Minutes of the Ypsilanti Housing Commission
Thursday, July 23, 2015 – 6:00 p.m.
601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:10 P.M. by Commissioner Smith.

ROLL CALL:

• Chairperson R. Smith	Present
• Vice Chairperson A. Moore	Absent
• Commissioner T. Boone	Absent
• Commissioner V. Brannon	Present
• Commissioner C. Hollifield	Present
• Executive Director Z. Fosler	Present

Also present:

- Carole McCabe, Executive Director of Avalon Housing
- Sylvonna Reed, Property Manager of Parkridge Homes and Strong Future, KMG Prestige
- Andrew Kneffel, Regional Manager, KMG Prestige
- Vicki Vaughn, Development Consultant to the Ypsilanti Housing Commission, Chesapeake Community Advisors

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. V. Brannon made a motion to approve the agenda, supported by C. Hollifield.
Motion passed 3-0.

APPROVAL OF MINUTES: V. Brannon made a motion to approve the minutes of June 25, 2015 with a correction to a verb conjugation in her commissioner comments, supported by C. Hollifield.
Motion passed 3-0.

[Presentation: Carole McCabe, Executive Director of Avalon Housing, gave a presentation on Avalon's history, philosophy of housing and service provision, and experiences introducing permanent supportive housing to communities.]

Commissioner Bieberich made a motion to amend the agenda to move up the discussion on the finance reports on account of Andrew Kneffel being present to discuss the reports, supported by C. Hollifield.
Motion passed 3-0.

[Vicki Vaughn departed.]

FINANCE REPORT: Z. Fosler introduced Andrew Kneffel of KMG Prestige. Mr. Kneffel gave a detailed presentation of the Strong Future monthly operating reports. Z. Fosler and the board discussed what level of detail is appropriate for presentation at meetings and identified reports that should be included in the monthly packet. Further discussion ensued regarding check signing thresholds and routine versus non-routine expenses.

[Andrew Kneffel and Sylvonna Reed departed.]

AUDIENCE PARTICIPATION: None present.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None present.

RESIDENT COUNCIL REPORT: Z. Fosler reminded the board about the upcoming National Night Out event being held at Parkridge and provided an update on the planning.

OLD BUSINESS:

- **Fee accountant:** Harry Zulauf, accounting consultant with Casterline Associates, is scheduled to begin working onsite at the YHC in August. Z. Fosler reported that he negotiated a termination of the current contract for fee accounting services with Emerge CPAs. Commissioner Brannon asked what Casterline Associates will be doing once we transfer Parkridge to the limited partnership. Z. Fosler responded that they will be assisting him with top-level financial statements, developing an accounts payable solution, prepare year-end closing statements, and assist in the procurement of an auditor.

- R. Smith made a motion to postpone the annual YHC meeting to August or a future meeting because two board members are absent, supported by V. Brannon.

  Motion passed 3-0.

- **Proposed Amendment to YHC By-Laws:** Z. Fosler presented the proposed revisions to the YHC by-laws. Z. Fosler provided the board with comments on the proposed revisions from David Blanchard, general counsel to the YHC. V. Brannon asked about what recourse the YHC would have if the management company were to incur expenses that were deemed unreasonable. Z. Fosler responded that the management company works under contract and if that contract is breached, action would be taken pursuant to the terms of the agreement.

  At 8:12 p.m., R. Smith made a motion for a brief recess, supported by V. Brannon.

  Motion passed 3-0.

  At 8:18 p.m., R. Smith reconvened the meeting.

  V. Brannon offered Resolution 15-05, a resolution amending the by-laws of the Ypsilanti Housing Commission, supported by R. Smith. Without objection from the board, V. Brannon offered the following friendly amendment to the proposed by-laws:

  > (Section 2) "At each meeting the Chairperson and Executive Director shall submit such recommendations and information as he/she may consider proper or as otherwise required by any resolutions of the Board of Commissioners, concerning the business, affairs and policies of the Commission.
  >
  > (Section 9) "Where checks are signed and countersigned by representatives of the Management Agent, the Management must comply with reporting requirements adopted by resolution of the Board of Commissioners."

