

Minutes of the Ypsilanti Housing Commission

Thursday, August 10, 2017 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:09pm by Commissioner Smith

ROLL CALL:

- | | |
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| • Commissioner Frankenhauser | Present |
| • Commissioner Hollifield | Present |
| • Commissioner Moore | Absent |
| • Commissioner Palmer | Present |
| • Commissioner Smith | Present |
| • Executive Director Z. Fosler | Present |

APPROVAL OF AGENDA: R. Smith moved to place the graduate recognition ceremony as the first item on the agenda, second by T. Palmer.

Motion passed 4-0

GRADUATE RECOGNITION: Z. Fosler stated that the YHC is continuing the efforts started by former commissioner Tabitha Boone to congratulate high school graduates. The YHC reached out to YHC residents to determine the number of 2017 graduates and invite them to be recognized at a board meeting. Two youth were present to accept their awards. Z. Fosler thanked both ladies for attending and stated that the board is proud of their accomplishments. R. Smith asked both ladies to describe their post-grad plans. One is attending college this winter and plans to study child development. The other is attending college this fall and plans to study pre-med. Three other graduates were invited to be recognized, but were unable to attend.

Z. Fosler asked that the meeting recess briefly to allow the board and recognized graduates to eat the dinner that was provided. R. Smith moved to recess, second by H. Frankenhauser.

Motion passed 4-0. Meeting recessed at 6:13 pm. Meeting reconvened at 6:35 pm.

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of July 13, 2017. C. Hollifield moved to approve the minutes as written, second by T. Palmer.

Motion passed 4-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: Z. Fosler introduced Commissioner T. Palmer to the Family Empowerment Program staff to discuss the development of a resident council.

OLD BUSINESS:

- **YHC Youth Video Project Update:** Z. Fosler stated that the youth have completed all their community resident interviews and met with two professional videographers to work on the project. Z. Fosler has asked to view a clip of the film. The film screening is scheduled for September 16th at the Riverside Arts Center with a dinner planned for the youth participants and their families.
- **Executive Director Workplan Update:** Z. Fosler gave a workplan progress update. Z. Fosler stated that the YHC has met the goal of providing residents with opportunities to have positive interaction with local law enforcement by hosting National Night Out events at both Hamilton Crossing and Sauk Trail Pointe. Resident and

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community member turnout at both events was significant. Z. Fosler met with the Executive Director of Growing Hope to discuss revisions to the community garden proposal. Z. Fosler gave the board an update regarding the acquisition of Cross Street Village. He attended a meeting with representatives from the City and the Executive Director of MSHDA to discuss the qualified contract process and the ability to preserve affordability for the site. After meeting with the City, Z. Fosler learned from the broker assigned to Cross Street Village that the proposed selling price makes acquisition with the current income-restricted rents infeasible. R. Smith asked if Z. Fosler is looking to acquire any vacant properties in the area. Z. Fosler stated that he has toured a few vacant properties owned by Ypsilanti Community Schools and is working with CCA to determine the feasibility of developing a new affordable housing site. Z. Fosler stated that all YHC has implemented rotating security patrols on all its sites and is currently taking proposals for a contract to cover on site security for all YHC properties. R. Smith encouraged the board to inform Z. Fosler of any local properties that may have potential for development.

NEW BUSINESS: None.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Z. Fosler stated that the YHC received a letter from a former sub-contractor on the Strong Future redevelopment project, stating the intent to file a formal complaint for damages. The individual is claiming that the New Parkridge project is not in compliance with Section 3 requirements and that his bid for the project was unfairly rejected. The Washtenaw County Office of Community and Economic Development, with assistance from Z. Fosler and Rohde Construction, sent a response essentially stating that the claims are without merit and that the New Parkridge project is complying. Z. Fosler stated that he will update the board if a formal complaint is received.

Z. Fosler asked that the meeting recess briefly to allow him to print off updated construction maps for the board. R. Smith moved to recess.

Motion passed 4-0. Meeting recessed at 7:07 pm. Meeting reconvened at 7:11 pm.

