

## Minutes of the Ypsilanti Housing Commission

Monday, December 14, 2020 – 6:00 p.m.

Virtual Meeting

<https://zoom.us/j/98180043113>

Meeting ID: 981 8004 3113

**Meeting called to order** at 6:03pm by Commissioner Smith

### **ROLL CALL:**

- |                              |         |
|------------------------------|---------|
| • Commissioner Azzaro        | Present |
| • Commissioner Brown         | Present |
| • Commissioner Frankenhauser | Present |
| • Commissioner Palmer        | Present |
| • Commissioner Smith         | Present |

### **Others present:**

- Executive Director/CEO Z. Fosler
- Tarah Hearn, YHC
- Lisa League, KMG Prestige
- LaTasha Dexter, Millennia
- Kimberly Thomas, Millennia

**APPROVAL OF AGENDA:** R. Smith asked if there were any changes to be made to the agenda. R. Smith moved to remove Finance Report Review and Workshop because this occurred at the last meeting. Y. Azzaro moved to approve the agenda as amended, second by T. Palmer.

**Motion passed 5-0**

**APPROVAL OF MINUTES:** R. Smith asked if there were any changes to be made to the meeting minutes of November 9, 2020. Y. Azzaro moved to approve the minutes as written, second by T. Palmer.

**Motion passed 5-0**

**AUDIENCE PARTICIPATION:** None.

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

### **PROPERTY MANAGEMENT UPDATES:**

- L. League stated that a new community manager has been hired for Deborah Strong Housing and recruitment is still on-going for the community manager and maintenance positions at New Parkridge. H. Frankenhauser asked if exit interviews were conducted with staff who transitioned and if the properties usually have a high rate of turnover. Z. Fosler stated that exit interviews were conducted and staff turnover has been significant at Deborah Strong Housing but not at New Parkridge. Y. Azzaro asked if staff received hazard pay and if so, would new hires be eligible for it. Z. Fosler stated that staff did receive hazard pay and that new hires may be considered for it in the future. Y. Azzaro asked if holiday bonuses are calculated based on percentage. Z. Fosler stated that bonuses are calculated based on position/title.
- Kim Thomas introduced herself as the new Regional Manager for Hamilton Crossing. LaTasha Dexter introduced herself as the new Community Manager for Hamilton Crossing. Kim stated that vacancy is high at Hamilton Crossing Phase I due to an influx of CMA Section 8 vouchers. A maintenance tech has just returned from medical leave. HAWC has been assisting residents with eviction diversion. H. Frankenhauser asked if it would be hard for units to be filled over the holiday season. K. Thomas stated that the units shouldn't be hard to fill, but there is a

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significant amount of waitlist paperwork. L. Dexter stated that she is processing 10 applications and all unit turns have been completed.

### NEW BUSINESS:

- **MERS Adoption Addendum for Ypsilanti Housing Commission:** Z. Fosler stated that MERS has requested this document to update its record of retirement benefits for member organizations. Z. Fosler stated that the YHC's personnel policies will need to be modified over the next couple of months to align with this addendum. The board reviewed and discussed the addendum and tabled for a special meeting.
- **Resolution #20-02 CY2021 Board Meeting Schedule:** The board reviewed and discussed the resolution and tabled for a special meeting.
- **Resolution #20-03 Staff One Time Bonus:** The board reviewed and discussed Resolution #20-03. H. Frankenhauser stated that she disagrees with holiday bonuses for public service positions and she disagrees with executive leadership receiving a bonus. She stated that if a bonus is granted it should be the same amount that has been historically granted and there should be no increase. Y. Azzaro stated that she has concerns about the outward facing appearance of the work that the housing commission does and passing a bonus increase of 25% this year in particular. L. Brown stated that she agrees with Y. Azzaro. T. Palmer stated that she agrees with Y. Azzaro. R. Smith stated that she agrees with Y. Azzaro and the bonus should not be increased. R. Smith made a motion to amend Resolution #20-03 to grant a one-time \$2,000 bonus to full-time employees of the YHC, second by T. Palmer.

**Resolution 20-03 passed 5-0**

- **Resolution #20-04 2021 HSA Employer Contribution Amounts:** Z. Fosler stated that this is an annual resolution to determine HSA employer contribution amounts. The YHC usually follows suit with the City's HSA contributions for the year. The board reviewed and discussed the resolution.

**Resolution 20-04 passed 5-0**

### MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** Z. Fosler stated that the YHC received a letter from the City about sidewalk violations at Sauk Trail Pointe. He stated that the original site plan was purposefully designed to omit sidewalks in certain areas for safety reasons. Z. Fosler stated that he is been in contact with the site architects and CCA to provide evidence that shows sidewalks encircling the buildings are not necessary. H. Frankenhauser asked if the YHC could be fined for violations. Z. Fosler stated that the YHC could be fined, but is optimistic that the matter can be resolved with the City without getting to that point.
- **Development Update:** R. Smith asked for an update on previous development leads. Z. Fosler stated that Avalon is expected to begin development on 206/210 N. Washington. The Second Baptist Church partnership can be revisited if another parcel of land is added. R. Smith asked for an update on the YHC office renovation. Z. Fosler stated that T. Hearn is working on setting up shredding services and electronics recycling. R. Smith asked if Charles Peterson is still operating his youth media program out of the YHC office. Z. Fosler stated that the program shutdown due to the pandemic. H. Frankenhauser asked if Z. Fosler has met with leadership from Ypsilanti Township. Z. Fosler stated that he has not, but Pittsfield or Superior Township may be more open to affordable housing.

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- **Facilities & Security Update:** Z. Fosler stated that a special meeting concerning New Parkridge safety and security has been scheduled for December 17 at 10am. He has received a quote for gated-entry installation for Hilyard Robinson Way and YPD has placed a decoy car onsite.
- **Finance Reports:** The board reviewed and discussed financial reports and the finance cover sheet. H. Frankenhauser asked about Comcast revenue line. Z. Fosler stated that the properties receive payments from Comcast periodically to maintain an exclusive contract. Z. Fosler stated that Hamilton Crossing will show a dip in rental revenue due to many people vacating at once. Z. Fosler stated that he will look into the decrease in rental revenue across other properties.

### DIRECTOR'S REPORT:

- Covered during previous agenda topics.

### COMMISSIONER COMMENTS:

Commissioner Azzaro: She stated that the new playground in Parkridge Park is gorgeous and the best playground in Ypsi.

Commissioner Brown: She stated that she is saddened to hear about staffing changes at New Parkridge. She hopes everyone has a nice holiday.

Commissioner Frankenhauser: She stated that she appreciates Zac and Tarah and she hopes everyone has a lovely holiday.

Commissioner Palmer: She stated that she appreciates everyone, she's sad about staffing changes at New Parkridge, and she hopes everyone enjoys a safe holiday.

Commissioner Smith: She appreciates having such a strong and diverse board. She appreciates Zac and Tarah, and she hopes everyone has a wonderful and safe holiday.

**ADJOURN:** Y. Azzaro moved to adjourn, second by R. Smith. **Passed 5-0. Meeting adjourned at 7:18pm**

### 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 14, 2020.

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

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Zachary D. Fosler, Executive Director & CEO