  Hearing no further discussion, R. Smith called for a vote on Resolution 15-05.

  Resolution 15-05 passed 3-0.

NEW BUSINESS: None.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:**
  - Z. Fosler reported that general counsel has recommended that we settle the case with Solé Construction for approximately $17,000. Z. Fosler intends to proceed with the settlement.

- **RAD:** Z. Fosler reported that he and the Strong Future development and service provision team met with representatives from the Corporation for Supportive Housing to discuss the work plan for the Strong Families Fund project and give CSH a tour of the Strong Future portfolio. A luncheon was also held at Hamilton Crossing to introduce CSH to the FEP Planning and Advisory Committee and the many community partners the Family Empowerment Program works with. Z. Fosler stated that the site visit and luncheon went very well.

  Z. Fosler provided an update on the Strong Future redevelopment project. Demolition at Maus Avenue should be getting started soon. Work is underway at several of the scattered site properties.

  Z. Fosler provided an update on the site planning process for New Parkridge.

- **Hamilton Crossing:** Z. Fosler stated that he has been informed by the Millennia regional manager overseeing Hamilton Crossing that she intends to replace the current property manager at the site.

DIRECTOR'S REPORT: Z. Fosler stated that he will have a job description for an administrative assistant prepared and ready to post by the next board meeting.

COMMISSIONER COMMENTS:

- Commissioner Hollifield: We had a good meeting. Informative, very informative.
- Commissioner Brannon: Thanks again to the people at Avalon and KMG for coming out to the meeting. It's good to see the faces of the people we will be working with and learn more about them.
- Commissioner Smith: I have a few comments. First of all, it was a good meeting and it was excellent to have Avalon here. I am so glad that we got the tax credits. I did mention, Zac you really need an assistant. I know we're going to be working on that. I am interested in getting our executive director evaluated. His evaluation is way overdue. I did have some conversations with Commissioner Moore, who is heading that up, and I will be a little bit more diligent in catching up with her, and assisting. I think it was April that it should have been done. He's done an outstanding job. He's one of the rising stars. I know we appreciate him and he's been in a situation where he's had to do a lot of clean-up and take a lot of heat and I think he's done an awesome job. It's only fair that we expedite getting him evaluated. I am thinking it would be very beneficial to conduct a board evaluation—evaluating where we are as a board, where we're going, from succession planning to a lot of other things. Some of the things would be, your level of commitment and knowing you attend a certain percentage of meetings, and just getting to know our roles and being a little more proactive. We've been in reaction mode, I think. It's react and clean-up. Although we have been very successful in getting these RAD projects, which I am very happy about, I'd like to get a little ahead of the game as a board. I believe that Zac is presenting next week at the National Summer NAHRO Conference in Austin, TX. Zac, could you speak on that briefly?

  Z. Fosler: Sure. I will be co-presenting with Marquan Jackson of the Family Empowerment Program. We will be presenting on the Family Empowerment Program. We will be discussing creative initiatives in resident services. I suggested the topic at the last summer conference at the Emerging Leaders Subcommittee meeting and it was well-received, so here I am presenting on it.

  R. Smith encouraged her fellow commissioners to attend a housing conference or other training opportunity.

ADJOURN: V. Brannon moved to adjourn, supported by C. Hollifield. **Passed 3-0. Meeting adjourned at 8:51 pm.**

THEREFORE, BE IT RESOLVED:

The Ypsilanti Housing Commission and its Board of Commissioners, of the City of Ypsilanti, Michigan, hereby authorize the Executive Director to sign the approved Board of Commissioners minutes of July 23, 2015.

	YEAS	NAYS	ABSENT
Commissioner Smith	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Boone	_____	_____	_____
Commissioner Brannon	_____	_____	_____
Commissioner Hollifield	_____	_____	_____

_____________________________________ ___________________

Zachary D. Fosler, Executive Director Date