- **RAD Construction Update:** Z. Fosler distributed construction maps to the board and gave a construction update. Z. Fosler stated that all buildings along Armstrong Dr. are completed and the street has been paved. The community building should be ready by October. T. Palmer asked how waiting list applicants will be notified that they have been selected to receive a unit. Z. Fosler stated that applicants were selected via a lottery process for placement onto the waiting list, and every applicant should have received a letter stating whether they have been selected. T. Palmer asked how long selected applicants can expect to be on the waiting list before a unit becomes available. Z. Fosler stated that applicants are encouraged to call the property management office to receive their current rankings on the waiting list, but management is unable to provide a specific timeline of when units will become available. R. Smith asked how many people are on the waiting list. Z. Fosler stated that he can get that number from property management. H. Frankenhauser asked if there is an explanation for specific buildings on the construction map being behind schedule. Z. Fosler stated that he receives weekly construction updates from Rohde but would need to do some research to respond to specific setbacks. R. Smith asked if the waiting list has any selection preferences. Z. Fosler stated that the waiting list prioritizes applicants who are elderly, employed, have a disability, or have been displaced. H. Frankenhauser asked if the project is on schedule to be completed by November. Z. Fosler stated that the project is on schedule.
 - o **Solar Panel Update:** Z. Fosler had YHC's attorney review and edit the roof lease provided by Chart House Energy. Z. Fosler and R. Rafson from Chart House discussed edits and Z. Fosler signed the lease. The community building roof is set to be installed within the next couple of weeks and Z. Fosler is

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working with Chart House to determine how to fund resident training to install the solar panels.

- **Financial Reports:** Z. Fosler and the board reviewed and discussed financial reports. H. Frankenhauser stated that the financial statements can be difficult to analyze for a person who does not have a financial background. H. Frankenhauser suggested that a narrative be provided as part of the financials for each YHC property. Z. Fosler stated that he will ask YHC's accountant to include narratives going forward. R. Smith stated that she usually reviews the executive summary and balance sheet for glaring discrepancies and asks Z. Fosler for an explanation during the meeting. Z. Fosler stated that he will ask Beth Steffen, asset manager at CCA, to call into the next meeting to walkthrough financials with the board. H. Frankenhauser asked if recently implemented security measures have had a significant impact on the budget. Z. Fosler stated that the measures have put stress on the budget for Strong Future homes but the budget for New Parkridge has not been effected to date. Z. Fosler stated that Strong Future is using reserves to help cover the cost of security patrols.
- **Community Policing:** R. Smith stated that National Night Out was a good start to the YHC's efforts to move toward a community policing model. T. Palmer asked if it is possible for security measures to be implemented and maintained by residents as opposed to a major company. T. Palmer stated that resident involvement could cut down on security costs to have more funds for housing and resident services. Z. Fosler stated that he would like for a program like a neighborhood watch to be implemented in the future to encourage residents to report criminal or suspicious behavior on YHC sites.

DIRECTOR'S REPORT:

- **Board Orientation Packet:** Z. Fosler stated that he will work on putting together a packet to have a training process for new board members in place going forward.
- **CoC HUD NOFA:** The Continuum of Care HUD Notice of Funding Availability was released. The funding covers homelessness services including shelters, PSH services, rental assistance vouchers, etc. The YHC is submitting a joint application with Ann Arbor Housing Commission and Avalon to fund services for permanent-supportive housing services. The YHC will also be applying for Coordinated Funding (CoFu) from the County to fund services. Z. Fosler stated that the YHC will not be able to provide satisfactory services for PSH units if it does not receive adequate funding.
- **Summer NAHRO Conference:** Z. Fosler thanked the board members who attended commissioner training at the NAHRO conference in Indianapolis.

COMMISSIONER COMMENTS:

Commissioner Frankenhauser: She stated that she attended the Washtenaw Housing Education Partners (WHEP) meeting a few weeks ago. She suggested that the YHC get involved in creating programs to help residents to get involved in homeownership. She would like to meet with FEP to discuss how to get residents to attend homeownership workshops provided by Habitat for Humanity and MSU Extension. She also stated that Habitat for Humanity hosts workshops that focus on T. Palmer's interest in forming a neighborhood watch.

Commissioner Hollifield: He stated that he had another informed meeting and that it's good to come in and hear good things.

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Commissioner Palmer: She stated she is focused on cutting costs for security by encouraging resident involvement and in starting up resident council.

Commissioner Smith: No comments.

ADJOURN: C. Hollifield moved to adjourn, second by T. Palmer **Passed 4-0. Meeting adjourned at 8:06pm**

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 August 10, 2017.

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

Zachary D. Fosler, Executive Director