

1. City Council Regular Meeting Agenda

Documents: [9-7-12 -FINAL AGENDA.PDF](#)

2. City Council Regular Meeting Packet

Documents: [9-7-12 PACKET.PDF](#)



**CITY OF YPSILANTI
SPECIAL COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
FRIDAY, SEPTEMBER 7, 2012
7:30 A.M.**

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bodary	P A	Council Member Robb	P A
Council Member Jefferson	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

“I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

V. INTRODUCTIONS –

VI. AGENDA APPROVAL –

VII. AUDIENCE PARTICIPATION-

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS -

1. Resolution 2012-181, removing an Ypsilanti Housing Commissioner
2. YHC Recovery Plan

IX. COMMUNICATIONS FROM THE MAYOR -

Nominations to Boards and Commissions:

Ypsilanti Housing Commission
Amy Grettum (replacing Ma’Cheryl Jones)
12 Oak Street
Ypsilanti, MI 48198
Term ending 12/31/2012

Resident Ypsilanti Housing Commissioner nomination needed.
Previous nominee declined appointment.

X. AUDIENCE PARTICIPATION -

XI. REMARKS BY THE MAYOR -

XII. CLOSED SESSION -

Closed session to discuss union negotiations. (OMA 15.268, Section 8(c))

XIII. ADJOURNMENT -

Resolution No. 2012-182, adjourning the Special Council Meeting.



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Resolution No. 2012-181
September 7, 2012

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Ypsilanti Housing Commission (YHC) is a Board of 5 members, nominated by the Mayor and approved by City Council; and

WHEREAS, Ypsilanti Housing Commission board members serve at the pleasure of the Mayor and City Council;

NOW BE IT RESOLVED, That YHC member Ma'Cheryl Jones is hereby removed from the position of board member on the Ypsilanti Housing Commission (YHC) effective immediately, on recommendation of the Mayor and approval of City Council;

BE IT FURTHER RESOLVED, That the City Clerk is directed to send a copy of this resolution as notice to Ma'Cheryl Jones and copies to the Ypsilanti Housing Commission and Mr. Willie Garrett, HUD Public Housing Director.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

TO: City of Ypsilanti Mayor and City Council
YHC Board of Commission

FROM: Eric P. Temple, Sr. Acting Executive Director
Ypsilanti Housing Commission

RE: YHC Sustainability Plan Update

DATE August 10, 2012

Below is the Final biweekly update of YHC Sustainability Plan submitted Thursday March 15, 2012 at its regular monthly meeting. The YHC Commissioners pass resolution 12-12 completion of the 2009 Sustainability plan. The agreement passed by board on November 1, 2011 was submitted to the Detroit HUD office as requested by Shawn Sweet (Public Housing Recovery Team) Team Leader for execution, the Executive Director and staff, submit the final complete plan and backup documentation on April 4, 2012 to HUD Detroit. There has been no other changes or action since we last reported report in April 2012

Programmatic Governance and Execution

1. The Board of Commissioners does not provide required governance over the Ypsilanti Housing Commission's ("YHC") programs, finances, and the Executive Director

- A. *YHC BOC met and evaluated the ED, on January 13, 2012*
- B. *Each BOC member was issued/reissued a copy of the YHC Procurement Policy on 10-28-2011.*
- C. *The procurement policy was updated reviewed and approval by the BOC at their December 12-15-2011 meeting.*
- D. *The BOC voted to review on quarterly basis all major contracts and 10% of all contracts issued, procurement awards etc. to assure that YHC is in compliance with the board's adopted procurement policy.*
- E. *The YHC requested that the Board and the City council receive a biweekly report effective January 18 until the plan is completed and accepted by HUD Council and board received a update report on January 18*
- F. *YHC has submitted bi weekly report to the City Council, YHC BOC and HUD January 26, & Feb 2, 2012 Feb 15, 2012*
- G. *YHC Board of Commissioners Met with HUD Detroit and HUD Troubled Housing Recovery Team Leader on Feb 21, 2012 to review sustainability plan and other housing program areas*
- H. *Yhc Board of commission meet with HUD Recovery team and HUD Detroit on March 20th for Board training on Board governance .*
- I. *YHC Board Pass a resolution o submit Completed Sustainability Plan to HUD March 2012*

2. YHC is often non-responsive to the Department's request for information and the ED is often unreachable by HC or HUD staff

- A. ED, will provide appropriate responses within the requested time frames all HUD communication i.e. e-mail, letters, telephone messages with copies sent to the BOC.
- B. The ED will be present in the YHC offices per the designated schedule prescribed in the YHC Personnel Policy unless out of office for meeting or other office related business, vacation, sick leave or emergencies all of which will be communicated to the BOC President or other designated person by the BOC
- C. The ED has addressed concerns and communication from HUD , Council and the BOC during the last several weeks including the:
 - Payment to the city for 2011 PILOT
 - Revised its CFP 2011 Annual statement/Performance and Evaluation
 - Updated and posted BOC minutes and Revision Parkview LLC minutes to the agency website
 - Completed and corrected NRA Voucher Management System for September 2011-December 2012
 - Submitted YHC Public Housing Monthly Vacancy Report

3. The Executive Director ("ED") does not currently provide adequate oversight of the administration of YHC's programs

- A. *YHC BOC reviewed and discussed with the ED and ADM staff the Sustainability Plan at the Board retreat August 30 & 31 and at the September 29th BOC meeting*
- B. *YHC Commissioners, Executive Director and staff are reviewing the organizational Chart and Job Descriptions.*
- C. *YHC Commissioners, approval the revised Job Description at January 26th Board Meeting*
- D. *organizational Chart will be revised and approval by Board of Commission at its February board meeting*
- E. *Board Approval YHC revised organizational Chart. at the February 23,2012 Board meeting*

4. YHC lacks a training plan, yet has paid for some employee education

- A. *The Board has been provide a Training plan for each department*

- B. *A training plan, for the appropriate and affected Staff in the area of UPCS, SEMAP, PHAS, Housing Choice Voucher and Executive staff, Executive Director Education has been developed*
- C. *YHC will reimburse tuition and training for YHC employees will follow existing policy*
- D. *Board members to be offer board training to be provide by NCRC NAHRO in Peoria, IL April 25-27*
- E. *Board member schedule to Commissioner Training June 11-16 in Cleveland, Ohio Hosted by HUD and the Department of Agriculture.*
- F. *YHC board has requested a review of all training for commissioner, Executive director and Staff for review from 2011-2012*
- G. *Several Board members Completed board training provide by NAHRO July 27 &28*

Finance

- 1. The Ypsilanti Housing Commission (“YHC”) does not have quality fee accountancy or independent audit services as evidenced by, in part, low Financial Indicator (“FASS”) scores, the amount of initial costs questioned by the Department, inter-fund transfers, etc.**

A. RFP for Fee Accountant and Auditor Service issued December 29, 2011. Proposals due 1/19/2012 and Contract to be awarded 1/27/2011. Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and an added addendum for response to questions. Award date has also been moved until February Board meeting or a requested call meeting

B. YHC has received and is reviewing the RFP's for Audit service and Fee accountant. The Director will make recommendation to the Board at YHC March board meeting

C. YHC has received all RFP's for Legal and will be reviewing. The Director will make a recommendation to the Board at the March Board meeting.

