

## Minutes of the Ypsilanti Housing Commission

Thursday, June 30, 2016 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

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

### ROLL CALL:

- Commissioner Boone Present (arrived 6:07pm)
- Commissioner Brannon Present
- Commissioner Hollifield Present
- 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. A. Moore proposed to move the RAD Construction Update to take place after City Council Member Comments and Questions, second by V. Brannon. V. Brannon moved to approve the amendment, second by A. Moore.

**Motion passed 4-0**

**APPROVAL OF MINUTES:** R. Smith asked if there were any changes to be made to the meeting minutes of May 26, 2016 and June 13, 2016. V. Brannon proposed a revision to page 8 of the June 13, 2016 minutes. She proposed to include that the Board made changes to the termination section of the Executive Director's employment contract. A. Moore moved to approve the amended minutes, second by R. Smith.

**Motion passed 4-0**

**AUDIENCE PARTICIPATION:** None

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

**MONTHLY REPORTS: RAD Construction Update:** V. Vaughn called into the meeting to give a RAD construction update. She summarized the status of credit delivery for 2016. She gave an explanation of how credit is delivered on housing units. She explained that the credit delivery goal for 2016 will be met because of the "extra basis." A. Moore asked if the projects will be safe in the long run. V. Vaughn explained that the units will be 100% occupied by the end of the year and a full year of credit can be projected for 2017. She also explained that contingency funds can be used to cover the unmet credit delivery if necessary. Z. Fosler explained that contingency funds are used for unforeseen circumstances on the project. R. Smith asked if the funds have been dipped into already. V. Vaughn responded that contingency funds have been used for major issues with project construction. V. Brannon asked about the difference between construction/rehab tax credits and acquisition tax credits. V. Vaughn explained that the difference is the percentage of credit provided, 9% and 4% respectively. Z. Fosler agreed to send a copy of V. Vaughn's tax credit report to the Board.

**RESIDENT COUNCIL REPORT:** T. Boone announced that she is in the process of scheduling a tenant organization interest meeting for July 19<sup>th</sup>. She asked if the Parkridge Community Center will be available and if she could receive assistance with coordinating the event. Z. Fosler replied that the Paradise Manor management building should be available. T. Boone stated that she will be distributing flyers within the next week. T. Boone also announced that the Washtenaw County Sheriff's Department is hosting a basketball tournament and beginning to organize a Boy Scout troop in the community. R. Smith replied that she has contacts within Boy Scout's leadership.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

### MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** None

- **RAD:** Z. Fosler gave a brief construction update. The Strong Future project is delayed but still on track to deliver credits. The Parkridge project is beginning abatement, and demolition is set to start on Tuesday, July 5<sup>th</sup>. A. Moore asked if families are still residing in units that are near the demolition site. She expressed concern that the entire complex was not vacated before demolition began. Z. Fosler explained that there are environmental regulations in place to ensure that nearby residents are not impacted by the demolition and that notices have gone out to inform residents about construction. R. Smith asked Z. Fosler to give an update on the progress made concerning the issue of lagging contractors. She also asked Z. Fosler to distribute handouts to the Board that show the percentage of African-American contractors currently working on Commission projects. She explained that the African-American Contractors Association is concerned that not enough minority contractors are being hired. Z. Fosler explained that the Commission is doing a good job of hiring minority and local contractors. R. Smith stressed that the issue is a growing concern among community measures, but the Housing Commission is on track in its hiring of minority contractors. T. Boone asked Z. Fosler to explain the contractor hiring process for New Parkridge. Z. Fosler explained that he does not know who is hiring at this time, but hiring should increase as the project ramps up. Z. Fosler stated that he will speak to Geoff to see if it's possible to start accepting applications for employment. T. Boone asked if there were any updates on the maintenance warranty issue. Z. Fosler replied that the warranty issues are currently being addressed by Rohde and subcontractors. T. Boone asked what the property maintenance crew is doing. Z. Fosler replied that maintenance is responsible for regular operations maintenance work (i.e. work orders). Z. Fosler announced that the Hollow Creek office building will be opened next week.
- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports. V. Brannon asked if variance reports can be added to the executive summary in the Strong Future and Parkridge reports. Z. Fosler replied that he can include variance reports compiled by the property managers. V. Brannon asked if the Strong Future budget has been impacted by the fact that the project is behind. Z. Fosler stated that this is the case. T. Boone asked when security surveillance for properties will be starting. Z. Fosler replied that he will discuss the issue with KMG. R. Smith requested that the finance reports be distributed to the Board as early as possible. Z. Fosler agreed to meet this request.
- **Hamilton Crossing:** Z. Fosler provided an update on Hamilton Crossing.

#### **DIRECTOR'S REPORT:**

- **New Parkridge:** The New Parkridge closing is complete.
- **NAHRO Summer Conference:** Z. Fosler stated that he will be out July 14<sup>th</sup>-17<sup>th</sup> for NAHRO Summer Conference.
- **CoC Funding Competition:** The CoC funding competition has opened, and YHC will be working with Avalon Housing to submit an application to fund permanent supportive housing services at New Parkridge.
- **CSH Summit:** Z. Fosler and Marquan Jackson presented on the Strong Families Fund and the Hamilton Crossing Family Empowerment Program
- **Heritage Grant:** The YHC successfully obtained a Heritage Grant for \$25,000 from the MI Humanities Council. The grant will be used to conduct historical research on Parkridge Homes and to develop a plan for disseminating the research.
- **New Executive Assistant:** Tarah Hearn has been hired on as the new Communications and Executive Assistant.
- **Washtenaw International High School Tour:** Z. Fosler and Tarah Hearn spoke with and took WIHS students on a tour of some YHC properties.

#### **COMMISSIONER COMMENTS:**

- Commissioner Boone: "Beautiful Meeting." She will be getting in contact with Board members about assistance for the tenants' interest meeting.
- Commissioner Brannon: "Welcome Tarah, Good job Zac."
- Commissioner Hollifield: He stated that the meeting was very informative and that it is good to stay ahead of important issues.
- Commissioner Moore: None

- Commissioner Smith: Stated that she would like a visual of all the entities involved in the New Parkridge partnership to show how they are all connected. She would also like to have a meeting once or twice a year with all of these entities. She would also like to visit properties in the community in the near future.

**ADJOURN:** C. Hollifield moved to adjourn, second by V. Brannon. **Passed 4-0. Meeting adjourned at 7:17 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 June 30, 2016.

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

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Zachary D. Fosler, Executive Director