangos said, 'yes,' Covid-19 has had a big impact on vendor availability to bid on projects. Commissioner Seybert suggested reviewing this issue in the new year.*

10) Resident Services

Denise Jones presented this report to the Board.

**Comments:** *None*

**VII. General Public Comments:**

*Zachary Rowe, Friends of Parkside shared the following updates:*

- *The Friends of Parkside continues to publish their weekly newsletter 'Community Connector'; publish and distribute a list of upcoming events and activities door-to-door; held weekly bingo games for seniors; held a community vaccination and fun day, where residents were able to get COVID-19 testing, booster and/or first shot, and other activities; continued to provide food and household items to residents; launched the Dear Santa Helper project and asked for volunteer Santa helpers to adopt the children; provided Christmas tree and decorations to Parkside residents; provided direct financial assistance to residents, which included help with their phone, DTE, and internet bills;*

*continues to sign up residents and the general public for the FCC's  
Emergency Broadband Benefits program.*

**VIII. Commissioner Comments:** *Commissioner Williams shared that her organization delivered a Christmas tree to a DHC family, with the help of the Resident Services Dept. The board thanked and wished everyone a happy holiday.*

**IX. DHC Staff Comments:** *Ms. Henriquez thanked the board for their services and staff for their hard work throughout the year.*

**X. Adjournment**

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

The meeting was adjourned at 11:53 a.m.