D. YHC Board Approved the selection of legal counsel for Tenant Landlord Issues. Roberts and Freatman from Ypsilanti Michigan and for General Council Nacht and associates from Ann Arbor Michigan.

E. Contract was issued to the Selected Legal firms for review and execution

F. YHC executive staff is reviewing the RFP for tax credit Legal to be award at Yhc April board meeting

- 2. Financial Reporting to the Board is often not adequate to enable Board to make decisions.**

A. YHC fee accountant has developed monthly accounting reports for the BOC that are clear and understandable and in compliance with the financial policies of the BOCs.

B. These include monthly actual to budget comparisons Chart.

C. The YHC staff at the direction of the YHC BOC and in compliance with HUD regulation issued a RFP for Fee Account and Independent Audit Services.

3. YHC is using/has used LRPH funds to support its non-LRPH mixed finance project.

- A. *Separate Checking Account has been established to ensure funds are properly separated and expended only for eligible approved budgeted expenses.*
- B. *YHC has reimbursed all questioned and costs to its low rent program from its Development Fee Account.*
- C. *This Development Fee Account is funded with nonfederal funds and therefore the reimbursement is from nonfederal funds.*
- D. *In compliance with the HUD review team recommendation, a Cost Allocation plan I will be reviewed by the BOC*
- E. *Plan has been established and provides for allocations from the Development Fee Account to the YHC general fund account for YHC staff time provided to its non-public housing property, Hamilton Crossing.*
- F. *The Plan will reflect a percentages allocation to staff salaries and other overhead and soft cost to YHC*
- G. *YHC Board to approval an allocation plan at February 2012 board meeting. Board of Commissioners tabled the presented allocation plan until their March meeting.*
- H. *YHC Board will review and approval and allocation plan their March 2012 Board meeting*
- I. *YHC Board approve a Allocation Plan for use or development fees with the request Executive Staff bring back to the board at it April 2012 Board meeting a request of approval for cost factor.*

4. There is approximately \$20,114 in questioned costs identified during the initial site visit.

- A. *The YHC has in its files/possession documentation supporting the resolution of all questioned costs, i.e. receipts etc. and as of 8-2-2011 HUD reviewed the documents*
- B. *YHC has, effective 10-26-2011, repaid in-eligible costs to its low rent housing program from its Development Fee account for any expenditure questioned as in-eligible.*

5. The Operating Budget and process needs to be improved to include all pertinent activities, cost efficiencies, etc.

- A. *Internal controls are inadequate.*

The BOC will assure that, all internal controls and fiscal control policies will be reviewed and revised as needed.

- B. *The recommended improvements will provide for proper controls for vendor payment documentation, quality controls, personnel and other contract administration as well as any other areas identified as in need of greater control.*

6. YHC would benefit from identification and institution of cost efficiencies. A recent review by a HUD contractor confirmed the PHARS Team's conclusion that YHC lacks sufficient controls in spending;

has excessively high administrative salaries; lacks clear distinction between the role of the contracted Fee Accountant and the role of the salaried Accounting Assistant; maintenance and administrative expenses are over-budget; tenant accounts receivables are higher than permitted by HUD.

- A. *Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and added addendum for responses to questions. Award Date has also been moved until February Board meeting or a requested call meeting*
- B. *YHC is using utilize the recently established budgeting format and built in accessibility to current financial information to control expenditures regarding maintenance and other management related cost and expenditures; assuring that expenditures are within approved budgets.*
- C. *This process will be perused with the fee accountant procured as recommended by the HUD review team in Item "8" above.*
- D. *Expenditures will be reviewed within YHC policy before expenditure to assure that they are within budget, authorized. In response to the relative cost of the YHC Administrative salaries the YHC as referenced in item "12" above will apply cost adjustments allocating funds from the non-federal project Hamilton Crossing to the YHC with the net effect of lowering the salary cost for YHC.*
- E. *The ED will analyze the job descriptions for the fee account and the YHC Accounting Assistant and present recommendations for the BOC's consideration at the 1-27-2012 meeting. (completed)*
- F. *Further, the ED will work with the, to be newly procured, fee accountant to maintain clear roles and responsibilities between salaried and contracted fee accountant role: the clarifications will be incorporated into the new fee accountant's contract.*
- G. *YHC ED reviewed the f YHC high tenant account receivables (TAR) the ED presented to the YHC BOC a resolution to write off uncollected receivables at the 11-01-2011 BOC Commission meeting.*
- H. *YHC is reviewing the RFP'S for Audit and Fee accountant and will award the contract at the close of the FYE 2012 in order to complete fiscal year close out.*

Programmatic Governance and Execution

- 1. **YHC has a large percentage of vacant units (approx. 11%); YHC does not meet HUD standards for unit turnaround time; YHC does not have a plan or policy to make viable units market ready.- Modernization actions and costs must be included in YHC's Agency Plan and routine maintenance costs for unit turnaround must be included in YHC's operating budget.**
 - YHC's unit turnaround time is currently 99 days, 78 days longer than required under HUD regulations.
 - YHC should keep its average unit turnaround time under 21 days
- A. *Vacant unit turnaround plan will be created by Property Manager, Maintenance Coordinator and ED by 12/31/2011.*
- B. *Vacancy; FYE 6/30/10 we had a 5% vacancy rate or averaged 9 vacant units per month for the year; Vacancy Rate as of*
- C. *FYE 6/30/11 we had a 9% vacancy rate or averaged 17 vacant units per month for the year; (this vacancy increase was caused by YHC Public Housing Residents being issued Housing Choice Vouchers or section 8 subsidies, causing their move from Public housing units to Section 8 units); however due to public housing rent up efforts the*
- D. *YHC currently has a 2.9% vacancy rate, or an average of 5 vacant unit as of 3/28/2012*
- E. *Housing Data System, the YHC Vendor for maintenance of the Public Housing data in the HUD PIC system, will upload of Unit Turnaround/ Lease Batch be done on a monthly basis as opposed to a quarterly basis*

- F. *YHC Administrative staff / Administrative Specialist will review Agency Plan and 2012 CFP Budget and will recommend revisions as needed. The YHC Budgets will reflect all current PNA items. Revised Agency Plan and CFP Budget will be presented to YHC BOC at February meeting.*
- G. *Met with Residents to discuss and receive input 2012 Agency Plan on March 7, 2012*

2. *The ARRA and Capital programs have severe deficiencies as evidenced by the lack of documentation and very poor record keeping.*

- A. *YHC has provided documentation to clear this finding regarding the use of insurance proceeds and CFP funds in the same units.*
- B. *Documentation is available in our offices and has been provided both physically and by email to the HUD review team.*
- C. *Records management procedures/system will be set up by the Administrative Specialist with supervision by the ED and presented to the YHC BOC at the March 2012 meeting. The maintenance supplies are also being included in the record management systems.*
- D. *Met With Pat Hairston, HUD Detroit and Ms. Shook of PHARS to discuss the AARA and Insurance payment for paradise Manor Issue them Documents on Sole Contract*

3.

