

## Minutes of the Ypsilanti Housing Commission

Thursday, May 26, 2016– 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:09 pm by Commissioner Smith

### ROLL CALL:

- Commissioner Boone Present
- Commissioner Brannon Present
- Commissioner Hollifield Absent
- Commissioner Moore Present
- Commissioner Smith Present
- Executive Director Z. Fosler Present

**APPROVAL OF AGENDA:** R. Smith asked if there were any changes to be made to the agenda. V. Brannon moved to approve the agenda as written, second by A. Moore.

**Motion passed 4-0**

### YHC HIGH SCHOOL GRADUATE RECOGNITION CEREMONY

**FAMILY EMPOWERMENT PROGRAM UPDATE:** Z. Fosler introduced Darlene Holliday, the new family case manager at all YHC sites. Z. Fosler stated that she has been doing an amazing job. Darlene described how she was hired into HFEP through an internship. She is very passionate about education and believes that education is the road out of poverty. She helped a resident to compete testing to apply for college, and that resident will be starting classes in the fall. Darlene also works to obtain funding from the Barrier Busters Network to assist clients with paying utility bills. She tracks the amount of funding she has received from Barrier Busters on a bulletin board in her office so that clients do not feel ashamed for seeking assistance. She finds her job to be very rewarding and fulfilling. Z. Fosler stated that it has been difficult to get residents transferred into new units when they have DTE debt, so the funding is very much needed. T. Boone stated that Darlene has been a blessing to the community.

**PARKRIDGE DEVELOPMENT UPDATE:** Z. Fosler stated that YHC is planning a groundbreaking ceremony for the new Parkridge development. The tentative dates are June 29<sup>th</sup> or June 30<sup>th</sup>. YHC is coordinating with Congresswoman Debbie Dingell's office and the Mayor's office.

**APPROVAL OF MINUTES:** R. Smith asked if there were any changes to be made to the meeting minutes of April 28, 2016. A. Moore proposed a revision to page two of the minutes. Z. Fosler stated that he will fix typographical errors. He also clarified that monthly RAD updates will be regarding construction. A. Moore moved to amend the minutes, second by V. Brannon.

**Motion passed 4-0**

V. Brannon moved to approve the amended minutes, second by T. Boone

**Motion passed 4-0**

**AUDIENCE PARTICIPATION:** None

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

**RESIDENT COUNCIL REPORT:** None

### OLD BUSINESS:

- **Communications and Executive Assistant Hiring Update:** Z. Fosler stated that he will be extending a formal offer tomorrow. He expects the position to go from part-time to full-time in the near future. Z. Fosler stated that he will provide board members with the contact information of the new hire.
- **Executive Director Contract Renewal:** R. Smith sent an email with a statement from HUD regarding executive compensation for public housing authority executives and a spreadsheet that includes the top positions of every housing commission in the country. R. Smith suggested that salaries of comparable county positions were also

distributed in an email. Z. Fosler proposed a salary of \$115,000 and a continuation of payroll and benefits for eight months upon termination without cause.

V. Brannon suggested an examination of the definitions of misconduct for section 5.2 in the contract. She asked if the board would like to leave the definition of misconduct as crimes related to dishonesty or expand the definition to crimes related to the job and/or all felonies. She suggests an expansion to crimes related to the job with a consideration of including felonies. This is to define the circumstances under which the Executive Director will not get a continuation of benefits after termination.

Z. Fosler stated that he agrees with the job related misconduct, but is unsure about including “all felonies.” V. Brannon stated that section 5.2 does not define the circumstances under which the Executive Director can be terminated, only the circumstances under which the Executive Director will not receive benefits.

V. Brannon stated that she prefers to leave in language that discusses failure to execute goals and objectives and she asked why Z. Fosler suggested to remove the language. Z. Fosler stated that the language is too subjective because the goals and objectives are not updated regularly. R. Smith suggested to include a section that defines when the Executive Director will be evaluated. A. Moore stated that some language needs to be added to define performance of the Executive Director. T. Boone stated that it is important to keep up with evaluations. Z. Fosler stated that the evaluation portions do not provide if goals and objectives are not clearly stated.

A. Moore proposed to approve “felonies full stop” in section 5.2. R. Smith noted that if a felony occurred there would need to be a full investigation in order to take into account special circumstances. T. Boone asked if there was a term to denote the type of felony. V. Brannon pointed out the term in section 5.2 that describes immediate termination for misconduct. R. Smith stated that the language in that section is very strong. Z. Fosler noted that the language is duplicative and will make a comment on the document.

V. Brannon asked if the language in section 5.3 should state “voluntary” or “involuntary.” Z. Fosler stated that the language should read “involuntary” only and will make a comment on the document.

Z. Fosler noted the language in section 1 concerning notifications being in writing. V. Brannon suggested that the language is unnecessary.

R. Smith suggested that section 4.2 needs changes. She suggested that the Board evaluate the Executive Director six months prior to the annual evaluation. She suggested that this is necessary in order to assess goals and objectives. T. Boone suggested that the mid-year evaluation be given a different name. Z. Fosler suggested that the meeting be called a “goal alignment meeting.” T. Boone asked if the Board will ask the Executive Director to provide a status report.

V. Brannon suggested adding language in section 4 concerning an alignment meeting. Z. Fosler added the language in section 4.

