

Minutes of the Ypsilanti Housing Commission

Thursday, February 8, 2018 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

Meeting called to order at 6:04pm by Commissioner Smith

ROLL CALL:

- Commissioner Frankenhauser Present
- Commissioner Hollifield Absent
- Commissioner Moore Present
- Commissioner Palmer Absent
- Commissioner Smith Present
- Executive Director & CEO Z. Fosler Present

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

Motion passed 3-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of January 11, 2018. A. Moore moved to approve the minutes as written, second by R. Smith.

Motion passed 3-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: Z. Fosler stated that he had a call with Ginsberg Center this week concerning potential projects. The Center would like to assist in the formation of a resident council by providing a graduate student coordinator. Z. Fosler will update the board as the project moves forward.

OLD BUSINESS:

- **Restaurant Delivery Issue:** A. Moore asked Z. Fosler to summarize the issue of local restaurants refusing to delivery to certain neighborhoods in Ypsilanti. Z. Fosler stated that the Family Empowerment Program arranged for local restaurant representatives to visit Hamilton Crossing in the past in order to start up delivery to that area. H. Frankenhauser suggested that a similar tactic can be used for New Parkridge to emphasize a fresh start for the community. A. Moore stated that she wants to know whether it is legal for restaurants to refuse to delivery in certain areas as well as the actual data that shows the rate of assault on delivery drivers. Z. Fosler stated that he will do research regarding the topic. R. Smith suggested that the Chamber of Commerce is a potential avenue to raise awareness about this issue and spark a change. A. Moore suggested that a local restaurant be invited to sponsor the YHC resident council.

NEW BUSINESS:

- **Rescheduling the Date of March and April Meetings:** The board rescheduled the dates of upcoming meetings due to conference conflicts. The March meeting has been moved to March 15th and the April meeting has been moved to April 19th.

Executive Director Evaluation: Z. Fosler stated that his contract renewal and evaluation are coming up in April. A. Moore stated that she will meet with Z. Fosler separately to update the 2017 Executive Director workplan in advance of the next board meeting. Z. Fosler stated that he will bring a draft of his 2018 workplan to the upcoming board retreat in March. H. Frankenhauser asked Z. Fosler to summarize the evaluation process. Z.

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Fosler stated that he works under an at-will contract that has an automatic annual renewal. A. Moore stated that she does not evaluate outside of the board meeting, but she ensures that the specifics of the Executive Director's accomplishments are stated clearly on the workplan. The board determines the value of the accomplishments as written. The board evaluation of the Executive Director's 2017 performance will be at the next board meeting. The first draft of the evaluation will be ready for distribution a week ahead of time. A. Moore asked the board to send her a statement regarding the Executive Director's performance based on the draft evaluation. She will then enter those statements into the record anonymously at the next board meeting as a discussion starter. Z. Fosler stated that he will send the board any changes he would like to make to his contract in advance of the next meeting. A. Moore stated that going forward, it is not the best process to have a contract negotiation and an evaluation at the same time.

