

Minutes of the Ypsilanti Housing Commission

Thursday, May 10, 2018 – 6:00 p.m.

831 Hilyard Robinson Way, Ypsilanti, MI 48197

Meeting called to order at 6:18pm by Commissioner Smith

ROLL CALL:

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

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

Motion passed 3-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of April 19, 2018. T. Palmer moved to approve the minutes as written, second by H. Frankenhauser.

Motion passed 3-0

R. Smith asked if there were any changes to be made to the special meeting minutes of May 3, 2018. H. Frankenhauser moved to approve the minutes as written, second by T. Palmer.

Motion passed 3-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT COUNCIL REPORT: T. Palmer stated that the resident council held its first meeting. Attendees expressed several complaints about property management; Z. Fosler is following up. T. Palmer stated that the focus of future meetings will be on planning resident activities moving. She stated that she is excited for the next meeting scheduled for May 23. Meetings will be scheduled bi-weekly.

OLD BUSINESS:

- **Executive Director Bonus Discussion:** R. Smith asked Z. Fosler if he had any additional information to give to the board besides what was sent out previously. Z. Fosler stated that he has been Executive Director for the YHC for five years, and there has been one pay increase and one performance bonus. He stated that per his contract, the board has the option of granting a bonus to the Executive Director annually. The board discussed the bonus amount. R. Smith made a motion to award the Executive Director with a bonus of \$15,000, second by T. Palmer. The board voted on the motion. Z. Fosler thanked the board for the bonus and for their continued support.

Ayes: 3 Nays: 0

NEW BUSINESS:

- **Resolution #18-03 By-Law Revisions:** The board reviewed and discussed changes to the bylaws. H. Frankenhauser moved to approve Resolution 18-03, second by T. Palmer.

Resolution 18-03 passed 3-0

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- **Resolution #18-04 Revised Meeting Schedule:** The board reviewed and discussed the board meeting location change. H. Frankenhauser moved to approve Resolution 18-04, second by T. Palmer.
Resolution 18-04 passed 3-0
- **Board Evaluation Results:** The board reviewed and discussed the board evaluation results. R. Smith stated that each board member should take the time to review the results offline and that results should be discussed in depth when more board members are present. R. Smith stated that there are many opportunities for board members to form committees to tackle important issues.
- **HUD Strong Families Initiative:** R. Smith shared a HUD Strong Families Initiative flyer that outlines how to plan events to celebrate and empower families. The board discussed activities that the YHC has planned for Mother's Day and Father's Day. T. Palmer stated that she will distribute this handout to the resident association.
- **Executive Director 2018 Workplan:** Z. Fosler gave a progress report for each priority area on the executive director workplan.
 - **Maintain quality and long-term viability of YHC housing stock and facilities:** A plan to repurpose YHC's office building is underway. Z. Fosler has asked architects to submit potential site plans for rebuilding the YHC office.
 - **Community Engagement-Internal:** The YHC has entered into an agreement with Growing Hope to install a community garden at Sauk Trail Pointe by the summer of 2018. Z. Fosler stated that he will be speaking to residents directly to get them involved. The Family Empowerment Program will be installing new raised beds at Hamilton Crossing. The YHC will start creating and distributing a community newsletter in June. The newsletter will include resident highlights, community news, event announcements from each site, and Family Empowerment Program news. A bike share program will be rolling out at each site this summer. Solar panel installation at New Parkridge is complete. "The Collaborative," an early childhood education center created in partnership with the YMCA of Ann Arbor, EMU Ypsilanti Community Schools, and the YHC, is open for business.
 - **Community Engagement-External:** Z. Fosler will continue to attend City Council meetings quarterly and will provide a YHC Annual Report to City Council toward the end of the year. Z. Fosler will also continue to serve on the City of Ypsilanti Master Plan Revision Housing Subcommittee.
 - **Development/Acquisition of Additional Affordable Housing:** Z. Fosler will bring one investment opportunity to the organization within the year, engage with elected officials and/or staff of neighboring cities and townships to discuss potential development in their communities, and identify at least two potential development sites within the year.
 - **Communications:** The YHC communication plan is complete. The YHC Facebook page will launch next month, a texting service to communicate with residents will be implemented.
 - **Business Process:** A succession plan will be developed, and a board evaluation facilitation will be completed within the year. R. Smith asked H. Frankenhauser if she would like to work on succession planning with her. H. Frankenhauser agreed.

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- **Safety:** Z. Fosler and staff will attend a safety training within the year. Z. Fosler will share property inspection reports with the board. Z. Fosler will meet with law enforcement officials at least twice this year in addition to hosting two events with local law enforcement and residents.
- **Quality of Service and Product:** The YHC will update its website to increase interaction with applicants and residents. Applicants will be able to complete and submit applications online and check waitlist status online within the year.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** The YHC is in the process of obtaining a new attorney because the former attorney has taken a new position. Z. Fosler stated that he will keep the board updated on progress.
- **Development:** Z. Fosler stated that he has sent several parcels to YHC's architects and asked for site plan ideas. The board discussed looking into vacant land parcels around the City. The YHC plans to apply for tax credits in October. R. Smith asked to see the potential site plan for the YHC office.
- **Financial Reports:** Z. Fosler and the Board reviewed and discussed financial reports and the monthly finance cover sheet. Z. Fosler stated the month to-date and year-to-date variances have been added.

DIRECTOR'S REPORT:

- **NAHRO Conferences:** Z. Fosler attended the NAHRO Legislative Conference on Washington D.C. He also met with representatives from Senator Peters' and Senator Stabenow's offices.
- **Muskegon Heights Visit:** Muskegon Heights Chief of Police, the Housing Commission Executive Director, and a Board Commissioner visited YHC to learn more about RAD and the Family Empowerment Program.
- **Groundbreaking in Detroit:** Z. Fosler attended a groundbreaking for Develop Detroit, a 70-home single-family development program in Detroit's North End and Grandmont-Rosedale neighborhoods.
- **New Parkridge Loan Conversion:** The YHC closed on the New Parkridge construction loan.
- **Board Member Photos:** The board will be getting new photos taken this summer.
- **Board Share Drive:** T. Hearn stated that she is creating an online folder with all board documents, policies, etc.

COMMISSIONER COMMENTS:

Commissioner Frankenhauser: She stated that she would like to dive into the executive director succession plan before starting on the criminal background procedures for the YHC housing application process. She also said that she would like to look into waste reduction practices for the YHC (i.e. tablets instead of printed board packets) including an educational component for residents.

Commissioner Palmer: She stated that she is excited about the Resident Association.

Commissioner Smith: She stated that she would like to get a plaque of recognition made to give to Clarence Hollifield's family.

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ADJOURN: T. Palmer moved to adjourn, second by H. Frankenhauser. **Passed 3-0. Meeting adjourned at 7:37pm**
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 10, 2018.

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

Zachary D. Fosler, Executive Director