A. Moore stated that she escalated the salaries from the salary spreadsheet by an inflation rate of 2%. She stated that she can comfortably defend a salary of \$110,000 because it is close to the midpoint, but she would be uncomfortable defending a salary of \$115,000 because it is at the top of the geographical category. R. Smith agreed that this is a good assessment, and she noted that the Board has the ability to give the Executive Director a bonus. Z. Fosler expressed that he would be happy with the salary of \$110,000. A. Moore provided the following written description of the logic behind the salary analysis:

Logic for proposed Ypsilanti Housing Commission Executive Director Salary:

- Logic 1: This salary puts the ED solidly in the middle of the range set for such a position by Ann Arbor (min 82/ mid 108/ max 135.) The \$110 is a bit above midpoint in recognition of the exceptional strength brought by the current Director.
- Logic 2: The last published salary list for Housing Commission EDs in Michigan was published for 2013 salaries. I increased those salaries by a 2% inflation factor for three years (from 2013 to 2016.) I then looked at the top ten salaries – with a top salary of

\$173k in Detroit and number ten of \$98k in River Rouge. In that top ten are two similarly sized agencies also located in southeast Michigan – Hamtrack (450 units) and Monroe (292 units) with salaries paid at \$126k and \$112k respectively. Paying the YHC ED at \$110, then, would be in the top-ten range, but would still be below the top-most compensation paid to EDs in similarly sized agencies.

- In sum, the salary of \$110k reflects the current Director’s strong performance while at the same time places the salary within an appropriate range for the Ann Arbor area and below the highest-most compensated EDs of agencies within similar size and location.

V. Brannon suggested that the continuation of payroll and benefits in 5.2 be changed to six months, and A. Moore suggested an increase from 120 to 150 days. She noted that this section should be generous given what the Executive Director has been asked to do. R. Smith then suggested six months, but Board members expressed that this number seems large. T. Boone suggested seven months and then changed to five months. A. Moore asked Z. Fosler if he would accept five months, and he replied yes.

A. Moore recommended that V. Brannon be authorized to speak with David about changes to the contract. R. Smith explained that V. Brannon will speak to David, and he will make the necessary changes. V. Brannon explained that the contract can become effective once David sends it out, be approved at the next Board meeting, or be approved at a special meeting. Z. Fosler stated that there will be a special meeting to approve resolutions for the New Parkridge partnership. V. Brannon explained that the Board needs to authorize her to work with David to get the final contract term, and she will send out the contract in advance of the special meeting. V. Brannon explained that the employment terms of the contract need to be extended until the special meeting.

A. Moore made a motion to authorize V. Brannon to work with David in order to finalize the language for the Executive Director’s employment contract, second by R. Smith.

**Motion passed: 4-0**

A. Moore proposed a motion to extend the terms of the current Executive Director employment contract be extended until the new contract is made effective at the next meeting, second by T. Boone.

**Motion passed: 4-0**

**NEW BUSINESS:** None

**MONTHLY REPORTS:**

- **Regulatory, Oversight, and Legal Actions:** None
- **RAD:** Z. Fosler provided an update on the status of Strong housing construction. He stated that construction is substantially behind due to finding issues when demolishing units and the uncooperativeness of DTE. Paradise Manor is now set to open mid-June. Thirty-eight units out of 112 units have Certificates of Occupancy (C of Os). Twenty-eight units will be receiving C of Os in the coming weeks. The remaining units that need to be completed are at Hallow Creek and Paradise Manor. Half of the remaining units will be receiving C of Os in July, and the other half will be receiving C of Os in October. These delays put credit delivery at risk. V. Brannon asked what the risk is for credit delivery. Z. Fosler clarified that the risk is not meeting the credit delivery target. Z. Fosler stated that contingency funds can be used to pay an adjuster if credit delivery is not met. V. Brannon asked what an adjuster is. A. Moore stated that the construction managers should have had project tracking in place from the beginning. Z. Fosler clarified that the managers have project tracking in place, but it has been made more visible for the subcontractors. A. Moore asked what the Commission is doing to maximize productivity. Z. Fosler replied that he needs to speak to Vicki Vaughn about this issue. Z. Fosler suggested that V. Vaughn call into the next meeting. Z. Fosler showed photos of different sites to the Board. A. Moore asked about follow up to warranty issues. Z. Fosler replied that he has discussed the issue with property managers, but he needs to revisit with them to get the issue resolved. Z. Fosler will have a warranty update at the next meeting. Z. Fosler stated that Parkridge is almost through closing. A request has been placed to HUD for an early start to construction. A. Moore asked about the status of the street name. Z. Fosler replied that the city planner is fine with it, but it still needs to go

through a process at the city. V. Brannon asked about the relocation process for Parkridge. Z. Fosler explained that residents have been relocated to Strong Future and will be given the right to return when new Parkridge units open.

- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports.
- **Hamilton Crossing:** Z. Fosler provided an update on Hamilton Crossing.

**DIRECTOR’S REPORT:**

- **Security at Housing Sites:** Z. Fosler explained that security will be expanded throughout different housing sites. The Board discussed the pros and cons of having police act as security vs. having a private security company.
- **University of Affordability Conference:** Z. Fosler reminded the board that he, Marquan Jackson, and Russ Olwell will be presenting at Cinnaire’s University of Affordability Conference in Indiana in June.

**COMMISSIONER COMMENTS:**

- Commissioner Boone: Great meeting. Things are looking good.
- Commissioner Brannon: Thanked T. Boone for organizing the YHC High School Graduate Recognition Ceremony. She thanked Z. Fosler for his service.
- Commissioner Moore: Congratulated T. Boone and Z. Fosler.
- Commissioner Smith: None

**ADJOURN:** R. Smith moved to adjourn, second by V. Brannon. **Passed 4-0. Meeting adjourned at 8:40 PM**

**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 May 26, 2016

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

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Zachary D. Fosler, Executive Director