

Minutes of the Ypsilanti Housing Commission Wednesday, December 15, 2021 – 5:30 p.m.
831 Hilyard Robinson Way, Ypsilanti, MI 48197

Meeting called to order at 5:46pm by Commissioner Smith

ROLL CALL:

- | | |
|------------------------|---------|
| • Commissioner Brown | Absent |
| • Commissioner Palmer | Present |
| • Commissioner Simmons | Present |
| • Commissioner Smith | Present |

Others present:

- Executive Director/CEO Z. Fosler

APPROVAL OF AGENDA: T. Palmer asked if there were any changes to be made to the agenda. M. Simmons moved to approve the agenda, second by M. Simmons.

Motion passed 3-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of November 17, 2021. M. Simmons called for a correction to the minutes to indicate that the meeting was held in-person, not via Zoom. T. Palmer moved to approve the minutes with the correction identified by M. Simmons, second by M. Simmons.

Motion passed 3-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

NEW BUSINESS:

- Resolution 21-05 - 2022 HSA Employer Contribution Amounts: M. Simmons offered Resolution 21-05, second by R. Smith. R. Smith called for discussion. Z. Fosler confirmed that the proposed resolution maintains the HSA contributions for employees that have been provided in prior years and is consistent with the City of Ypsilanti's practices.
Resolution 21-05, Adopted 3-0
- Resolution 21-06 - Staff Holiday Bonuses: R. Smith offered Resolution 21-06, seconded by T. Palmer. R. Smith called for discussion. M. Simmons asked whether the bonus is tied to performance; R. Smith stated that it is not. M. Simmons asked if a holiday bonus was given last year. Z. Fosler stated that it was given last year. T. Palmer stated that it has been given each year since she has been on the board. M. Simmons expressed discomfort with having to vote on a bonus for the simple fact that he has just recently joined the board and is unable to adequately weigh the decision. R. Smith expressed understanding, and offered that M. Simmons can abstain from the vote if he wishes.
Resolution 21-06, Adopted 2 (Smith, Palmer)-0-1 (Simmons abstained)
- Resolution 21-07 - CY2022 Board Meeting Schedule: M. Simmons offered Resolution 21-07, seconded by R. Smith.
Resolution 21-07, Adopted 3-0

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None.

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- **Development Update:** Z. Fosler stated that the last month has been pretty hectic for the YHC. He provided an update on significant staffing shortages and a ransomware attack on KMG Prestige that have created a challenging operating environment for the Housing Commission and its property management partners.
- **Facilities/Security Updates:** Z. Fosler provided an update on security camera maintenance at the properties. R. Smith stated that she supports significant investment into the security camera systems to ensure they are resilient and high quality. Z. Fosler and R. Smith provided M. Simmons with an overview of the history of the camera systems at our properties. M. Simmons and Z. Fosler discussed details of the security contract with Great Lakes Security.

Z. Fosler stated that the bulk of the replacement roofing project at the YHC office is now complete. The membrane is fully installed. Only the metal trim remains to be installed and the contractor is waiting on materials.

- **Finance Reports:** The board reviewed and discussed financial reports. Z. Fosler provided an overview of the reports. Z. Fosler discussed some of the measures being taken to address vacancies at properties, which are largely related to management and maintenance staffing shortages. Z. Fosler explained that NOI for the YHC is underbudget because cash distributions for Hamilton Crossing have not been received, but he expects them before the end of the year.

Z. Fosler followed up on R. Smith's questions from the previous meeting on snow removal and water and sewer.

DIRECTOR'S REPORT:

- **Staff/Board Holiday Luncheon:** Z. Fosler reminded that board of the holiday luncheon happening tomorrow and invited them to attend.
- **Programming at YHC Properties:** Z. Fosler provided an update on resident programming being held at various YHC properties, including a kid author program, a grief group for teens, food pantries, and GED prep classes. He stated that while management is short-staffed, the Family Empowerment Program is finally fully staffed.
- **Family Empowerment Program Organizational Update:** Z. Fosler provided M. Simmons with an overview of work being undertaken by the FEP and the YHC to explore the best organizational structure for the Family Empowerment Program. At R. Smith's request, Z. Fosler provided an overview on HUD's Family Self-Sufficiency (FSS) Program and how it compares to the Family Empowerment Program.
- **Continuum of Care Funding Update:** Z. Fosler informed the board that he met with officials from the County and learned that the New Parkridge PSH Program funding provided under the CMH millage is eligible to renew for an additional 3 years after 2022, so we are expecting funding for the program through December 2025. Thus, we will not be applying for COC funding for several years.

COMMISSIONER COMMENTS:

Commissioner Palmer: Good to hear from everyone. Best wishes to everyone's families.

Commissioner Simmons: Wishing everyone a healthy and safe holiday season. M. Simmons stated that he and Z. Fosler had agreed that it would be best to hold off on bringing in the CCA Asset Manager to provide financial training until we have the new board member in place.

Commissioner Smith: She asked Z. Fosler for updates on the hiring of an executive assistant and the search for a new board member. She stated that once we get our new board member in place, we should schedule a board retreat. She intends to spend a couple of hours in January with M. Simmons to help

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introduce him to the YHC. She asked about cultural sensitivity training for GLS. She asked for some updates to the YHC website. She requested that the monthly newsletter also be sent out to the board.

ADJOURN: M. Simmons moved to adjourn, second by T. Palmer. **Passed 3-0. Meeting adjourned at 6:38pm.**

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, 2021.

	YEAS	NAYS	ABSENT
Commissioner Brown	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner Simmons	_____	_____	_____
Commissioner Smith	_____	_____	_____

Zachary D. Fosler, Executive Director & CEO