



Meeting No. 605

October 21, 2021

A Regular Board Meeting (No. 605) of the Detroit Housing Commission was held on Thursday, September 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:

Zachary Rowe, Friends of Parkside

DHC Staff Present:

Sandra B. Henriquez, Fatima Garland, Joy Flood, Seana Williams Page, Gwendolyn A. de Jongh, Kevin Kubacki, David Bruhoff, Shariq Sajjad, Angela Diggs-Jackson, Angela Williams, Jermaine Miller, Niva Shrestha, Mike Rangos, Kristen Ahonen, Dorice Liggons- Blackshear and Tamela Jackson.

At this meeting, the following business was conducted:

I. Call to Order

The meeting was called to order at 10:04 a.m.

II. Board of Commissioners Roll Call

Penny Bailer – Present

Achsah Williams – Present

Keona Cowan – Present

Richard Hosey - Present

Aaron Seybert- Present

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

III. Approval of Agenda

Commissioner Seybert moved for approval of the agenda.
Vice President Bailer seconded the motion.

The agenda was unanimously approved as submitted.

IV. Approval of Minutes – Regular Board Meeting Minutes August 19, 2021.

Commissioner Seybert moved for approval of the minutes.
Vice President Bailer seconded the motion.

There was a change in the minutes to reflect the absence of Board
Commissioner Achsah Williams at the August 19, 2021.

The minutes were unanimously approved as amended.

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 the Amendment of the Personnel Policy Manual – Vacation Time, Section 5.02 – **Resolution No. 3117**

David Brukoff presented these resolutions to the Board.

Commissioner Seybert moved for approval of these resolutions.
Commissioner Williams seconded the motion.

Comments: *Commissioner Seybert asked if the department completed a cost analysis related to vacation time. Mr. Kubacki explained the process to the board. Commissioner Seybert asked that the Board receive an update on the utilization of vacation time a year from now.*

This resolution was unanimously approved as submitted.

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: *Commissioner Seybert asked about the clients that are pursuing ERAP (Emergency Rental Assistance Program). Ms. Flood explained that the families should not need the assistance from ERAP, instead they would contact DHC for an interim.*

3) Real Estate Management

Armeca Crawford presented this report to the Board.

Comments: *Commissioner Seybert inquired about the challenges in getting tenants to submit information around the loss of income due to Covid-19. In response, Ms. Crawford explained that the department is trying to ensure that residents understand how the program works and the importance of stabilizing their household. They are also offering as many resources as possible to the residents. President Hosey inquired about the supplemental unemployment insurance as part of the resident's income. Ms. Crawford explained the additional \$300 from unemployment was not included in their income, and notifications were sent to the residents to explain the process. Ms. Flood added a brief explanation of her process related to the HCV program. Ms. Henriquez also gave a brief explanation on the matter.*

4) Real Estate Development

Fatima Garland presented this report to the Board.

Comments: *None*

5) Capital Improvement

Jermaine Miller presented this report to the Board.

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: *Vice President Bailer asked if any staff had family members that passed due to COVID. Mr. Brukoff said, 'no.'*

8) Procurement

Mike Rangos presented this report to the Board. Mr. Rangos introduced Dorice Liggons-Blackshear as the new Deputy Procurement Manager.

Comments: *None.*

9) Resident Services

Seana Williams Page 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 continue to publish their weekly newsletter, the 'Community Connector'; provided food and household items to residents; provided direct financial assistance, which included help with their phone, DTE, and internet bills; received a small contract to work on citywide vaccine education and hesitancy; signed residents up for the FCC's Emergency Broadband Benefits program; delivered 25 Chromebooks to Parkside seniors and setup for those who already have internet service, currently working to provide Comcast Essential Program services for those who do not, and the FCC's Emergency Broadband Benefits programs; identified 3-5 five Parkside residents to serve as Community Tech Workers on the pilot project, to provide remote support to Parkside seniors; received notification that the joint proposal with the University of Michigan School of Information Community Tech Works project was funded for \$1.4 million by the National Science Foundation's Advancing Informal STEM Learning (AISL) project. Mr. Rowe thanked Ms. Henriquez for providing a letter of support for the project; Friends of Parkside completed our Good Tenants and Good Neighbors online workshop series program, which included topics such as, Understanding Your Lease, Housekeeping to Improve Your Health, and How to Improve Your Finance & Credit. Approximately ten residents participated in the workshop series.

VIII. Commissioner Comments: *None.*

IX. DHC Staff Comments: *Ms. Henriquez shared information on the American Recovery Plan Act (ARPA), which has requested DHC's participation on two programs, (1) how to provide Broadband access to all residents; (2) and the Job Plus Grant. Ms. Page shared the continued partnership with Wayne State University for ongoing vaccination clinics through the fall and winter.*

X. Adjournment

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

The meeting was adjourned at 12:08 p.m.