4. *There are outstanding HUD review and audit findings.*

- A. *The YHC is working to close 2009 and 2010 CAP's*
- B. *Agency Plan for FY 2010 has been uploaded and submitted to HUD*
- C. *YHC is now working on its 2012 Agency Plan due in late April; meeting with residents are set for first week of March 2012 YHC will review with Resident its 2012 plans with comment from residents*
- D. *YHC Submit March 2012 Cap 2010 Cap report to HUD completing the Brefering Package and utilite allowance chart*

AREA: HOUSING CHOICE VOUCHER

1. The YHC certified to a passing 2009 SEMAP score without benefit of documentation as documented by HUD's on-site SEMAP confirmatory review.

- A. *The YHC has procured the services of a HCV specialist since February 2011 and hired that person on a permanent basis effective 10-24-2011*
- B. *. In accord with HUD Troubled Housing Recovery Team this staff person will be monitored by management; HCV utilization reports and trends will be made to the Board on a monthly basis at the BOC board meeting*

2. Deficiencies identified include incorrect market rent calculations and unauthorized expansion of geographic territory outside of the previously HUD-approved area.

- A. This individual has been hired and directed to continue and accelerate the correction of all deficiencies included in the 2009 & 2010 CAP Plan.



YPSILANTI HOUSING COMMISSION

601 ARMSTRONG DRIVE
YPSILANTI, MICHIGAN 48197-5281

TELEPHONE (734) 482-4300
FAX (734) 482-5515

RESOLUTION 2011-14

Recovery Agreement between
Ypsilanti Housing Commission
And
the United States Department of Housing and Urban Development
and
the City of Ypsilanti, MI

This Recovery Agreement is entered into between the Ypsilanti Housing Commission (YHC), the UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") and the City of Ypsilanti, MI as of this 29th day of September, 2011.

RECITALS

WHEREAS, under the United States Housing Act of 1937, as amended, ("Act"), 42 U.S.C. § 1437 *et seq.*, the United States Department of Housing and Urban Development ("HUD") is responsible for administering low income housing programs, and pursuant to the Act, HUD has entered into an Annual Contributions Contract ("ACC") with the YHC to develop and operate public housing projects of the YHC; and

WHEREAS, pursuant to the Act, HUD must evaluate public housing performance and has instituted the Public Housing Assessment System ("PHAS"); and

WHEREAS, on the basis of an annual PHAS score, the YHC has been designated Troubled or Substandard for financial, physical and/or management indicators, or other such deficiencies as HUD has identified; and

WHEREAS, the Act requires HUD to enter into agreements that establish performance targets, set out strategies for meeting targets, provide for incentives and sanctions for effective implementation of the strategies leading to recovery of performance and attain an improved status of at least a Standard Performer; and

WHEREAS, the recovery of performance is intended to lead to a sustainable sound fiscal management and good governance; and

WHEREAS, the parties desire to correct all HUD-identified deficiencies through the implementation of this Recovery Agreement, ("Agreement");

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, HUD, the YHC and the City of Ypsilanti, MI agree as follows:

- I. The YHC agrees to achieve the outcomes outlined in the Action Plan and incorporated into this Agreement as Exhibit A.
- II. The YHC and City of Ypsilanti, MI agree to work together to develop and implement a Sustainability Plan if necessary to achieve recovery.
- III. The Action Plan describes the results following HUD's review and assessments of PHA performance, the measures that need to be implemented to improve the performance and the desired outcomes to be achieved and establishes a timetable to achieve those outcomes. The Action Plan also identifies the available remedies to resolve HUD's determination of non-performance.
- IV. Upon execution of the Agreement, the YHC will commence with the required actions listed in the Plan within the timeframes set forth therein.
- V. The YHC will cure identified deficiencies within the timeframes established in the Action Plan.
- VI. Subject to section XII, regardless of possible changes in the YHC's Board composition, or the decision-making individuals for HUD or the Local Governing Entity Name, the term of this Agreement is effective as of the execution date of this document and will continue until completion of the Action Plan in accordance with 6(j) (2) and (3) of the Act, and any agreed upon extensions. This Agreement will remain in effect until the PHA has completed all items listed in the Plan, even if HUD removes the YHC's from the troubled/substandard designation.
- VII. HUD, in its discretion, may provide technical assistance, including training or contract support, to the YHC to facilitate accomplishment of the items in the Action Plan. The YHC's compliance with the Action Plan, however, shall not be contingent on HUD's provision of any technical assistance or other discretionary assistance.
- VIII. The YHC shall provide HUD with written progress reports as identified in the Action Plan. The report shall detail the PHA's progress towards the completion of the items required by the Action Plan. The reports shall identify those items that have been completed and provide any necessary documentation to support this determination.
- IX. HUD will review the Action Plan progress reports submitted by the YHC and supporting documentation. HUD will confirm in writing to the YHC the items that HUD determines to have been successfully completed, those that require additional documentation and those that are past due.
- X. If the YHC disagrees with HUD's determination concerning the completion of any item, the YHC may request a reconsideration of the determination and submit additional information to support its position. HUD will provide the YHC with a written notice of its decision.

- XI. The failure of the YHC, its employees, officers, agents, or contractors to comply with this Agreement, including the failure to achieve the agreed upon outcomes or to take the actions or comply with the time frame set forth in the Action Plan, may result in HUD seeking any available remedies, including any of the following actions sequentially or simultaneously:
- a. Consolidation;
 - b. Consortia/Joint Venture;
 - c. Contraction of Operational Activities;
 - d. Cooperative Endeavor Agreement;
 - e. Debarment;
 - f. Deliver possession and control of PHA project(s) to HUD;
 - g. Limited Denial of Participation;
 - h. Receivership; and/or
 - i. Suspension.
- XII. The parties by mutual written agreement may agree to extend the timeframes set forth in the Action Plan from time to time. In the event said timeframes are extended, HUD agrees that it will not take any of the actions against the YHC as set forth in this section of the Agreement for noncompliance with original timeframes.
- XIII. Communication related to the Recovery Agreement and Action Plan shall be provided to the Public Housing Director and the HUD Recovery Team leader, if applicable.
- XIII. HUD, the YHC and their employees, subcontractors, partners or assigns, and the City of Ypsilanti, MI shall comply with all applicable federal, state, and local laws and regulations relating to the performance of this Agreement to which their activities are subject.
- XIV. Notwithstanding any provisions of this Agreement to the contrary, the parties shall not be held liable for any failure or delay in the performance of this Agreement that arises from fires, floods, strikes, embargoes, acts of the public enemy, unusually severe weather, outbreak of war, riots, civil commotion, force majeure, acts of God, or for any other cause of same character which is unavoidable through the exercise of due care and beyond the control of the parties, provided that said failure or delay in the performance of this Agreement attributed to any of the events described herein is acknowledged in writing by HUD. Upon the issuance of HUD's written acknowledgement, the failure to perform shall be deemed excused during the continuance of such circumstances as determined by HUD, but this Agreement shall otherwise remain in effect.

