

Minutes of the Ypsilanti Housing Commission
Thursday, September 28, 2015 – 6:00 p.m.
601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:17 P.M. by Commissioner Smith.

ROLL CALL:

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

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 T. Boone.

Motion passed 4-0.

APPROVAL OF MINUTES: V. Brannon made a motion to approve the minutes of July 23, 2015 as presented, supported by R. Smith.

Motion passed 4-0.

AUDIENCE PARTICIPATION: None present.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None present.

ELECTION OF OFFICERS:

- Per Article II, Section 6 of the Ypsilanti Housing Commission Bylaws, the Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Commission from among the Commissioners of the Commission, and shall hold office for one year or until their successors are elected. The Secretary will be the existing Executive Director duly appointed by the Commission.
- V. Brannon nominated R. Smith to serve as Chairperson, with support from T. Boone. Hearing no further nominations, a roll call vote was taken to elect R. Smith as Chairperson.

○ Commissioner Boone	Yea
○ Commissioner Brannon	Yea
○ Commissioner Moore	Yea
○ Commissioner Smith	Yea

Vote: Yea 4 Nay 0

- R. Smith nominated A. Moore to serve as Vice Chairperson, with support from V. Brannon. Hearing no further nominations, a roll call vote was taken to elect A. Moore as Vice Chairperson.

○ Commissioner Boone	Yea
○ Commissioner Brannon	Yea
○ Commissioner Moore	Yea
○ Commissioner Smith	Yea

Vote: Yea 4 Nay 0

RESIDENT COUNCIL REPORT: Z. Fosler and T. Boone discussed the future of a resident council at the YHC and agreed to have a meeting with the YHC's ROSS Coordinator after the New Year to discuss further.

OLD BUSINESS:

- **Fee accountant:** Z. Fosler reported on the ongoing accounting work with Harry Zulauf, accounting consultant with Casterline Associates. Mr. Zulauf reviewed the year-end financials prepared by Emerge CPAs and made a number of adjustments before finalizing the report and submitting the YHC's FY15 unaudited financial data schedule to HUD. The report was accepted without conditions by HUD's Real Estate Assessment Center (REAC).

After further discussion, A. Moore initially expressed an interest in receiving a top-level financial statement for the YHC that reflects the overall health of the organization, but ultimately decided that she would like to take another month to review the reports in greater detail and report back. The board expressed satisfaction in having a new fee accountant on board.

- **Discuss plan for Executive Director evaluation:** A. Moore provided the Board with instructions on completing their evaluation forms and to send them to her for the next meeting.

NEW BUSINESS: None.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:**
 - Z. Fosler reported that an agreement had been reached with Solé Construction for approximately \$17,000 and the case is now settled.
 - R. Smith asked Z. Fosler if the tax-exempt status for the YWHC had been reinstated. Z. Fosler reported that the IRS retroactively reinstated the YWHC's tax-exempt status effective to the date of revocation.
- **RAD:** Z. Fosler reported on the progress of the Strong Future redevelopment project and site and relocation planning for New Parkridge. A. Moore asked if a ribbon cutting event was being planned for Strong. Z. Fosler reported that they were planning to do a ribbon cutting event in November, but would like to do a larger open house event at the completion of the project.

Further discussion ensued regarding renaming the public housing sites being renovated and/or replaced. Z. Fosler will work on a naming proposal.

- **Finance Reports:** A. Moore asked about the vacancy loss line on the public housing report. Z. Fosler explained that it represents a loss of revenue due to unoccupied units, but that this loss was anticipated because units have been intentionally left vacant to accommodate relocation needs and the upcoming demolition of Parkridge Homes.

V. Brannon asked who handles the budget preparation now that KMG is managing the properties. Z. Fosler stated that KMG will prepare the budgets, but he and CCA would review them before presentation to the Board. T. Boone asked Z. Fosler to send out an updated organizational chart for Strong Future and New Parkridge.

[A. Kneffel and S. Reed departed.]

- **Hamilton Crossing:** Z. Fosler and the Board reviewed and discussed the financials for Phases 1 and 2 of Hamilton Crossing. Z. Fosler reported that some unexpected cash had been recognized due to the Michigan Unemployment Insurance Agency recently sending a check for approximately \$6,000. It has also been discovered that the State of Michigan has approximately \$26,000 in unclaimed funds due to Hamilton Crossing, but the source of the funds is not yet known.

