

Minutes of the Ypsilanti Housing Commission

Wednesday, March 10, 2021 – 6:00 p.m.

Virtual Meeting

<https://zoom.us/j/96113746887>

Meeting ID: 961 1374 6887

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

ROLL CALL:

- Commissioner Azzaro Present
- Commissioner Brown Present arrived at 6:25pm
- Commissioner Frankenhauser Present
- Commissioner Palmer Present arrived at 6:50pm
- Commissioner Smith Present

Others present:

- Executive Director/CEO Z. Fosler
- Tarah Hearn, YHC

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

Motion passed 3-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of January 13, 2021. Y. Azzaro moved to approve the minutes as written, second by R. Smith.

Motion passed 3-0

R. Smith asked if there were any changes to be made to the meeting minutes of February 10, 2021. Y. Azzaro moved to approve the minutes as written, second by H. Frankenhauser.

Motion passed 3-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

OLD BUSINESS

- **YHC Succession Plan:** R. Smith presented a draft of an Emergency Succession Plan for the YHC to the board. She stated the importance of having such a policy and highlighted that the policy includes a clause for temporary Executive Director appointment.

Resolution 21-02 passed 3-0

- **Executive Director Workplan Review:** Z. Fosler presented the progress/results of the 2020 Executive Director workplan along with a draft of the 2021 workplan to the board for review and discussion.

R. Smith made a motion to accept the 2020 and 2021 workplans, second by H. Frankenhauser.

Motion passed 5-0

NEW BUSINESS:

- **YHC Applicant and Tenant Record Retention Policy:** Z. Fosler presented an applicant and tenant file retention policy to the board for review. H. Frankenhauser asked if this will cover other files as well. Z. Fosler stated that policies regarding financial files, etc. will be forthcoming.

Resolution 21-01 passed 5-0

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MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None.
- **Development Update:** None.
- **Facilities & Security Update:** Z. Fosler stated that a New Parkridge resident has written to the board and the Executive Director to inform them of community disturbances. Z. Fosler stated that he has responded to the resident with updates on what administration and property management are doing to address the concerns. Z. Fosler stated that the YHC will be getting a new contractor for the security cameras and is in discussions to install gated entry on Hilyard Robinson Way.
- **Finance Reports:** The board reviewed and discussed financial reports and the finance cover sheet.

DIRECTOR'S REPORT:

- **Pop-Up COVID19 Clinic:** Z. Fosler stated that the FEP organized a COVID19 vaccine pop-up clinic with the County, and it was a success. There were approximately 70 vaccinations performed both onsite and in the homes of residents with mobility challenges.
- **NAHRO Conference:** Z. Fosler stated that the NAHRO Legislative Conference was a success. He was able to meet with representatives from the offices of Congressperson Dingell, Senator Stabenow, and Senator Peters.

COMMISSIONER COMMENTS:

Commissioner Azzaro: She stated that she enjoyed attending the NAHRO Legislative Conference. It was great to hear about policy and infrastructure changes.

Commissioner Brown: No comment.

Commissioner Frankenhauser: She stated that she is very proud of Marquan Jackson and the Family Empowerment Program for all the work they've done for residents.

Commissioner Palmer: She thanked T. Hearn for her hard work during the pandemic.

Commissioner Smith: She stated that she enjoyed attending the NAHRO Legislative Conference and it was very informative. She stated that the NCRC Regional Conference is coming up in April and she encouraged board members to sit on the "Communicating with Residents during COVID19" panel. She thanked T. Hearn for her hard work during the pandemic.

ADJOURN: T. Palmer moved to adjourn, second by R. Smith. **Passed 5-0. Meeting adjourned at 7:14pm**

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 10, 2021.

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	YEAS	NAYS	ABSENT
Commissioner Azzaro	_____	_____	_____
Commissioner Brown	_____	_____	_____
Commissioner Frankenhauser	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner Smith	_____	_____	_____

Zachary D. Fosler, Executive Director & CEO