- XV. In the event of any conflict between terms in this Agreement, including all exhibits, attachments and all other documents specifically incorporated by reference, and HUD's applicable Public Housing requirements including, but not limited to, the Act, HUD regulations there under (and, to the extent applicable, any HUD-approved waivers of regulatory requirements), the ACC, HUD notices, the HUD-approved Declaration of Trust or Declaration of Restrictive Covenants in favor of HUD, and all applicable Federal statutory, executive order and regulatory requirements, as those requirements may be amended from time to time, the applicable Public Housing requirements shall prevail. HUD reserves the right to resolve any conflict.
- XVI. Any modification or amendment of any condition or provision in this Agreement by either party will imply or constitute a further modification or amendment of the same or any other condition or provision, nor shall it relieve the parties from performing any subsequent obligations strictly in accordance with the term of this Agreement. No modification or amendment shall be effective unless in writing and signed by the party against whom enforcement is sought. Such modification or amendment shall be limited to provisions of this Agreement specifically referred to therein and shall not be deemed a modification or amendment of any other provision. No modification or amendment of this Agreement shall constitute a HUD-approved waiver of regulatory requirements.
- XVII. Should any term or provision of this Agreement be held, to any extent invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Agreement to the extent that the Agreement shall remain operable, enforceable and in full force and effect to the extent permitted by law.
- XVIII. To the extent authorized by the Act and HUD regulations, HUD can unilaterally amend this Agreement. Otherwise, this agreement may be amended by mutual agreement of the parties.
- XIX. This Agreement states the entire understanding and agreement between the parties and supersedes any and all written or oral representations, statements, negotiations, or agreements previously existing between the parties with respect to the subject matter of this Agreement. However, this Agreement does not supersede, modify or amend the ACC as further described in Paragraph XXI. The parties recognize that any representations, statements or negotiations made by the staff of either party does not suffice to legally bind either party in a contractual relationship unless they have been reduced to writing and signed by their authorized representative(s). This Agreement shall inure to the benefit of and shall be binding upon the parties, their respective assigns, and successors in interest.
- XX. This Agreement may be executed and delivered in separate counterparts, which, when so executed and delivered, shall be deemed an original.

- XXI. This Agreement does not supersede, modify or amend the ACC between HUD and the YHC, or in any way excuse the YHC from complying fully with its obligations under the ACC. HUD does not waive its statutory, regulatory or contractual rights. Nothing contained in this Agreement shall serve to limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or related regulations. Nothing contained in this Agreement shall serve to limit, modify or preclude HUD or the YHC's right to take any remedial action allowed by the Agreement.
- XXII. The parties agree that any cost associated with the implementation of this Agreement, the Action Plan and the Sustainability Plan shall be their individual responsibility unless specifically agreed in writing between the parties.

IN WITNESS WHEREOF, the parties or their duly authorized representatives hereby execute this Agreement on the date first written above.

UNITED STATES DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

By: _____

Willie C.H. Garrett
Public Housing Director
Detroit Field Office

Ypsilanti Housing Commission
ATTEST: BY ITS BOARD OF
COMMISSIONERS

By: _____

Ma Cheryl Jones
Board Chair
Ypsilanti Housing Commission

By: _____

Walter Norris Jr.
Executive Director
Ypsilanti Housing Commission

By: _____

Paul Schreiber
Mayor
City of Ypsilanti, MI

Sustainability Plan for the Ypsilanti Housing Commission September 2011- December 2011

Identified Deficiencies and Results and Determinations from Assessment	Desired Outcome/Measures	Tasks to Accomplish to Achieve Desired Outcomes	Target Accomplishment Date	Actual Accomplishment Date	Person/Entity Responsible for Completion	Comments /Accomplishments
AREA: GOVERNANCE						
The Board of Commissioners does not provide required governance over the Ypsilanti Housing Commission's ("YHC") programs, finances, and the Executive Director	PHAS and SEMAP scores; approve budgets that are appropriate to the programs of YHC and needs of the residents; ensures that no inter program fund transfers occur; and the greatest number of low income families are housed in decent, safe and sanitary housing in accordance with programmatic requirements.	Board assesses its knowledge, skills, and abilities ("KSAs") YHC Board will attend Commissioner Fundamentals Sault Ste. Marie, Michigan Sept 13-17 and will 1) share its knowledge with those Board members unable to attend, and 2) create a sustainable improvement plan for the Board, 3) Requires and analyzes PHAS and SEMAP status by indicator at each Board meeting	3/1/2012	Commissiner Ethington attend commissioner traningSept.12-17 - 2011	YHC BOC , ED and ADM Specialist	A. YHC BOC met and evaluated the ED, on January 13,2012 B. Each BOC member was issued/reissued a copy of the YHC Procurement Policy on 10-28-2011. C. The procurement policy was updated reviewed and approval by the BOC at their December 12-15-2011 meeting. D. The BOC voted to review on quarterly basics all major contracts and 10% of all contracts issued, procurement awards etc. to assure that YHC is in compliance with the board's adopted procurement policy. E. The YHC requested that the Board and the City council receive a biweekly report effective January 18 until the plan is completed and accepted by HUD Council and board received a update report on January 18 F. YHC has submitted bi weekly report to the City Council ,YHC BOC and HUD January 26, &,Feb 2,2012 Feb 15,2012 G. YHC Board of Commissioners Met with HUD Detroit and HUD Troubled Housing Recovery Team Leader on Feb21,2012 to review sustainability plan and other housing program areas
The Executive Director ("ED") does not currently provide adequate oversight of the administration of YHC's programs	The ED ensures proper execution of the programs under ACC as evidenced by a clear organizational structure; appropriate accounting and audit of funds; improved PHAS and SEMAP scores; and proper filing and records retention to support YHC's actions.	1) Board and ED assess ED's knowledge, skills, and abilities, and 2) Board and ED create sustainable improvement plan To be on the agenda for Board retreat August 30& 31	12/1/2011	August 30 & 31 September 29th November 1	YHC BOC, ED and ADM Staff	A. YHC BOC reviewed and discussed with the ED and ADM staff the Sustainability Plan at the Board retreat August 30 & 31 and at the September 29th BOC meeting B. YHC Commissioners, Executive Director and staff are reviewing the organizational Chart and Job Descriptions. C. YHC Commissioners, approval the revised Job Description at January 26th Board Meeting D. organizational Chart will be revised and approval by Board of Commission at its February board meeting E. Board Approval YHC revised organizational Chart. at the February 23,2012 Board meeting
YHC is often non-responsive to the Department's request for information and the ED is often unreachable by HC or HUD staff	YHC makes required submissions to HUD in a timely manner, including responding to letters, electronic, and telephonic communication. Further, the ED is routinely present in the offices to personally attend to YHC business.	Create quality control system to ensure the ED provides appropriate responses within the requested time frame and otherwise improve lines of communications (system to include method of Board monitoring actions). Establish required routine office hours for the ED.	11/1/2011	11/1/2011	YHC BOC and ED	A. ED, will provide appropriate responses within the requested time frames all HUD communication i.e. e-mail, letters, telephone messages with copies sent to the BOC. B. The ED will be present in the YHC offices per the designated schedule prescribed in the YHC Personnel Policy unless out of office for meeting or other office related business, vacation, sick leave or emergencies all of which will be communicated to the BOC President or other designated person by the BOC C. The ED has addressed concerns and communication from HUD , Council and the BOC during the last two weeks including the: • Payment to the city for 2011 PILOT • Revised its CFP 2011 Annual statement/Performance and Evaluation • Updated and posted BOC minutes and Revision Parkview LLC minutes to the agency website • Completed and corrected NRA Voucher Management System for September 2011- December 2012 • Submitted YHC Public Housing Monthly Vacancy Report

