

Minutes of the Ypsilanti Housing Commission
Thursday, March 15, 2018 – 6:00 p.m.
831 Hilyard Robinson Way, Ypsilanti, MI 48197

Meeting called to order at 6:15pm by Commissioner Smith

ROLL CALL:

- Commissioner Frankenhauser Present
- Commissioner Hollifield Present
- Commissioner Moore Present
- Commissioner Palmer Present
- 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 5-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of February 8, 2018. H. Frankenhauser moved to approve the minutes as written, second by T. Palmer.

Motion passed 4-0, Abstention 1 (C. Hollifield)

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: T. Palmer gave an update about resident council recruitment. T. Palmer stated that she will be meeting with Marquan Jackson to plan a resident engagement event to recruit residents to the council. T. Palmer stated that she has recruited two residents from each YHC site to join the council and is in the process of recruiting residents from New Parkridge. Z. Fosler suggested two New Parkridge residents that will make great additions to the council.

OLD BUSINESS: None.

NEW BUSINESS:

- **Resolution #18-01 YHC Holiday Schedule:** Z. Fosler proposes this resolution to better match up with holidays recognized by the City and surrounding community. T. Palmer moved to approve Resolution 18-01, second by A. Moore.

Resolution 18-01 passed 5-0

- **Board Evaluation Discussion:** T. Hearn, Executive Assistant, presented a draft of a board evaluation to the board. Z. Fosler asked the board what they hope to do with a completed evaluation and suggested that it may be better to have an organization come in to facilitate an in-person board evaluation. R. Smith stated that she agrees with Z. Fosler but she would still like to look over the current draft. A. Moore stated that she would like to see a more quantitative draft because the current draft has qualitative questions asking for quantitative answers. A. Moore suggested that the draft be revised to be tailored more toward public housing. R. Smith stated that Neighborworks specializes in housing commission evaluations and she supports the current draft. H. Frankenhauser stated that she likes the content of the draft. R. Smith asked if quantitative metrics really apply to the YHC board. R. Smith suggested that the board discuss the evaluation further at the board retreat and that a professional facilitator be brought in to complete a full evaluation. R. Smith stated that the most important thing is

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for the board to have a tool that measures accountability. H. Frankenhauser asked if there is a risk of the board spending too much time discussion this draft only of a professional to come in and present something different. R. Smith suggested to the board to review the draft offline and send comments/suggestions to T. Hearn.

- **Executive Director Evaluation:** A. Moore stated that she met with Z. Fosler for a discussion to agree on the facts of what he completed on his 2017 workplan. Z. Fosler summarized his 2017 workplan for the board.
 - **Improve quality and long-term visibility of YHC housing stock:** Z. Fosler stated that the Strong Future renovation project has been successfully completed and all units have been occupied. The New Parkridge renovation project was successfully completed in December 2017 and fully occupied in January 2018.
 - **Community Engagement-Law Enforcement:** Z. Fosler stated that the YHC has successfully hosted two community events involving law enforcement, National Night Out at Sauk Trail Pointe and at Hamilton Crossing. A. Moore stated that this item needs a more robust effort going forward but acknowledged that the this could have been more explicitly stated in the work plan. R. Smith stated that she agrees with A. Moore and she suggests that more events be held to give residents and law enforcement more opportunities to interact.
 - **Support Family Empowerment Program & Other Supportive Services for Residents:** Z. Fosler stated that Strong Families Fund portion of the FEP has been fully funded for its first two years. R. Smith asked Z. Fosler to share Strong Families Fund reports. Z. Fosler stated that he will provide the board with the latest report or invite the Family Empowerment Program to present to the Board. Z. Fosler stated that the he and the Board had mutually agreed to push the community garden item to the 2018 workplan. A. Moore stated that community gardening is beginning to activate the community in a really positive way and she would like to see it move forward in 2018.
 - **Community Engagement-Other Government Entities:** Z. Fosler stated that he did not meet his 2017 goal of attending four city council meetings. Z. Fosler only attended two meetings, but he interacted with city council in other ways including attendance at community wide affordable housing development meetings. R. Smith stated that Z. Fosler does really well when he presents at city council meetings. Z. Fosler stated that he will present the board with a schedule of when he will be attending meetings. H. Frankenhauser stated that she appreciates Z. Fosler's attendance at additional meetings outside of city council.
 - **Development/Acquisition of Additional Affordable Housing:** Z. Fosler stated that the YHC has established a filter to analyze whether potential developments will be beneficial to the YHC and its mission. Z. Fosler stated that the YHC has evaluated many potential development opportunities throughout the year, but none have been successful so far (acquisition of Cross Street Village, Ypsilanti Community Schools properties, senior affordable housing on Michigan Ave.). A. Moore stated that there is a lot of pressure in 2018 to develop affordable housing as gentrification increases throughout the city. R. Smith asked if Z. Fosler has been looking into rehabbing houses in the City or approaching Ypsilanti Township about new development. Z. Fosler stated that housing rehabs in the area are challenging and he has yet to approach the Township formally, but in his brief talks with Township officials there did not appear to be much of an appetite for additional affordable housing development. H. Frankenhauser stated that the Township is focusing more on homeownership among higher income families/individuals.

