

## Minutes of the Ypsilanti Housing Commission

Tuesday, December 10, 2019 – 6:00 p.m.

831 Hilyard Robinson Way, Ypsilanti, MI 48197

Meeting called to order at 6:18pm by Commissioner Smith

### ROLL CALL:

- Vacant
- Commissioner Brown Present
- Commissioner Frankenhauser Present (via phone)
- Commissioner Palmer Present
- Commissioner Smith Present

### Others present:

- Executive Director/CEO Z. Fosler
- Tarah Hearn, YHC
- Cris Davis, KMG Prestige

**APPROVAL OF AGENDA:** R. Smith asked if there were any changes to be made to the agenda. T. Palmer moved to switch new business to after audience participation, second by L. Brown.

**Motion passed 3-0**

**APPROVAL OF MINUTES:** R. Smith asked if there were any changes to be made to the meeting minutes of November 12, 2019. T. Palmer moved to approve the minutes as written, second by L. Brown.

**Motion passed 3-0**

**AUDIENCE PARTICIPATION:** C. Davis gave an update on New Parkridge and Deborah Strong Housing property and financials. There are two vacancies at New Parkridge that should be filled by year end. Maintenance staffing changes have caused an increase in expenses for the property budget. Z. Fosler asked if the property does inventory on maintenance supplies. C. Davis stated that currently, the property does not do inventory, but he hopes to implement this in the future. C. Davis stated that he is working on getting a dedicated part-time staff person for New Parkridge (24 hours a week). R. Smith asked how soon this person can start. C. Davis stated the person can start by the end of January if the budget goes through. C. Davis stated that security patrols have been decreased until the summer and there will be a reserve draw to pay security expenses. C. Davis stated that Deborah Strong Housing has significant cash flow and only one vacant unit.

**CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS:** None.

**RESIDENT ASSOCIATION REPORT:** T. Palmer stated that she and Sentra Brownlee knocked on doors at Hollow Creek to spread awareness about the resident association. She will follow up with fliers.

### NEW BUSINESS:

- **Resolution #19-05 CY2020 Board Meeting Schedule:** The board discussed changing the meeting day for 2020 meetings.

**Resolution 19-05 passed 3-0**

H. Frankenhauser called into the meeting at 6:50pm

- **Resolution #19-06 Staff One Time Bonuses:** The board discussed bonuses for YHC staff. H. Frankenhauser asked if the bonus is performance based. Z. Fosler replied that the bonus is not performance based, it is a holiday bonus. H. Frankenhauser stated that moving forward, the board should

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consider passing financial gains onto residents in some way (ex. gift cards, etc.) R. Smith stated that incentives for residents is a separate issue from staff receiving a holiday bonus. T. Palmer stated that the resident's association can possibly work on financial incentives for residents.

### **Resolution 19-04 passed 4-0**

T. Palmer left at 7pm

### **OLD BUSINESS:**

- **ED Workplan/Board Workplan:** Z. Fosler shared the YHC 2019 Annual Summary with the board.
  - **Development:** In 2019, the Executive Director vetted a New Beginnings Academy redevelopment opportunity, began to explore a partnership with St. Joseph's CEO, opened communication with Second Baptist Church regarding partnership, and began exploring a development opportunity at 206/210 N. Washington.
  - **Safety & Security:** In 2019, National Night Out events were held at Hamilton Crossing, New Parkridge and Sauk Trail Pointe. There was a comprehensive response to gun violence at New Parkridge. Significant progress on the creation of an emergency handbook for staff was made, and speed bumps and stop signs were successfully installed on Armstrong Dr.
  - **Personnel & Board:** In 2019, the MERS underfunded liability was addressed, a facilitator was brought in to lead board strategic planning and FEP hired two new staff members to work onsite at New Parkridge and Sauk Trail Pointe.
  - **Residents & Community:** In 2019, community gardens were rebuilt at Hamilton Crossing and installed at New Parkridge and Sauk Trail Pointe. Eight high school graduates were recognized with gift cards and a July newsletter feature. Harvest Parties were held at Hamilton Crossing, Hollow Creek, New Parkridge and Sauk Trail Pointe. The YHC started a new partnership with Charles Peterson to provide job training to local youth in the area of media/film production.
  - **Agency Recognition:** In 2019, the YHC received a NAHRO Award of Merit for the YMCA Collaborative Childhood Development Center. A resident from the YHC won the MI NAHRO "What Home Means to Me" poster contest. The Executive Director was elected as President of Michigan Chapter of NAHRO and the Board Chairperson, Renée Smith, was elected as Vice President of Commissioners of the North Central Regional Council of NAHRO.

### **MONTHLY REPORTS:**

- **Regulatory, Oversight, & Legal Actions:** None.
- **Development Update:** Z. Fosler stated that he spoke with a representative with CCA about 206/210 N. Washington. The site is a couple points shy of being competitive in the tax credit program. Z. Fosler stated that he would like to explore alternative methods for funding the development of this site such as raising bonds and workforce housing development.

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- **Security/Safety Update:** Z. Fosler stated that security patrols have been decreased. R. Smith stated that it is important for property management staff to feel safe during the day.
- **Finance Reports:** The board reviewed and discussed financial reports and the finance cover sheet. The board also reviewed the eviction report.

### COMMISSIONER COMMENTS:

Commissioner Brown: No Comment

Commissioner Smith: No Comment

**ADJOURN:** L. Brown moved to adjourn, second by R. Smith. **Passed 3-0. Meeting adjourned at 7:25pm**

### 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 10, 2019.

|                            | YEAS  | NAYS  | ABSENT |
|----------------------------|-------|-------|--------|
| Commissioner Brown         | _____ | _____ | _____  |
| Commissioner Frankenhauser | _____ | _____ | _____  |
| Commissioner Palmer        | _____ | _____ | _____  |
| Commissioner Smith         | _____ | _____ | _____  |

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Zachary D. Fosler, Executive Director & CEO