Sustainability Plan for the Ypsilanti Housing Commission September 2011- December 2011

Identified Deficiencies and Results and Determinations from Assessment	Desired Outcome/Measures	Tasks to Accomplish to Achieve Desired Outcomes	Target Accomplishment Date	Actual Accomplishment Date	Person/Entity Responsible for Completion	Comments /Accomplishments
YHC lacks a training plan, yet has paid for some employee education	YHC has a sustainable training plan which is reflected in the appropriate budgets; enhances and improves the operations of the agency; and improves services to the residents being served.	Create a training plan, tied to the budgets, that includes maintenance, UPCS (REAC's inspection standards), specific Board and Executive staff training, Housing Choice Voucher Administration, conditions under which YHC will reimburse tuition, etc.	12/1/2011	11/1/2011	ED and YHC Staff	A. The Board has been provide a Training plan for each department B. A training plan, for the appropriate and affected Staff in the area of UPCS, SEMAP, PHAS, Housing Choice Voucher and Executive staff, Executive Director Education has been developed C. YHC will reimburse tuition and training for YHC employees will follow existing policy D. Board members to be offer board training to be provide by NCRC NAHRO in Peoria, IL April 25-27 E. Board member schedule to Commissioner Training June 11-16 in Cleveland, Ohio Hosted by HUD and the Department of Agriculture.
AREA: FINANCE						
The Ypsilanti Housing Commission ("YHC") does not have quality fee accountancy or independent audit services as evidenced by, in part, low Financial Indicator ("FASS") scores, the amount of initial costs questioned by the Department, interfund transfers, etc.	YHC's finances are properly accounted for by a fee accountant and IPA that have been properly procured.	Ensure proper procurement of high quality Fee Accountant and Auditor.	11/1/2011	11/1/2011	YHC BOC and ED	A. RFP for Fee Accountant and Auditor Service issued December 29, 2011. Proposals due 1/19/2012 and Contract to be awarded 1/27/2011. Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and an added addendum for response to questions. Award date has also been moved until February Board meeting or a requested call meeting B. YHC has received and is reviewing the RFP's for Audit service and Fee accountant. The Director will make recommendation to the Board at YHC March board meeting C. YHC has received all RFP's for Legal and will be reviewing. The Director will make a recommendation to the Board at the March Board meeting. D. YHC Board Approved the selection of legal counsel for Tenant Landlord Issues. Roberts and Freatman from Ypsilanti Michigan and for General Council Nacht and associates from Ann Arbor Michigan.
Financial Reporting to the Board is often not adequate to enable Board to make decisions	Financial reports are provided to the Board in a manner and time sufficient for the Board to make well income decisions.	Provide documentation that YHC is following its financial policies and that it provides useful reports to the Board on a monthly basis	12/1/2011			A. YHC fee accountant has developed monthly accounting reports for the BOC that are clear and understandable and in compliance with the financial policies of the BOCs. B. These include monthly actual to budget comparisons Chart. C. The YHC staff at the direction of the YHC BOC and in compliance with HUD regulation issued a RFP for Fee Account and Independent Audit Services.
YHC is using/has used LRPH funds to support its non-LRPH mixed finance project	YHC's finances are properly recorded and document that ACC funds are only used for ACC programs.	1) Create oversight mechanism to ensure funds are properly segregated and expended only for eligible expenses 2) All questioned and unsupportable costs must be repaid with nonfederal funds 3) Identify source of nonfederal funds to be used 4) institute a cost allocation plan	11/1/2011	7/13/2011		A. Separate Checking Account has been established to ensure funds are properly separated and expended only for eligible approved budgeted expenses. B. YHC has reimbursed all questioned and costs to its low rent program from its Development Fee Account. C. This Development Fee Account is funded with nonfederal funds and therefore the reimbursement is from nonfederal funds. D. In compliance with the HUD review team recommendation, a Cost Allocation plan I will be reviewed by the BOC E. Plan has been established and provides for allocations from the Development Fee Account to the YHC general fund account for YHC staff time provided to its non-public housing property, Hamilton Crossing. F. The Plan will reflect a percentages allocation to staff salaries and other

Sustainability Plan for the Ypsilanti Housing Commission September 2011- December 2011

