

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

Meeting called to order at 6:07 P.M. by Commissioner Moore.

ROLL CALL:

- | | |
|--------------------------------|---------|
| • Chairperson R. Smith | Present |
| • Vice Chairperson A. Moore | Present |
| • Commissioner T. Boone | Absent |
| • 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. A. Moore moved to approve the agenda, second by V. Brannon.

Motion passed 3-0.

APPROVAL OF MINUTES: A. Moore asked if there were any changes to be made to the meeting minutes of November 19, 2015. A. Moore moved to approve the minutes as presented, second by R. Smith.

Motion passed 3-0.

AUDIENCE PARTICIPATION: None present.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None present.

RESIDENT COUNCIL REPORT: None.

OLD BUSINESS:

- **Negotiation of Executive Director Performance Bonus:** A. Moore opened the discussion with a review of previous discussions on the matter of an Executive Director Performance Bonus. Then, suggested that the Board offer Director Fosler a bonus of \$10,000, pre-tax, to recognize exceptional performance and to also ensure consistency for expectations moving forward. R. Smith acknowledged Director Fosler's outstanding work and realizes that this is an optional, one-time bonus, but given his history, expects that as a part of the upcoming executive director contract renewal, the Board may be looking at some type of salary increase due to his performance. R. Smith asked for Director Fosler's feedback on the bonus amount. Z. Fosler expressed satisfaction with the amount.

A. Moore moved to authorize the payment of a performance bonus of \$10,000, pre-tax, to the executive director, second by V. Brannon.

Motion passed 3-0.

NEW BUSINESS:

- **5-Year PHA Plan for Fiscal Year Beginning 7/1/2015:** V. Brannon offered Resolution 15-06 for discussion, second by A. Moore.

Motion passed 3-0.

- **Public Comment Period:** No members of the public present.
- **Discussion:** Z. Fosler provided an overview of the proposed 5-Year PHA Plan, covering all sections of the plan, and responded to questions from the Board. V. Brannon offered the following amendment to Resolution 15-06: In the third paragraph, insert "is" after "the Commission"; in the sixth paragraph, correct the date of December 10 to read December 17. A. Moore seconded the amendment. A. Moore moved to adopt Resolution 15-06 with the amendment offered by V. Brannon, second by V. Brannon.

Resolution 15-06 passed 3-0.

- **CY2016 Board Meeting Schedule:** A. Moore offered Resolution 15-07, adopting a Board meeting schedule for CY 2016, second by V. Brannon.
Resolution 15-07 passed 3-0.
- **FY2015 Ypsilanti-Washtenaw Housing Corporation 990 Filing:** Z. Fosler reviewed the FY2015 990 prepared for the Ypsilanti-Washtenaw Housing Corporation with the Board. A. Moore moved to approve the submission of the 990 as presented, second by V. Brannon.
Motion passed 3-0.
- **Enhanced Bus Stops:** V. Brannon informed the Board that the AAATA is seeking locations for enhanced bus stops around the City of Ypsilanti. Areas where a bus stop could be adopted by the property owner are favored by the organization. V. Brannon suggested that bus stops be requested at Hamilton Crossing, Parkridge Homes, and Paradise Manor, and Z. Fosler agreed. R. Smith stated that she thinks it is great idea. V. Brannon stated that at this point, this is purely informational, but in the near future, a resolution supporting the adoption of bus stops by the YHC may be necessary.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Nothing to report.
- **RAD:** Z. Fosler informed the Board that the State Historic Preservation Office (SHPO) has found that, due to its historical significance, the demolition of the Parkridge Homes site would be an adverse effect. SHPO expressed a need to ensure that all reasonable efforts to preserve the property have been investigated prior to making the decision to demolish. The Washtenaw County Office of Economic Development and the Ypsilanti Housing Commission prepared a very detailed report that explained the historical significance of the site, why preservation is not feasible, and what actions are suggested to preserve the history of the site while still moving forward with its demolition. SHPO has 30 days to issue a response.

Z. Fosler suggested that the Board leave the discussion of naming the new street through the Parkridge property until after a response from SHPO is received. The naming of the street may be an opportunity to memorialize some of the history of the property.

V. Brannon asked what the timeline is on the naming of the street. Z. Fosler responded that he believes there is still ample time for consideration, since the project is not yet underway and the street does not yet exist.

- **Financial Reports:** The Board reviewed the financial statements. A. Moore commented on the favorable net income at Strong Housing. A. Moore asked about when capital funds would be drawn down, as discussed previously, to help support Parkridge Homes in its final few months before closing. Z. Fosler stated that he is working through a HUD environmental review process, then will be able to draw down funds. Z. Fosler discussed a problem with drawing down operating funds for public housing due to a change in the HUD staff person that reviews the request, but that he is working through it.
- **Hamilton Crossing:** Z. Fosler provided an update on staffing at Hamilton Crossing.

DIRECTOR'S REPORT:

- **Fire at Parkridge Homes:** An accidental fire occurred in a unit at the Parkridge Homes site. No one was injured. A. Moore requested that in the future, the Board be notified of this type of situation more timely, regardless of whether an injury occurred. Z. Fosler agreed.
- **Family Empowerment Program:** A meeting with the FEP Coordinating Committee will be taking place tomorrow to engage in some strategic planning for the program. Debbie Jackson, formerly of the Washtenaw County United Way, is consulting on the project and helping to refine the role of the committee.
- **Website:** The City is revamping their website. I have participated in training for web editing and the YHC will have its own section on the website.
- **City Council Meeting:** The Ypsilanti City Council approved the transfer of ownership of the YHC office and the Parkridge Homes property to the YHC.

COMMISSIONER COMMENTS:

- Commissioner Brannon: None.
- Commissioner Moore: Good job and happy holidays.

- Commissioner Smith: Could you let us know about finding a person to help administratively support you?

ADJOURN: A. Moore moved to adjourn, second by V. Brannon. **Passed 3-0. Meeting adjourned at 7:35 p.m.**

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 December 17, 2015.

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

Zachary D. Fosler, Executive Director