

Minutes of the Ypsilanti Housing Commission

Tuesday, November 13, 2018 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:16pm by Commissioner Smith

ROLL CALL:

- | | |
|------------------------------------|-----------------------------|
| • Commissioner Brown | Present |
| • Commissioner Frankenhauser | Present |
| • Commissioner Moore | Present (arrived at 6:30pm) |
| • Commissioner Palmer | Present |
| • Commissioner Smith | Present |
| • Executive Director/CEO Z. Fosler | Present |
| • Tarah Hearn, YHC | Present |

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. H. Frankenhauser moved to approve the agenda as written, second by T. Palmer.

Motion passed 4-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of October 9, 2018. T. Palmer moved to approve the minutes as written, second by R. Smith.

Motion passed 4-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT ASSOCIATION REPORT: T. Palmer stated that she has been meeting with two Sauk Trail Pointe residents. She stated that she has also met with Carla to discuss possible New Parkridge residents who may be interested in joining the association.

OLD BUSINESS:

- **Board Facilitation Update:** Z. Fosler stated the he had a call with Yodit from New Center and R. Smith. He stated that New Center will facilitate at the next board meeting and a more in-depth board retreat/planning session will follow in January. T. Hearn stated that she will send out a poll to see which date works best.
- **Board Documents Update:** T. Hearn stated that she has scanned all YHC policies into an electronic folder and going forward all board documents can be accessed through this folder as well. H. Frankenhauser stated that the board can begin reviewing policies now that the vacant commissioner seat has been filled.

NEW BUSINESS:

- R. Smith asked if there is anything L. Brown would like to present to the board as a newly appointed commissioner. L. Brown stated that property management staff have not been answering phones during business hours, and she is receiving calls at Parkridge Community Center regarding this issue. Z. Fosler stated that there has been significant staffing turnover at Deborah Strong Housing and property management is working on filling vacant positions. Z. Fosler stated that he has informed residents about the staffing shortages via the resident newsletter. He stated that all residents who leave a voicemail will receive a response within 24-48 hours. R. Smith asked if there is an emergency phone line Z. Fosler stated that there is an emergency on-call line for maintenance issues. H. Frankenhauser asked if measures are being taken to ensure the self-care and well-being of remaining staff. Z. Fosler stated that temp workers have been assisting property management until permanent positions can be filled, and he has been checking in with staff regularly to make sure they are not overburdened.

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MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Z. Fosler stated that the YHC is still in the process of obtaining a lawyer.

(A. Moore arrived)

- **Development Update:** Z. Fosler stated that he has been in talks with Second Baptist Church about a partnership for a senior development on their land. R. Smith asked about the size of the area. Z. Fosler stated that the church owns an area between Harriet and Michigan and another parcel of two vacant lots across from Hamilton Crossing. A. Moore asked if there are any other potential development leads. Z. Fosler stated that he will begin pursuing a parcel near N. River St. that can fit 60-80 units. A. Moore stated that 2 high quality, high potential sites is great. R. Smith asked if other populations besides senior citizens are being thought of for future developments because workforce housing is also sorely needed. She stated that she wants residents who have gone to school or work in Ypsilanti are able to have affordable places to live.

Z. Fosler stated that he will run numbers by CCA (YHC's development partner) to see how competitive the YHC is without Section 8 subsidies. Z. Fosler stated that he has asked MSHDA about the possibility of YHC getting its Housing Choice Vouchers back from the state and explained the history of the situation to L. Brown because she is a new commissioner. Z. Fosler stated that obtaining vouchers is important because 20% of the allocated vouchers can be used for project-based subsidies at a property. A. Moore stated that there may be a political approach to getting information on where the vouchers are now being used. R. Smith stated that this is perfect timing because the YHC has a great reputation nationwide for housing development. A. Moore stated that as economic conditions in Ypsilanti improve, there has been a concern that lower-income residents will be pushed out. She stated that the YHC can present itself as a solution to this concern by ensuring continued development of affordable housing. A. Moore stated that it may be beneficial to speak to neighboring homeowners of potential developments and to speak about the benefits of property values increasing. T. Palmer and L. Brown stated that neighboring residents are also losing their homes due to increased rents and subprime mortgages.