Identified Deficiencies and Results and Determinations from Assessment	Desired Outcome/Measures	Tasks to Accomplish to Achieve Desired Outcomes	Target Accomplishment Date	Actual Accomplishment Date	Person/Entity Responsible for Completion	Comments /Accomplishments
There is approximately \$20,114 in questioned costs identified during the initial site visit	All questioned costs are resolved.	Provide documentation supporting the resolution of all questioned costs, including receipts and justification of programmatic eligibility. Also identify the source of non-Federal funds to be used to repay ineligible costs	11/1/2011	8/2/2011 10-26-2011		A. The YHC has in its files/possession documentation supporting the resolution of all questioned costs, i.e. receipts etc. and as of 8-2-2011 HUD reviewed the documents B. YHC has, effective 10-26-2011, repaid in-eligible costs to its low rent housing program from its Development Fee account for any expenditure questioned as in-eligible.
The Operating Budget and process needs to be improved to include all pertinent activities, cost efficiencies , etc.	YHC has operating budgets/processes that ensure proper operations of the Agency	Draft 2012 Operating Budget based on operating subsidy, identified areas of cost efficiencies, needs of the housing commission, and inclusive of necessary software upgrades and/or specific Board and ED workshops/training	12/1/2011	]		The BOC will assure that, all internal controls and fiscal control policies will be reviewed and revised as needed. Board review the Internal and revised November 1,2011
Internal controls are inadequate	YHC has instituted internal controls sufficient to safeguard funds and ensure that all funds are appropriately expended	R . Institute controls that are sustainable. This is to include improvement in vendor payment documentation, quality controls, personnel and other contract administration, etc.	12/15/2011			The recommended improvements will provide for proper controls for vendor payment documentation, quality controls, personnel and other contract administration as well as any other areas identified as in need of greater control.
YHC would benefit from identification and institution of cost efficiencies. A recent review by a HUD contractor confirmed the PHARS Team's conclusion that YHC lacks sufficient controls in spending; has excessively high administrative salaries; lacks clear distinction between the role of the contracted Fee Accountant and the role of the salaried Accounting Assistant; maintenance and administrative expenses are over-budget; tenant accounts receivables are higher than permitted by HUD regulation.	YHC has appropriate levels of staffing, salaries, software and hardware systems to operate its programs with utmost efficiency, ensuring that the greatest number of eligible families are housed.	Identify costs efficiencies along with implementation and cost benefits. Include salaries, benefits, perquisites, admin and cleaning supplies, communications systems, etc. in review of expenses. Coordinate this cure with the development of an appropriate operating budget noted above	12/1/2011			A. <i>Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and added addendum for responses to questions. Award Date has also been moved until February Board meeting or a requested call meeting</i> B. <i>YHC is using utilize the recently established budgeting format and built in accessibility to current financial information to control expenditures regarding maintenance and other management related cost and expenditures; assuring that expenditures are within approved budgets.</i> C. <i>This process will be perused with the fee accountant procured as recommended by the HUD review team in Item "B" above.</i> D. <i>Expenditures will be reviewed within YHC policy before expenditure to assure that they are within budget, authorized, in accordance to the policy and cost of the YHC</i>
AREA: PROCUREMENT GOVERNANCE AND EXECUTION						
YHC's procurement files were incomplete providing no documentation of compliance with YHC's Procurement Policy.	All YHC procurement actions are properly planned, executed, and documented.	1) Thoroughly document all procurement actions thereby showing compliance with YHC procurement policy 2) Give all Board members a copy of the procurement policy, 3) Manager reviews files to assure compliance with YHC's procurement policy	12/1/2011	Issued a copy of YHC Procurment Policy to all YHC Board Members		1) The ED will review files related to procurement for complete documentation at time each contract is awarded 2) Each BOC member was issued/reissued a copy of the YHC Procurement Policy on 10-28-2011. The procurement policy will also be reviewed and updated by 12-15-2011 by the ED and/or the Administrative Specialist and placed on the BOC's agenda for consideration and approval by the BOC at their December 12-15-2011 meeting. 3) The BOC will review quartly all major contracts and 10% of all contracts issued, procurement awards etc. to assure that YHC/the ED is in compliance with the board's adopted procurement policy.
AREA: PROGRAMMATIC GOVERNANCE AND EXECUTION						

Sustainability Plan for the Ypsilanti Housing Commission September 2011- December 2011

Identified Deficiencies and Results and Determinations from Assessment	Desired Outcome/Measures	Tasks to Accomplish to Achieve Desired Outcomes	Target Accomplishment Date	Actual Accomplishment Date	Person/Entity Responsible for Completion	Comments /Accomplishments
YHC has a large percentage of vacant units (approx. 11%); YHC does not meet HUD standards for unit turnaround time; YHC does not have a plan or policy to make viable units market ready.-Modernization actions and costs must be included in YHC's Agency Plan and routine maintenance costs for unit turnaround must be included in YHC's operating budget. - YHC's unit turnaround time is currently 99 days, 78 days longer than required under HUD regulations. YHC should keep its average unit turnaround time under 21 days	YHC maintains a vacancy rate of 3% or less; has a unit turnaround rate of 21 days or less; and all capital and maintenance items are included in the appropriate documents.	1)Create vacant unit turnaround plan. 2)Review with HDS Unit Turnaround Upload (Batch) 3) Ensure PNA items are included in the Agency Plan and in the CFP budget; 4) routine maintenance must be identified and reflected in the operating budget	1/1/2012			A. Vacant unit turnaround plan will be created by Property Manager, Maintenance Coordinator and ED by 12/31/2011. B. Vacancy; FYE 6/30/10 we had a 5% vacancy rate or averaged 9 vacant units per month for the year; Vacancy Rate as of C. FYE 6/30/11 we had a 9% vacancy rate or averaged 17 vacant units per month for the year; (this vacancy increase was caused by YHC Public Housing Residents being issued Housing Choice Vouchers or section 8 subsidies, causing their move from Public housing units to Section 8 units); however due to public housing rent up efforts the D. YHC currently has a 2.9% vacancy rate, or an average of 5 vacant unit as of 2-29-2012 E. Housing Data System, the YHC Vendor for maintenance of the Public Housing data in the HUD PIC system, will upload of Unit Turnaround/ Lease Batch be done on a monthly basis as opposed to a quarterly basis F. YHC Administrative staff / Administrative Specialist will review Agency Plan and 2012 CFP Budget and will recommend revisions as needed. The YHC Budgets will reflect all current PNA items. Revised Agency Plan and CFP Budget will be presented to YHC BOC at February meeting.
The ARRA and Capital programs have severe deficiencies as evidenced by the lack of documentation and very poor record keeping.	The ARRA program is properly closed out and the continuing CFPs are properly administered and documented.	1) Provide additional documentation - as needed - to support the apparent use of insurance proceeds and CFP funds in the same units, 2) Resolve all findings in the ARRA Year 3 report, 3) set up and maintain appropriate records management and retention policies to ensure presences of required and desired documentation.	2/1/2012			A. YHC has provided documentation to clear this finding regarding the use of insurance proceeds and CFP funds in the same units. B. Documentation is available in our offices and has been provided both physically and by email to the HUD review team. C. Records management procedures/system will be set up by the Administrative Specialist with supervision by the ED and presented to the YHC BOC at the March 2012 meeting. The maintenance supplies are also being included in the record management systems.
There are outstanding HUD review and audit findings.		Close all HUD review and findings, including CAP 2010, Agency Plan 2010.	12/1/2011		8/10/2011Up loaded Arecny Plan and Submitted	A. The YHC has closed all review and CAP findings by 12-1-2011. B. Agency Plan for FY 2010 has been uploaded and submitted to HUD C. YHC is now working on its 2012 Agency Plan due in late April; meeting with residents are set for first week of March 2012
AREA: HOUSING CHOICE VOUCHER						
The YHC certified to a passing 2009 SEMAP score without benefit of documentation as documented by HUD's on-site SEMAP confirmatory review. Deficiencies identified include incorrect market rent calculations and unauthorized expansion of geographic territory outside of the previously HUD-approved area.	YHC's HCV program is properly administered as evidenced by sustainable SEMAP scores based on documented evidence.	1)HCV should be administered by an HCV program specialist whose actions are monitored by management 2) HCV utilization reports and trends should be made to the Board on a regular basis, 3) All deficiencies included in the 2010 CAP must be corrected, with the corrections clearly documented.	2/1/2012	10/24/2011		A. The YHC has procured the services of a HCV specialist since February 2011 and hired that person on a permanent basis affective 10-24-2011 B. . In accord with HUD Troubled Housing Recovery Team this staff person will be monitored by management; HCV utilization reports and trends will be made to the Board on a monthly basis at the BOC board meeting A. This individual has been hired and directed to continue and accelerate the correction of all deficiencies included in the 2009 & 2010 CAP Plan.



