Minutes of the Ypsilanti Housing Commission
Thursday, December 15th, 2016 – 6:00 p.m.
601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:14pm by Commissioner Smith.

ROLL CALL:

- Commissioner Brannon Present
- Commissioner Hollifield Present
- Commissioner Moore Absent
- Commissioner Palmer Present
- Commissioner Smith Present
- Executive Director Z. Fosler Present

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. R. Smith moved to strike Resolution 16-03 from the agenda as a typographical error and to approve to the agenda as amended, second by V. Brannon.

Motion passed 4-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of November 17, 2016. V. Brannon stated that there is an error on page 2 under "financial reports". V. Brannon moved to approve the minutes as amended, second by C. Hollifield.

Motion passed 3-0, Abstention 1 (T. Palmer)

INTRODUCTION OF NEW COMMISSIONER: R. Smith introduced Tasha Palmer as the new resident Commissioner on the YHC Board of Commissioners. T. Palmer stated that she hopes to work toward creating opportunities for children in the community to be involved in the arts. Z. Fosler informed the Board that residents speak very highly of T. Palmer, and the Board expressed that they are very happy to have her as a member.

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: None. R. Smith suggested that T. Palmer get involved in the resident council. Z. Fosler agreed to meet with T. Palmer to discuss this idea.

OLD BUSINESS: None.

NEW BUSINESS:

- **Resolution to change YHC fiscal year:** V. Brannon offered Resolution 16-04 for discussion, second by R. Smith. Z. Fosler explained that, as previously discussed, he is proposing to change the YHC's fiscal year end from June 30th to December 31st. All four of the YHC's tax credit properties have a fiscal year ending December 31st, while YHC has a date of June 30th. It would be beneficial for the YHC to have a fiscal year end date that coincides with its properties. Both the YHC's fee accountant and auditor agree that the change should occur and that it makes sense to do it at the end of 2016, since this is when funding from HUD ceases. A six-month audit for the period of July through December, 2016 would be performed to accommodate the change. Z. Fosler stated that he has been requesting guidance from HUD since July with very minimal response. V. Brannon asked what could happen if HUD objects to this change. Z. Fosler responded that he is not sure, given that the YHC no longer receives funding from HUD, but that the Board could potentially revert back to June 30th if necessary. He explained that he will be sending a copy of this resolution to HUD pending its passage by the Board. R. Smith asked if other housing commissions have gone through the process of changing their fiscal year end date. Z.

Fosler answered in the affirmative. R. Smith asked the Board for input about the issue. C. Hollifield replied that the change is a good idea. V. Brannon agreed with C. Hollifield. V. Brannon also pointed out a section of the resolution that may be interpreted as antagonistic, and offered an amendment to Resolution 16-04 striking the section previously discussed, second by R. Smith.

Amendment accepted 4-0

R. Smith called for a vote on amended Resolution 16-04.

Resolution 16-04 passed 4-0

- **Resolution to set 2017 meeting schedule:** V. Brannon offered Resolution 16-05 for discussion, second by C. Hollifield. The Board discussed changing the meeting day for the YHC Board from the fourth Thursday of each month to the second Thursday of each month.

  Resolution 16-05 passed 4-0

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** V. Brannon asked what happens to the relationship between YHC and the HUD Field Office after the completion of RAD. Z. Fosler explained that YHC will no longer be subject to the oversight of the Office of Public Housing. He explained that property management will still be working with the Multifamily Office to receive Housing Assistance Payments (HAP) for rental assistance and with the area of HUD responsible for physical inspections. V. Brannon asked if there is a formal process to end the oversight relationship with the HUD Office of Public Housing. Z. Fosler believes that the process will be completed when HUD accepts the YHC's financial data schedule.

  Z. Fosler explained that an attorney with Dickinson Wright has created record books for each YHC entity. R. Smith asked if there any meeting requirements for any of the entities. Z. Fosler stated that there are meeting requirements, but most, if not all, of these meetings can coincide with regular YHC Board meetings. R. Smith asked if there are any individuals that should be formally removed from the boards of these other entities. Z. Fosler stated that he will follow up with the attorney about the issue.

- **RAD Construction Update:** Z. Fosler stated that the Strong project is on track for completion. All Strong units will be occupied by December 23rd. The New Parkridge project is also on track, and the first move-ins are scheduled for January. C. Hollifield asked when the New Parkridge project will be complete. Z. Fosler responded that the project should be complete in early Fall 2017.

- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports. Z. Fosler explained that the amount listed under "Elimination of Loans/Inc/Fees" on the YHC's combined financial statement represents a forgivable loan from the YHC to Hamilton Crossing that was the result of an upfront grant from HUD. It was a part of the development of the Hamilton Crossing project and needs to be reflected in our financials. The purpose of the elimination is to avoid falsely inflating assets and liabilities, since it is essentially a loan to ourselves. An explanation is also noted in the annual YHC audit.

  V. Brannon asked why the variances for "water and sewer" and "plumbing repairs" for Strong Housing are so high. Z. Fosler stated that he will follow up on the issue. V. Brannon also asked about the water and plumbing variances listed under New Parkridge. Z. Fosler suspects that part of the high cost may be attributed to sprinklers used during demolition over the summer and unpaid water bills, but will follow up on the issue. R. Smith asked Z. Fosler to clarify the loss of revenue for New Parkridge. Z. Fosler explained that the loss of revenue is due to the property being vacated for demolition. R. Smith asked about the Hamilton Crossing recreation/community

expenses pointed out during the last meeting. Z. Fosler responded that he still needs to follow up on the issue and apologized for the delay.

DIRECTOR'S REPORT:

- **Naming Property after Amos Washington:** Mary Hearndon, a former YHC employee, would like the Board to consider naming a future property after Amos Washington, the first Executive Director of the Ypsilanti Housing Commission.

- **Sauk Trail Pointe Incident:** A Sauk Trail Pointe resident was involved in a non-fatal shooting on the property over Thanksgiving weekend. Property management is in the process of evicting the resident.

- **Property for Sale in Milan:** Z. Fosler was approached by CCA concerning a Section-8 subsidized property that is for sale in Milan. He has asked an attorney to determine whether YHC a subsidiary entity can own and operate property outside of the City. R. Smith asked if the property is in Washtenaw County or Monroe County. Z. Fosler stated that the property is part of Washtenaw County. V. Brannon asked if this topic can be placed on the next Board meeting agenda so that the Board can discuss if the opportunity supports YHC's mission. R. Smith noted that the opportunity is worth considering because the YHC sits on the Continuum of Care Board for Washtenaw County.

- **Towne Centre Place Update:** R. Smith asked if there are any updates concerning Towne Centre Place. Z. Fosler stated that he plans to contact the owners of the property to inquire about whether they would be interested in selling.

COMMISSIONER COMMENTS:

- Commissioner Hollifield: It was a very good meeting. Congratulations to Commissioner Palmer. We are glad to have you, and it's nice to know that children in the area can pursue their passions.
- Commissioner Brannon: Welcome to Commissioner Palmer. The Board has been talking a lot about how to become more involved in the community. We all would be happy to support Commissioner Palmer with her efforts.
- Commissioner Palmer: I enjoyed the meeting, and I'm excited to get activities started with the kids.
- Commissioner Smith: I would like to say welcome to Commissioner Palmer. We are going to continue to do great things with your voice. Our focus is our residents and you represent our residents. It was a great meeting.

ADJOURN: V. Brannon moved to adjourn, second by C. Hollifield. **Passed 4-0. Meeting adjourned at 7:24pm**

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 15. 2016.

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

_____
Zachary D. Fosler, Executive Director