- **Security/Safety Update:** Z. Fosler shared the Washtenaw County CoC's Emergency Transfer Plan for victims of domestic violence with the board. He stated that there are three protections outlined in the YHC lease addendum: landlords cannot consider incidents of domestic violence as lease violations or cause for termination, landlords cannot consider incidents of domestic violence that occur within a tenant's household cause for termination if the resident is a victim of abuse, and the landlord may request the tenant to report incidents to property management within 14 business days or as agreed upon. H. Frankenhauser asked what sort of documentation is necessary for the tenant to report. Z. Fosler stated that detailed descriptions are in the plan.

R. Smith asked Z. Fosler to update the board about a drive-by shooting incident on Maus Ave. Z. Fosler stated that the resident was not involved in the incident and not the target of the shooting, so it may have been a random incident. He stated that Family Empowerment Program has been working to provide services to the resident. Z. Fosler shared site security reports with the board. He stated that he will work on making the reports more concise. A. Moore stated that she or Z. Fosler can explain to the security team how correct coding of incidents can show improvement on the site that leads to more funding. A. Moore asked if the security guards ever walk the property as opposed to driving through the property. Z. Fosler stated that they do occasional walk-throughs, but they are not regularly scheduled because they are very expensive. A. Moore asked if there is any data from pre-renovation of the site. Z. Fosler stated that he will work on obtaining that data.

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- **Financial Reports:** Z. Fosler and the Board reviewed and discussed financial reports and the monthly finance cover sheet. A. Moore asked Z. Fosler if he has obtained a report of site evictions and pending evictions. Z. Fosler stated that he will follow up with the asset manager to add that data to the finance cover sheet. A. Moore also asked Z. Fosler to follow up about obtaining a better interest rate for the YHC's bank accounts. Z. Fosler explained the high delinquency amounts for Deborah Strong Housing. He stated that property management did not properly apply funds from the HUD subsidy received in 2015 to resident ledgers and as a result, some resident debt needs to be written off. He also stated that some resident recertifications were not completed by property management in a timely manner resulting in residents not knowing their correct rental rate. Z. Fosler stated that the YHC plans to transfer some New Parkridge operating cashflow to the Social Services reserve to pay Avalon for PSH services. Z. Fosler stated that he will share cash distributions for the other YHC properties at a later date.

DIRECTOR'S REPORT:

- **Community Thanksgiving Dinner:** The Parkridge Community Center dinner will be November 21. L. Brown is one of the organizers and T. Palmer said she would like to assist.
- **Jackson and Ferndale Visits:** Residents and city officials from Jackson and Ferndale came to learn more about the RAD conversion re-development process.
- **Dearborn Heights Visit:** The city has requested Z. Fosler to visit to speak about the RAD conversion process.
- **Bike Share:** The bike company will pay for rebranding and the bikes will be stored at the YHC office until spring.
- **Property Management Staffing:** KMG Prestige is looking to hire maintenance techs a property manager, and assistant property manager for Deborah Strong Housing.
- **NAHRO Conference:** The conference went well and Tazjianna Davis, T. Palmer's daughter was recognized for being a finalist in the poster contest.
- **The YMCA Building Acquisition:** The Ypsilanti Township is in talks to build a new facility on the other side of I-94. Z. Fosler stated that he will advocate for a pedestrian crossing for the expressway. He explained that the facility will be another great place for YHC residents to attend if the Collaborative is full.
- **All Temp Furnace Donation:** All Temp Heating and Cooling has donated labor costs for a new furnace installation at the YHC office. H. Frankenhauser suggested putting out a yard sign to advertise their business.

COMMISSIONER COMMENTS:

Commissioner Brown: She stated that this was a great meeting and she enjoyed the conference.

Commissioner Frankenhauser: She welcomed L. Brown to the board and stated that she wants to make sure L. Brown receives a proper orientation.

Commissioner Moore: She stated this was a great meeting and she encouraged the board to reach out to the new mayor and new City Council members.

Commissioner Palmer: She stated that she enjoyed the conference.

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Commissioner Smith: She stated that she and H. Frankenhauser are still working on succession planning.

ADJOURN: A. Moore moved to adjourn, second by T. Palmer. **Passed 5-0. Meeting adjourned at 8:00pm**

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 November 13, 2018.

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

Zachary D. Fosler, Executive Director