Ypsilanti Housing Commission
601 Armstrong Drive
Ypsilanti, MI 48197
734-482-4300 FAX 734-482-5515

Ypsilanti Housing Board of Commissioners By-laws

Revised December 7, 2006

ARTICLE 1 – THE COMMISSION

Section 1. Name.

The name of the Commission shall be the Ypsilanti Housing Commission.

Section 2. Seal of Authority.

The seal of the Commission shall be in the form of circle and shall bear the name of the Commission.

Section 3. Office of Commission.

The office of the Commission shall be in the City of Ypsilanti, MI as the Commission may from time to time designate by resolution.

Section 4. Members of the Commission. (Revised 12/7/2006)

The Ypsilanti Housing Commission shall consist of five members:

1. Four members who shall be residents of the City of Ypsilanti or a resident of the contiguous townships to the City of Ypsilanti and who shall be appointed by the Mayor.
2. One member who shall be a resident of public housing appointed by the Mayor from lists supplied by the residents.

ARTICLE II – OFFICERS

Section 1. Officers.

The officers of the Commission shall be a Chairperson, Vice Chairperson and a Secretary.

Section 2. Chairperson.

The Chairperson shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the Chairperson shall sign all contracts, deeds and other instruments made by the Commission. The Executive Director will be allowed to sign contracts and agreements of a lesser our routine nature up to and including \$5,000.00 for convenience of operation. At each meeting the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Commission.

Section 3. Vice Chairperson.

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners elect a new Chairperson.

Section 4 Secretary.

The Secretary shall keep the records of the Commission; shall act as Secretary of the meetings of the Board of Commissioners and record all votes, shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be kept for such purpose; and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Commission and shall have per to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners of the Commission.

Section 5 Additional Duties.

The Officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or the by-laws or rules and regulations of the Commission.

Order of Business (Revised 9/20/2001)

At the regular meetings of the Commission, the following shall be the order of business::

1. Meeting Called to Order
2. Roll Call
3. Approval of the Agenda by Consent
4. Approval of the Minutes of the Previous Meeting by Consent
5. Approval of Any Remaining Resolutions
6. Audience Participation
7. Discussion Item (s)
 - a. Old Business
 - b. New Business
8. Finance Report
9. Resident Services Coordinator's Report
10. Maintenance Report
11. Executive Director's Report
12. Commissioner's Comments and Recommendations
13. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Commission.

Section 6. Election or Appointment.

The Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Commission from among the Commissioners of the Commission, and shall hold office for one year or until their successors are elected. The Secretary will be the existing Executive Director duly appointed by that Commission.

Manner of Voting (revised 9/20/2001)

The voting on all questions coming before the Board of Commissioners of the Commission shall be by yeas and nays shall be entered upon the minutes of such meeting, except on the election of officers which may be by ballot. If a roll call is requested, the yeas and nays shall be entered upon the minutes of such meetings.

All resolutions requiring the approval of the Department of Housing and Urban Development shall be submitted to the appropriate HUD offices before any steps are taken to implement them.

The Secretary shall keep and have custody of all the Commission records, He or she shall give notice of all meetings as required by these Bylaws and shall list in the notice of any special meeting the business to be proposed there as designated by the officer or members directing the calling of such meeting.

Section 7. Vacancies.

Should the offices of Chairperson or Vice Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the regular meeting, and such election shall be for the unexpired term of said office.

Section 8. Additional Personnel

The Commission may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Michigan applicable there to. The selection and compensation of such personnel shall be determined by the Board of Commissioners subject to the laws of the State of Michigan.

Section 9. Executive Director.

The Executive Director shall be chosen by the majority vote of the Board of Commissioners. It is a contracted position for a stated length of time and recompense. The contract shall contain an optimal renewal clause for the benefit of the Executive Director and the Commission. The Executive Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commissioner of the Commission may select. He or she shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction and policies of the Commissioners of the Commission. Except as otherwise authorized by resolution of the Commissioners of the Commission, all such orders and checks shall be countersigned by the Chairperson, or one other Commissioner. He or she shall keep regular books of accounts showing receipts and expenditures and shall render to the Commissioners of the Commission, at each regular meeting (or more often, when requested), and account of all transactions and also of the financial condition of the Commission. He or she shall give such bond for the faithful performance of his or her duties as the Commissioners of the Commission may determine.

No Commissioner may serve as Executive Director except in the case of an emergency which prohibits the operation of the Commission. If such an emergency arises, a Commissioner so appointed may serve on a temporary basis and for a specified limited time.

ARTICLE III – MEETINGS

Section 1. Annual Meeting.

The Annual Meeting of the Commission shall be held at the regular meeting place of the Commission during the month of July at such time and place as is officially set by the Board of Commissioners thereafter.

Section 2. Regular Meeting.

Regular meetings shall be held on a monthly basis with 24 hour notice given by posting agendas at the Commission Office. The time and place is to be established by the Board with appropriate notice. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next succeeding secular day.

Section 3. Special Meeting.

The Chairperson of the Commission may, when he or she deems it expedient, and shall call a special meeting of the Commissioners of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each Commissioner of the Commission or may be mailed to the business or home address of each Commissioner of the Commission at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all the Commissioners of the Commission are present a special meeting, any and all business may be transacted at such special meeting.

Section 3 (a). Special Meeting

All of the meetings of the Board of Commissioners shall be open to the public, whether regular or special, with one exception, and Executive Session shall always be closed while pertaining to

finances, real property, legal matters, and personnel matters. Executive Sessions shall be subject to the Open Meeting Act of the State of Michigan.

Section 4. Quorum.

The Powers of the Commission shall be vested in the Commissioners thereof in office from time to time. Three commissioners shall constitute a quorum for the purpose of conducting it's business and exercising its powers and for all other purposes. When a quorum is in attendance, action may be taken by the Commission upon a vote of a majority of the Commissioners present.

ARTICLE IV – AMENDMENTS

Amendments to By-laws: The By-laws of the Commission shall be amended only with the approval of at least three members of the Board of Commissioners at a regular or a special meeting but no such amendments shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Commission.