- **Youth Aging Out of Foster Care:** Z. Fosler met with Gini Harmon, member of the Board of Directors for Our House. This organization provides services for youth aging out of foster care. Z. Fosler stated that the organization is seeking to start a program called Launch Pad, a house for 4-5 youth and a qualified graduate student to act as a house manager. Youth would also be connected to mentors. Our House is seeking an agency or individual to purchase a house and lease it to them for the program. Z. Fosler raised the concern of sustainability of services and the difficulty of transferring out of the house into permanent affordable housing in the area, but thinks these concerns could be mitigated. Z. Fosler stated that he will distribute information about the project to the board. R. Smith stated that Our House is seeking to serve a population that is underserved by other organizations in the area. R. Smith stated that there is a pot of funding available to provide services for youth aged 18-22 and another pot for youth aged 22-24, and the CoC is expanding its focus to providing funding to serve this population. A. Moore stated that it would be great to delve into the possibility of this project during the board retreat.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** A. Moore asked Z. Fosler for a schedule of when he will be attending City Council meetings in 2018. Z. Fosler stated he will provide the board with a schedule.
- **RAD:** New Parkridge is fully occupied as of January 31st. Minor construction projects will continue through June (landscaping, concrete work, etc.) due to weather. CCA is in the process of converting the construction loan into a permanent loan. Z. Fosler stated the YHC funded hotel stays for PSH residents who were unable to move into their units on time due to construction. Property management for New Parkridge will be moving into the Amos Washington building next week. H. Frankenhauser asked for an update regarding solar panels. Z. Fosler stated that the recruitment of residents for solar panel training will begin shortly.
- **Financial Reports:** Z. Fosler and the board reviewed and discussed the financial reports. A. Moore asked if the federal budget is still relevant to the YHC. Z. Fosler stated that two lines of the HUD budget are still relevant for the YHC: PBRA (Project Based Rental Assistance) and HOME funds. Z. Fosler stated that our properties rely on PBRA for rent subsidies, and speculated that the program's historically stable funding has been the result of lobbying efforts by private owners, developers, and investors. HOME funds have been used to provide gap funding for developments, such as New Parkridge and Hamilton Crossing. A. Moore stated that the federal reduction in corporate taxes means that the corporate incentive to fund tax credits will go down which may affect the YHCs developments. Z. Fosler agreed, but added that the non-financial incentive for corporate investors—compliance with Community Reinvestment Act requirements—help to mitigate this. A. Moore stated that the YHC should be analyzing future revenue streams to ensure that future projects get funded. Z. Fosler stated that the YHC will have a six-month audit in April to switch over to a January to December fiscal year. R. Smith asked about the economic occupancy for New Parkridge for December. Z. Fosler stated that the number is not at 100%

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because there are residents who did not move in until the end of January. A. Moore stated that it is great that the YHC is in the black for the year.

Frankenhauser suggested that a financial cover sheet be included for board members to be better able to interpret the numbers. Z. Fosler stated that she will ask the YHC asset manager to create a cover sheet going forward.

DIRECTOR'S REPORT:

- **Coordinated Funding Application:** Z. Fosler stated that the YHC submitted its first application for CoFu to fund New Parkridge PSH services. He thanked Tarah Hearn for her significant efforts in the preparation of the application. Z. Fosler stated that services are currently funded by the New Parkridge social services reserve, but the amount is finite.
- **New Parkridge Ribbon-Cutting:** Z. Fosler stated that the event was a success, and the YHC has received a lot of great press. Z. Fosler stated that the YHC is in the process of sending thank yous to everyone who spoke at the event. H. Frankenhauser asked if links to all interviews and articles can be sent to the board. R. Smith asked if the Amos Washington plaque has been ordered. Z. Fosler stated that he stills needs to order the plaque, but he has asked the Parkridge Community Center if their Amos Washington portrait can be moved over into the new building.
- **Future YHC Development:** Z. Fosler stated that he met with Teresa Gilotti from OCED to discuss future development opportunities. Z. Fosler stated that the County has CDBG funds that can be used for rehabbing houses. Z. Fosler is exploring how this funding can be used to create homeownership opportunities for YHC residents.
- **Ypsilanti Housing Master Plan Subcommittee:** Z. Fosler stated that he was invited to participate in the Master Plan Housing Update Subcommittee for the City of Ypsilanti. Z. Fosler asked the committee chair whether he can serve on the committee given that he is not a Ypsilanti resident. If he is unable to participate, a board member may be able to step in to represent the YHC. A. Moore stated that if Z. Fosler is unable to participate, it would be a loss for the committee.

COMMISSIONER COMMENTS:

Commissioner Frankenhauser: She stated that she knows a local Master of Public Health student who is looking to complete an affordable housing internship. She asked Z. Fosler if this is a possibility. Z. Fosler stated that he will get in touch with the student and that an internship with the Family Empowerment Program may be a possibility.

Commissioner Moore: She stated that this was a good meeting. She thanked Z. Fosler and T. Hearn for making the ribbon-cutting an excellent event.

Commissioner Smith: She stated that the YHC is doing an awesome job and she's proud to be a part of the board. She likes the diversity of the board and she hopes that the momentum keeps going.

ADJOURN: A. Moore moved to adjourn, second by H. Frankenhauser. **Passed 3-0. Meeting adjourned at 7:24pm**

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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 February 8, 2018.

	YEAS	NAYS	ABSENT
Commissioner Frankenhauser	_____	_____	_____
Commissioner Hollifield	_____	_____	_____
Commissioner Moore	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner Smith	_____	_____	_____

Zachary D. Fosler, Executive Director