DIRECTOR'S REPORT:

- **Website:** Z. Fosler and the Board discussed the future of the YHC website. Z. Fosler discussed a possible firm to utilize for the website, but in the meantime agreed to have the YHC website auto-forward to the housing commission page on the City's website. A discussion regarding a social media presence for the YHC took place, but it was ultimately decided that at this time it would not be pursued.
- **PSH Addendum III Contributors:** Z. Fosler discussed the level of effort put forth by Russ Olwell and Marquan Jackson on the PSH Addendum III section of the YHC's successful tax credit application for New Parkridge Homes. He explained that neither had any obligation to assist with the application, but both men went above and beyond helping out. Z. Fosler stated that he thought it was appropriate to thank Olwell and Jackson and recognize their efforts monetarily.

A. Moore made a motion to provide Russ Olwell and Marquan Jackson with \$1,000 each for their work on the successful PSH Addendum III application for New Parkridge Homes, supported by V. Brannon. V. Brannon stated that she thinks it is a great idea because they have done such outstanding work consistently.

- **Update on Press Coverage:** Z. Fosler reported that the YHC had been covered by recently due to its participation in the Strong Families Fund initiative. He also has heard from a reporter at the Ann Arbor News who will be

doing a story on the Strong Families Fund and another story on the Strong Future redevelopment project. He and Russ Olwell also did an interview with WEMU on the Strong Families Fund and how EMU is partnering with the YHC. V. Brannon offered to send an email out to Concentrate Media to see if there is any interest doing a story.

- **“What Home Means to Me” NAHRO Poster Contest:** Z. Fosler reported that a young resident of YHC public housing is one of the twelve winners of the 2016 NAHRO “What Home Means to Me” Poster Contest, meaning her artwork will be featured in a calendar that is sent out nationwide. He informed the Board that the YHC, using non-federal funds, will be sending the 11-year-old winner and her mother to the National NAHRO Conference in Los Angeles, which he will also be attending. Z. Fosler is working on setting up some people for her to meet in LA and for her to be recognized at the conference.
- **Kresge Strong Future Art Contest:** Z. Fosler reported on an art contest that was held for youth residing in the Strong Future redevelopment project. Kresge is sponsoring the contest, which will select a winner and have ceramic tiles made of the artwork which will be mounted in the two new management and community buildings. An additional tile will also be crafted to be awarded to the winner.
- **YHC Office Building:** Z. Fosler and the Board discussed options for the future of the YHC office building.

COMMISSIONER COMMENTS:

- Commissioner Boone: It’s been a great meeting. I am looking forward to moving on. I think everything is going in the right direction; everyone is really excited about the things that are going on right now. I just say “thumbs up” to all of you. We’ve been at this for a while, but it seems like we’re smoothing everything out. Good job, Zac. I appreciate it.
- Commissioner Brannon: I agree that we have a lot of great things happening right now. I’d like to start thinking about how we communicate to the outside world. I think all of the press we got this week shows that there is an outlet for that information and I’d love to take control of our own message soon, and convincingly. I would love to help you [Zac] do that, if I can. I think that starts with a website and some sort of presence, even if that is just on the City’s website. And figuring out how and what we want to be saying.
- Commissioner Moore: Great job. This is just better than you can imagine. This is amazing. Keep it up. And thanks for the fee accountant.
- Commissioner Smith (summary) told a story about overhearing a few older women at the nearby Kroger talking about the improvements the YHC is making to their properties. They were talking about the scattered site units, about the demolition, and about how the YHC is finally making the positive changes it needed to.

Commissioner Smith talked about how she had the pleasure to sit in on Zac and Marquan’s presentation on innovations in resident services at the National NAHRO Summer 2015 Conference in Austin, TX. She stated that people at the conference were frequently approaching Zac to ask for his business card, and that he is representing this agency very well.

ADJOURN: V. Brannon moved to adjourn, supported by R. Smith. **Passed 4-0. Meeting adjourned at 8:11 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 September 28, 2015.

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

Zachary D. Fosler, Executive Director

Date