Statement of Goals

I would like to submit my name and résumé for the opportunity to join the Ypsilanti Housing Commission. My interest is to help stabilize the commission allowing the housing community to continue to provide quality, safe housing available for the Ypsilanti residents who find themselves in a vulnerable housing position. Increasing the residents interaction within their housing community and also encouraging the greater community's involvement with the residents is also a goal worth striving toward.

Additionally, I intend to utilize my knowledge, experience, and expertise in affordable housing drawing on my MSHDA inspection background and affordable housing construction. This will be facilitated by my Residential Builders license, with an emphasis on durability, sustainability, energy efficiency and handicap accessibility. Understanding the need for detail in business and bureaucracy is an asset I intend to bring to bear in this process. Interacting well with the public in varied situations is a skill I have attempted to acquire over many years and will continue to hone in my future interactions.

Sincerely,

Amy K. Grettum

Amy K. Grettum

12 Oak Street Ypsilanti, MI 48198
Ph: 734-732-5078 E-mail: biocruiser600@yahoo.com

RESUME

EDUCATION

Eastern Michigan University, MBA program (15 credits)
University of Michigan, B.A. (LS&A 1986)
Jackson High School, 1981

EXPERIENCE

Small Business Owner - Stellar Access Shuttle Service, LLC - Feb. 2011 - Present

★ create and establish a small business for the transportation of small groups to and from functions

Skills: Learn and implement state and federal rules regarding DOT compliance. Manage business requirements and coordinate all information to successfully maintain a transportation service utilizing multiple types of software, marketing techniques, logistics, and time management.

School Bus Driver - Ypsilanti Public Schools - Oct. 2007 – June 2010

Member of a large fleet group (50 buses) with duties including:

★ assessing mechanical condition of the busses

★ transporting 200+ students per day in often adverse conditions

★ great attention paid to student safety and well being

Skills: Multi-tasking, conflict resolution (students, co-workers, administrators), risk assessment, behavioral motivation and modification.

Executive Director - *THE CONSCIENTIOUS CRUISER*

Mobile Environmental Education Center - Sept. 2004 to current

Creator, Coordinator and Educator of environmental options with regard to housing and transportation including:

★ energy/resource usage and creation using a self contained mobile center

★ arranging and participating in appearances in Michigan and Ohio

★ as construction technician, I reconstructed *THE CRUISER* as a display space

with insulated and radiantly heated floors, reclaimed renewable flooring, repurchased cabinetry, and a composting toilet with an ultra low flow shower with recycled water systems and reclaimed heating applications

★ environmentally appropriate cleaners and building materials are also discussed

Skills: time management, resource allocation, itinerary creation/management, highly technical information implementation, public interaction and instruction.

Housing Program Manager, **MSHDA Inspector**, **Construction Specialist**, **Home Repair Instructor**, and **Green Facility Guide**, - WARM Training Center, Detroit, MI 2003-2005

These positions augmented my exposure to many levels of the construction industry including:

★ managing a statewide (125 units) affordable housing technical review and construction program

- ★ housing construction plan investigation and monitoring to finished construction
- ★ hands-on home repair classes for Habitat for Humanity participants
- ★ inspecting MSHDA affordable housing units in the Detroit area,
- ★ internal construction of company office space
- ★ interfacing with the public to explain/demonstrate environmentally appropriate housing materials

Skills: statewide travel coordination, training and implementation of nationally recognized construction standards, monitoring of participants' compliance with program parameters, extreme attention to detail, effective communication skills, conflict resolution, multiple types of software usage

Commercial Sales Associate - Lowe's Home Improvement Warehouse Ypsilanti, MI 2002-2003 Primary job duties involved:

- ★ engaging the general public especially in the construction trades
- ★ processing special merchandise orders
- ★ answering construction/materials questions, and trouble shooting building repair needs

Skills: Time and materials coordination, understanding of an entire facilities inventory and its uses, public interaction and instruction.

Construction Contractor/Consultant - Owner of Earth Healthy Building - 1999 - **license still active.** Dealt with the public with regard to environmentally friendlier construction and energy efficiency, and I am an active member of the professional building community.

Insurance Agent - Look Insurance - various offices in SE. MI 1999 - ?

Property and Casualty license was used to sell auto insurance adhering to state and federal regulations.

Skills: Business management of financial and personal information of clients, conflict resolution, and facility with state/federal industry regulations.

Upholsterer and Refinisher - Owner of The Great Cover Up - 1993 -1998

Self employed reupholstering and refinishing furniture for clients.

Skills: Marketing for the location, retention and referral of customers and business support thereof.

Field Office Assistant - University of Michigan Inst. for Social Research - 1992

Primary duties included:

- ★ overseeing and facilitating the conference attendance and participation of hundreds of Social Research Interviewers at conference facilities with emphasis on technical needs and interpersonal interactions
- ★ office management of data for many hundreds of research associates.

Skills: Time and facilities management for conference instructors and participants.

Front End Manager - Showerman's IGA Supermarket - Ann Arbor, MI 1989-1992

Duties included training, scheduling and managing cashiers, managing baggers, interfacing with other departments and engaging the public daily.

Office Manager - Whitmore Lake Chiropractic Clinic – Whitmore Lake, MI 1984 - 1989

Interfacing with patients and their insurance (local and federal) companies for payment and coverage.

PROFESSIONAL CERTIFICATIONS

Commercial Drivers License (CDL Class B) + Endorsements -
 Passenger, School Bus, Chauffeurs, Cycle and Air Brakes
 Residential Builders License, 1998 (still active)
 HERS (Home Energy Rating System) Certification, 2004
 Insurance Agents License (Property & Casualty) 1998

LECTURES, CONFERENCES, WORKSHOPS

w/ THE CONSCIENTIOUS CRUISER

Adams STEM Academy - Ypsilanti, MI June 2010
Elwell Elementary School - Belleville, MI November 2009
Ypsilanti Heritage Festival - Ypsilanti, MI 2009
Fixible Owners International Rally - Loudonville, OH - 2006
Michigan Energy Festival - GLREA festival - 2006
Many other appearances - ask if interested.

w/ WARM Training Center

Habitat for Humanity participant workshops for home repair knowledge. Also interfaced with the public while giving tours of the green materials resource center.

w/ Lowe's Home Improvement Warehouse

"Power Tools for Women" - Designed and facilitated several seminars (primarily) for women to familiarize them with power tool usage.

COMPUTER SKILLS

In addition to being familiar with both the PC and MAC operating systems including spreadsheet, database, word-processing, and financial, I have used specialized software including REMRATE for housing construction and a variety of CAD house design platforms.

AFFILIATIONS

Waste Knot Program - Washtenaw County
O2 Michigan
Ann Arbor Area Clean Cities/Clean Energy Coalition
Great Lakes Renewable Energy Association
Formerly - Washtenaw Green Building Coalition
Ypsilanti Chamber of Commerce
HBA of Washtenaw Co.
Amer. Soc. for Training and Development



Resolution No. 2012-182
September 7, 2012

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE: