

Minutes of the Ypsilanti Housing Commission

Tuesday, May 9th, 2023 – 6:00 p.m.

New Parkridge, 831 Hilyard Robinson Way

Meeting called to order at 6:09 p.m. by Commissioner R. Smith.

ROLL CALL:

- Commissioner Brown Present (Joined 6:22 pm)
- Commissioner Palmer Present
- Commissioner Simmons Present
- Commissioner R. Smith Present
- Commissioner Williams Present (Joined 6:24 pm)

Others Present

- Z. Fosler, YHC
- D. Webster, YHC
- L. League, KMG

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. M. Simmons moved to approve the agenda, second by T. Palmer. **Motion passed, 3-0.**

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the minutes from March 14th, 2023. M. Simmons moved to approve the Minutes second by T. Palmer. **Motion passed, 3-0.**

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

PROPERTY MANAGEMENT UPDATE:

L. League stated they have finalized lawn care bids, and the first cut will be this upcoming weekend.

All the previously discussed restructuring has been finalized. Ads for an assistant manager and leasing consultant have been posted.

There is an upcoming REAC inspection scheduled for Strong. Strong has recently finished City inspections and the site is prepared for the upcoming REAC inspection.

There have not been any additional move-ins at New Parkridge. Applicants have been assigned to the vacant units, and maintenance is waiting on supplies to complete units. Strong Future is 98% occupied and Hamilton Crossing has six vacant units. R. Smith asked what factors are contributing to the vacancies at Hamilton Crossing. L. League stated that applicants have been attached to the vacant units and are waiting for the units to be turned. City inspections are wrapping up soon and maintenance will be able to focus on turning units.

L. League recently held a staff meeting to clarify everyone's roles and responsibilities to ensure everyone understands the changes that have taken place.

J. Feaster is scheduled to attend an upcoming management training to help her in her new role as Community Manager.

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Z. Fosler asked if the new maintenance supervisor is receiving any training, L. League stated that KMG does not offer any maintenance supervisor training but would like to have someone mentor the new maintenance Supervisor.

OLD BUSINESS: None

NEW BUSINESS:

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None
- **Development Update:** None
- **Facilities & Security Update:** Z. Fosler stated that he is not aware of any major incidents occurring on the site. He is not pleased that parking passes have not been distributed, as that this is one of the best tools to deter loitering.

M. Simmons asked for clarification on the consequence of not having a parking pass once passes have been distributed. Z. Fosler stated that any vehicle without a parking pass would be towed. M. Simmons asked if security would routinely check parking passes or if vehicles without a parking pass would be towed as a result of a complaint filed by a resident. Z. Fosler stated that he would reach out to L. League and clarify if security will be enforcing towing.

Z. Fosler and the Board discussed matters related to the YHC's security camera systems.

- **Finance Reports:** Discussed during property management update.

DIRECTOR'S REPORT:

- **CVIT:** Z. Fosler attended the Washtenaw County Community Violence Intervention Summit. Z. Fosler stated that the summit was successful and well-attended. He will be sure to invite the board to future CVIT-related events.
- **Conference Spending:** Z. Fosler stated that he plans on having a discussion with the Board in the near future about conference travel expenses.

R. Smith stated that she will attempt to utilize more discounts provided to NAHRO faculty to help reduce the dollars spent on travel. There is useful information at these conferences for the Board. There are various online trainings that may be beneficial to the Board at a reduced cost. R. Smith asked if at one of the future board meetings we can discuss the history of the YHC, RAD, and delineate Board and Executive Director roles.

- **Annual Audit:** Z. Fosler stated that the field work for the YHC's annual audit is complete and he does not anticipate there being any negative findings. R. Smith asked if Z. Fosler could review the annual audit with the board once it is received. Z. Fosler stated that he would invite the YHC Fee Accountant to a board meeting to review the audit.
- **Property Performance:** Z. Fosler and the Board had a generative discussion regarding the underperformance of the New Parkridge and Strong Future properties. He agreed to meet with R. Smith and M. Simmons to review current accounts payable and receivable for the properties.

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COMMISSIONER COMMENTS:

- **Commissioner Brown:** None
- **Commissioner Palmer:** None
- **Commissioner Simmons:** Stated that he thinks the restorative circle training has been productive and is looking forward to the next meeting.
- **Commissioner Smith:** None
- **Commissioner Williams:** None

ADJOURN: M.Simmons moved to adjourn, second by L. Williams. **Passed 5-0. Meeting adjourned at 7:14 p.m.**

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 9th, 2023.**

	YEAS	NAYS	ABSENT
Commissioner Brown	_____	_____	_____
Commissioner Palmer	_____	_____	_____
Commissioner R. Smith	_____	_____	_____
Commissioner Simmons	_____	_____	_____
Commissioner Williams	_____	_____	_____

Zachary D. Fosler, Executive Director & CEO