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- **Communications:** Z. Fosler stated that YHC's website was launched in April 2017. T. Hearn stated that she is working on a draft of a communications plan to present at the board retreat. Z. Fosler stated that the Michigan Humanities Council Grant deadlines were met, and historical panels have been successfully installed in the New Parkridge Amos Washington Building.
- **Business Processes:** Z. Fosler stated that an annual calendar for entity meetings and filings has been created and all entity documents have been organized into an accessible format. A. Moore stated that the documents should be moved to a more accessible area of the office.
- **Safety:** Z. Fosler stated that he did not meet the safety training goal for 2017, but he is looking for an ergonomics training to complete in 2018. A. Moore stated that all safety trainings should be opened to property management staff and the board. Z. Fosler stated that resident safety has been addressed with the implementation of onsite security, parking lot lighting, surveillance cameras, etc. Also, the properties are inspected by HUD REAC (Real Estate Assessment Center) and YHC's property insurance company. Z. Fosler asked the board for further guidance on how to meet the resident safety workplan goal. A. Moore asked if the REAC and insurance inspections can be presented to the board on an annual basis. A. Moore asked that Z. Fosler place more effort into researching best practices for social/community safety as opposed to just building/infrastructure safety. Z. Fosler stated that FEP evaluates community safety measures on their annual resident surveys. A. Moore asked to have FEP present a report to the board that summarizes how the properties are achieving preventive measures for community safety.
- **Quality of Service and Product:** Z. Fosler stated that YHC's assets manager has prepared a draft dashboard to evaluate the quality of housing and services.

The board gave the Executive Director a satisfactory evaluation for 2017. A. Moore stated that the workplan works very well as a tool for evaluation, she is in awe of Z. Fosler's accomplishments, and she values the relationships that Z. Fosler has been able to create and maintain in the community. C. Hollifield stated that Z. Fosler is doing a great job and that he always hears compliments throughout the community about the new developments. He stated that he is proud to be a commissioner. Heidi Frankenhauser stated that, as a new commissioner, she is impressed with all the work being done at the YHC. T. Palmer stated that, as a resident, she is amazed at the transformation that has taken place in the community and she is proud of Z. Fosler, the YHC, and the Board. R. Smith stated that Z. Fosler is a visionary leader who is recognized by his peers. She stated that YHC's reputation is now stellar because of his efforts. Z. Fosler stated that he is proud to work for the YHC and the last five years have been an amazing journey. Z. Fosler stated that he values the feedback of the board and appreciates their continued support and guidance.

- **Board Retreat Agenda:** T. Hearn presented a draft retreat agenda to the board.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** None.
- **RAD:** Z. Fosler stated that the siding crew is working through their punch lists for New Parkridge. The landscapers have been working on the site. All railings have been installed. The architects will be doing a final walkthrough once all site work is completed. Z. Fosler stated that the final conversion of the construction loan to a permanent loan will be occurring in May. A. Moore asked for an update on New Parkridge maintenance issues. Z. Fosler stated that he has heard about resident maintenance complaints, but residents have not been reporting issues to the property management office so that the appropriate work orders can be issued. Z. Fosler stated that property management needs to have better outreach to let residents know that they will not jeopardize their

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housing by reporting maintenance issues. Z. Fosler stated that property management needs to have an inspection schedule to ensure that major maintenance issues are addressed in a timely manner.

- **Financial Reports:** Z. Fosler and the Board reviewed and discussed the financial reports and the monthly finance cover sheet. Z. Fosler stated that he will ask YHC’s asset manager to include a variance to budget column. Z. Fosler stated that HUD owes subsidy funding to the YHC for Deborah Strong Housing and New Parkridge and part of the reason for the delay in payment is that property management is behind on resident recertifications. He is working with management to resolve this.

DIRECTOR’S REPORT:

- **Wireless Ypsi:** Z. Fosler stated that he is working on bringing free wireless internet to New Parkridge and all other YHC sites.
- **Solar Panel Update:** Z. Fosler stated that solar panels have been installed on the New Parkridge Amos Washington building. Chart House Energy trained a group of residents to complete the installation.
- **Restaurant Delivery Update:** Z. Fosler stated that he is working with Marquan Jackson to bring local restaurant managers to New Parkridge in the hopes of reinstating delivery to the area. A. Moore asked what Z. Fosler was able to find regarding the law. Z. Fosler stated that so far, his research has uncovered that it is not illegal for a restaurant to refuse to delivery to certain neighborhoods unless discrimination against a protected class can be proven.

COMMISSIONER COMMENTS:

Commissioner Frankenhauser: She stated that this was a good, long, very informative meeting and she looks forward to the board retreat.

Commissioner Hollifield: He stated that he is glad to be back, and this was a good meeting.

Commissioner Moore: She stated that she is glad to have Commissioner Hollifield back and this was a good meeting.

Commissioner Palmer: She stated that she enjoyed the meeting.

Commissioner Smith: She stated that this was a wonderful meeting.

ADJOURN: C. Hollifield moved to adjourn, second by T. Palmer. **Passed 5-0. Meeting adjourned at 8:12pm**

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 15, 2018.

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

Zachary D. Fosler, Executive Director