

Minutes of the Ypsilanti Housing Commission
Thursday, March 24, 2016 – 6:00 p.m.
601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:01 P.M. by Commissioner Smith.

ROLL CALL:

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| • Chairperson R. Smith | Present |
| • Vice Chairperson A. Moore | Absent |
| • Commissioner T. Boone | Present |
| • Commissioner V. Brannon | Absent |
| • Commissioner C. Hollifield | Present |
| • Executive Director Z. Fosler | Present |

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. T. Boone moved to add “Discussion of Executive Director Contract” as the last item under New Business and approve the agenda, second by C. Hollifield.

Motion passed 3-0.

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of January 28, 2016. C. Hollifield moved to approve the minutes as presented, second by T. Boone.

Motion passed 3-0.

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS’ COMMENTS AND QUESTIONS: None present.

RESIDENT COUNCIL REPORT: Discussed next steps for working on a resident organization. T. Boone will identify residents who had an early interest in a resident council. Next, a date for an interest meeting will be selected. T. Boone continues to work on the YHC High School Graduation Celebration. Z. Fosler will pursue donations.

OLD BUSINESS:

- **Job Posting – Communications and Executive Assistant:** Z. Fosler shared the job description to be posted for the position of Communications and Executive Assistant.
- **Discussion of Street Naming for Parkridge Homes:** Z. Fosler stated that he thinks the naming of the new street should honor the site’s architect, Hilyard Robinson. Discussion ensued. No action taken.

NEW BUSINESS:

- **Resolution 2016-01 – Amending the YHC Employee Handbook:** Z. Fosler gave an overview of the proposed amendment to the YHC Employee Handbook, which would remove benefits for part-time employees. He explained that this change would allow the YHC to pay more competitively, and has learned that many part-time workers now access health insurance through the marketplace. T. Boone offered the resolution and moved to approve, second by C. Hollifield.
Resolution 2016-01 passed 3-0.
- **Review of FY2015 YHC Audit Report:** Z. Fosler and members of the Board reviewed and discussed the FY2015 Audit Report. Highlights of the discussion include an acknowledgment of a clean audit (no findings) and an explanation of the addition of the Hamilton Crossing partnerships as component units of the YHC.
- **Discussion of Executive Director Contract:** R. Smith made a motion to extend the current contract for one month or until the full Board has had an opportunity to review the contract, second by T. Boone.

Motion passed 3-0.

Z. Fosler agreed to send a copy of the current contract out to the Board. R. Smith will meet with Z. Fosler to discuss contract terms and will contact the YHC’s general counsel to discuss the contract.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Nothing to report.

- **RAD:** In the Strong Housing project, work at Paradise Manor, Hollow Creek, and Towner is currently underway. Z. Fosler discussed the nature of that work. The project is currently delayed. Completion is projected to complete in September. There have been a number of unforeseen issues, especially in the scattered site units, that have slowed down work. While there have been some change orders, it has not been an extreme increase in costs, and some savings have also been identified. Weekly relocation calls have been taking place throughout the project. A resident meeting to provide an update on the project is expected to take place once the management building at Paradise Manor is ready for occupancy. Units at the Maus Avenue site are shaping up very nicely.

Z. Fosler reported that they have run into some issues regarding over-income families in the Strong Housing project. He and CCA were not pleased that they were not made aware earlier of the problem, but KMG is now working hard to mitigate it.

Z. Fosler reported that the main barrier to closing on the Parkridge project is getting an MOA signed by the State Historic Preservation Office, the County, and HUD to address the findings of the Title 106 Historic Review. The YHC has applied for a \$25,000 grant from the Michigan Humanities Council to support the cost of an architectural historian to complete work that will be required under the MOA.

- **Financial Reports:** Z. Fosler informed the Board that due to timing of financial reports from the property management companies, financials will be pushed back a month moving forward. So at the March meeting, January financials are being reviewed. Z. Fosler and the Board reviewed and discussed the financial reports.
- **Hamilton Crossing:** Z. Fosler provided an update on staffing at Hamilton Crossing. He was pleased to announce that the property's former manager, Kathy, has been rehired to manage the site.

DIRECTOR'S REPORT:

- **Issue at Paradise Manor:** Z. Fosler described an incident of gunfire at Paradise Manor. The incident was not reported timely to ownership. When ownership learned of the issue, a police report was obtained that demonstrated that a guest of a resident was responsible for the gunfire. Management will take immediate action to evict the resident on the grounds of violent criminal activity. Ownership expressed to KMG that incidents involving gunfire or any violent criminal activity need to be reported immediately.
- **Death of Newborn Baby at Parkridge:** Z. Fosler provided the details regarding the death of a newborn resident at Parkridge Homes on February 25. He provided a timeline on interactions with the family and explained that as an act of compassion, the YHC has decided to move the family to a different unit.
- **Interview with WEMU:** Z. Fosler informed the Board that he had done a brief interview with WEMU, providing an update on the redevelopment projects.
- **Cinnaire University of Affordability Conference:** Z. Fosler informed the Board that he, Marquan Jackson, and Russ Olwell will be presenting at Cinnaire's University of Affordability Conference on May 18 in Michigan City, Indiana. The topic of the presentation is resident services, specifically the Family Empowerment Program and the Strong Families Fund. Cinnaire will cover the travel expense.
- **CSH Conference:** Z. Fosler informed the Board that he, Marquan Jackson, and Russ Olwell will also be presenting at the Corporation for Supportive Housing Conference in June on the same topic. CSH and the Strong Families Fund will cover the travel expenses.
- **Cameras at Strong Housing:** Z. Fosler gave an update on new camera systems for Paradise Manor, Hollow Creek, and Towner. The new systems will be hard-wired and much more robust than the current systems.

COMMISSIONER COMMENTS:

- Commissioner Hollifield (summarized): Good meeting. Learned a few new things, including information about the cost of permit fees from the City.
- Commissioner Boone: Excellent meeting. I just want to tell you, truly Zac, that you're doing an excellent job. Even with the family you just spoke about, some of the steps you take in doing the things that you do, it seems to me that you go above and beyond and I really appreciate that. A couple of the stories that you told since just this one meeting, I was truly impressed with your work. Just the outreach you do is excellent. We want to keep you around for a long time. I'm really excited about doing the graduation celebration and also trying to get the tenants together for their meeting. I am looking forward to this upcoming year.

- Commissioner Smith: I would agree with Tabitha, you are doing just a phenomenal job and you seem to care about what you are doing. Not only are you doing all this cutting edge, innovative stuff—we have a pilot that no one else does—I think it’s going to take you places. We’ll be working on your contract. [Asked about the upcoming MI NAHRO Conference and encouraged Board members to attend the conference for board-related training. Requested Z. Fosler to send out the conference information to the Board.] With the warm weather, I would really like to ask my fellow commissioners to partner with me and visit our sites and talk to the residents. I did that early on, but it’s been a while. [Further encouraged the Board to participate.]

ADJOURN: C. Hollifield moved to adjourn, second by T. Boone. **Passed 3-0. Meeting adjourned at 7:48 p.m.**

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 March 24, 2016.

	YEAS	NAYS	ABSENT
Commissioner Smith	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Boone	_____	_____	_____
Commissioner Brannon	_____	_____	_____
Commissioner Hollifield	_____	_____	_____

Zachary D. Fosler, Executive Director