

Minutes of the Ypsilanti Housing Commission

Thursday, July 12, 2018 – 6:00 p.m.

601 Armstrong Dr., Ypsilanti, MI 48197

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

ROLL CALL:

- Vacant
- Commissioner Frankenhauser Present
- 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 stated that board facilitation should be added under old business. Z. Fosler stated that the Ben Etheridge memorial should be included under new business. H. Frankenhauser moved to approve the agenda as amended, 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 June 14, 2018. T. Palmer 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.

RESIDENT COUNCIL REPORT: Z. Fosler stated that Yodit Mesfin Johnson from the New Center has been consulting with the YHC to facilitate the resident council. The last couple of meetings have had low turnout, so Yodit suggested postponing the formation of resident council until next year in order to focus on community events to build resident engagement.

OLD BUSINESS:

- **Board Evaluation & Facilitation:** Z. Fosler stated that he plans to have Y. Johnson facilitate a board evaluation in conjunction with the work she is doing for Family Empowerment Program. He stated that he is also considering Neighbor Works and Bridge Port Consulting. R. Smith asked Z. Fosler to get information on all three options and present them to the board.

NEW BUSINESS:

- **Ben Etheridge Memorial:** Z. Fosler stated that Ben Etheridge from Chesapeake Community Partners passed away suddenly last weekend. Ben was instrumental in securing the tax credit funding for the renovation of Deborah Strong Housing and the redevelopment of New Parkridge and Hamilton Crossing. Z. Fosler asked the board for permission to travel to the funeral service and present the Etheridge family with a proclamation from the Mayor of Ypsilanti. R. Smith asked for a motion to grant Z. Fosler permission to travel on behalf of the YHC to recognize the contributions of Ben Etheridge. H. Frankenhauser moved to authorize travel, second by T. Palmer.

Motion passed 3-0.

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- **Family Empowerment Program Updates:** Decky Alexander and Marquan Jackson were present to give FEP updates. M. Jackson stated that FEP applied to AACF for Vital Seniors funding aimed at helping seniors age in place. If FEP receives grant funding, ten residents will be chosen to complete training and become certified as Michigan Community Health Workers with a specialization in gerontology. D. Alexander stated that FEP strategy focuses on the question: What does it mean to live and work in your community? M. Jackson stated that FEP has received \$210,000 over 3 years from Michigan Medicine to fund a full-time social worker at New Parkridge. A portion of the funding will cover on-site mental health services for residents. M. Jackson stated that Michigan Medicine is interested in partnering to provide services for YHC's next development focused on senior housing. He also expressed the importance of being able to tell a story quantitatively that shows the impact of FEP services on YHC residents.

D. Alexander presented report that lists all FEP's funding sources including Kresge, EMU, and Michigan Medicine. The FEP will be putting forth a proposal to the County to secure multi-year funding as a budget line item. The FEP would like to request \$35,000 annually from the YHC to support FEP staff and services. Z. Fosler stated that the board can put forth a resolution for the contribution at the next meeting.

MONTHLY REPORTS:

- **Regulatory, Oversight, and Legal Actions:** Z. Fosler stated that the years-old slip-and-fall case from Maus Ave. has been thrown out of court. Z. Fosler is still in the process of securing a new lawyer for the YHC.
- **RAD:** Z. Fosler stated that he will be meeting with the architects to revise potential site plans in the coming week. Z. Fosler stated that the City and OHM came out to do the final inspection of New Parkridge and it went well. The YHC must provide a bond to the City and to YCUA as insurance should any faulty workmanship arise. Z. Fosler stated that he is attending the City Council meeting on Tuesday for road dedication approval.
- **Financial Reports:** Z. Fosler and the Board reviewed and discussed financial reports and the monthly finance cover sheet. Z. Fosler stated that the numbers on the combined financial statement and the finance cover sheet were not matching due to deferred interest not being included on the cover sheet. Z. Fosler explained that the asset manager includes notes on the cover sheet whenever variances are \$5,000 or more. He also stated that the variance from last month is legitimate due to late invoices received from DTE. Z. Fosler stated that YHC budgets for bad debt by listing a lump sum instead of breaking it up over a period of time. H. Frankenhauser asked how long it takes, on average, to fill vacancies. Z. Fosler stated that vacancies are usually filled within 30 days. Z. Fosler stated that he will ask the asset manager to include average unit turnaround time in the cover sheet. R. Smith asked for the note about variance inclusion to be included on the cover sheet as well. R. Smith asked Z. Fosler to provide documentation that the YHC can absorb the FEP contribution request of \$35,000.

DIRECTOR'S REPORT:

- **Urban Institute Meeting:** Z. Fosler stated that he and M. Jackson attended a meeting focused on African-American homeownership and senior housing in Southeast Michigan.
- **Investment Opportunity:** Z. Fosler stated that the Mayor has put him in touch with a group that is focused on socially conscious investments in Ypsilanti. He will be meeting with them in the coming weeks to brainstorm opportunities.

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- **Washtenaw International High School Tour:** Z. Fosler stated that he took a WIHS class on a tour of New Parkridge.
- **CoFu Results Meeting:** Z. Fosler stated that he and T. Hearn attended a CoFu follow up meeting to discuss the recent funding decision.
- **Bike Share Launch:** Z. Fosler stated that the bikes will be available for residents to use next week. All property management offices have received the promo codes that allow residents to ride for free.
- **Muskegon Heights Visit:** Z. Fosler stated that Muskegon Heights Housing Commission is interested in doing a RAD conversion and have been visiting New Parkridge to learn more about the process and services that YHC offers.
- **Ypsilanti Home Tour:** Z. Fosler stated that Commissioner Palmer's home was included on the tour. T. Palmer stated that the experience was very nice.
- **Unit Inspections:** Z. Fosler stated that he has been accompanying property management on unit inspections. He stated that the majority of units are in great shape, but the inspection process needs work. He stated that notices have been going out way too late and he has asked for an explanation from property management. Moving forward, the YHC will be cc'd on all inspection notices that go out on the day they are distributed.
- **Free CPR Classes:** Z. Fosler stated that free CPR classes were offered at Hamilton Crossing this past weekend.
- **Vision Board Workshop:** Z. Fosler stated that New Parkridge will be hosting another vision board workshop.
- **New Board Member:** Z. Fosler stated that a commissioner candidate who lives in Ypsilanti Township and not the City will need five affirmative votes from City Council to be approved. Z. Fosler stated that current commissioners will need to reach out to City Council members for their support.
- **Clarence Hollifield Plaque:** Z. Fosler stated that Clarence Hollifield's plaque is ready and Z. Fosler will deliver it to his family.

COMMISSIONER COMMENTS:

Commissioner Frankenhauser: She is excited about getting a fifth board member in place and she's excited for the board facilitation. She also stated that she and R. Smith will meet to begin succession planning.

Commissioner Palmer: She stated that the FEP update was very informative.

Commissioner Smith: She asked Z. Fosler to present at least 5 investment/development ideas at the next meeting. She is also looking forward to the summer conference.

ADJOURN: H. Frankenhauser moved to adjourn, second by T. Palmer. **Passed 3-0. Meeting adjourned at 7:57pm**

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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 July 12, 2018.

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

Zachary D. Fosler, Executive Director