

Minutes of the Ypsilanti Housing Commission

Tuesday, August 8th, 2023 – 6:00 p.m.

New Parkridge, 831 Hilyard Robinson Way

Meeting called to order at 6:04 p.m. by Commissioner R. Smith.

ROLL CALL:

- Commissioner Brown Present (Left at 7:22 pm)
- Commissioner Palmer Present (Left at 7:22 pm)
- Commissioner Simmons Present
- Commissioner R. Smith Present
- Commissioner Williams Present

Others Present

- Z. Fosler, YHC
- D. Webster, YHC
- L. League, KMG
- H. Zulauf
- D. Fleming

APPROVAL OF AGENDA: R. Smith asked if there were any changes to be made to the agenda. L. Brown moved to approve the agenda, second by L. Williams. Motion passed, 5-0.

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the minutes from May 9th, 2023. L. Williams moved to approve the minutes, second by T. Palmer. Motion passed, 5-0.

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

ELECTION OF OFFICERS:

- Per ARTICLE II- Officer of the Ypsilanti Housing Commission Board of Commissioner Bylaws Section 6. Election or Appointment. The Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Commission from among the Commissioners of the Commission and shall hold office for one year or until their successors are elected. The Secretary will be the existing Executive Director duly appointed by the Commission.

Z. Fosler conducted the vote for the election of officers.

T. Palmer nominated L. Brown and L. Williams for Vice Chair, second by R. Smith.

Those in favor of L. Brown for Vice Chair, Ayes: 4 Nays: 1

Those in favor of L. Williams for Vice Chair, Ayes: 1 Nays: 4

L. Williams nominated R. Smith for Chair, support by T. Palmer

M. Simmons nominated M. Simmons for Chair, support by R. Smith

Those in favor of R. Smith for Chair, Ayes: 4 Nays: 1

Those in favor of M. Simmons for Chair, Ayes: 1 Nays: 4

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R. Smith stated that she appreciated the votes of confidence and would gladly serve this term as board chair. R. Smith stated that although she believes she is the best fit to be Chair at the time considering the ongoing recovery efforts, she wants to encourage and prepare other commissioners to one day be Board Chair.

Fleming Consultants:

Doug Fleming stated that he has been doing asset management for 20 years and has a long history of assisting struggling portfolios. He has worked with portfolios ranging from 8 units to 1,400 units. D. Fleming stated that his methodology is to review all the property reports, find out where the problems are, and implement a corrective action plan. Although this process takes time, he is confident that the new plans and policies will help the properties get back on track.

He has met with the property management team and YHC staff and is very impressed with the current on-site staff's knowledge and their eagerness to move the properties forward. His priority is to work out existing issues, figure out where we currently are, and move the properties forward. Assigning and identifying faults is not something he is concerned with. His only concern is moving the properties forward.

R. Smith stated that the corrective action plan is precisely what the board wanted. She understands that the property's current condition requires an outside expert to address the recovery of the site, and is excited for the recovery experience Z. Fosler will gain from this process. Z. Fosler stated that he is excited to soak up the knowledge D. Fleming has to offer.

L. Williams stated that she is looking forward to their expertise and what they offer. M. Simmons stated that he is looking forward to the corrective action plans.

PROPERTY MANAGEMENT UPDATE:

L. League stated that she is glad to see D. Fleming and looks forward to working to improve the properties.

Strong currently has two vacancies and plans to have these units filled within the next two weeks. Hamilton Crossing I has seven vacancies, with five move-ins scheduled for September 1st. Hamilton Crossing II has four vacancies, with one vacant unit being filled by the end of next week. New Parkridge has nine vacant units and has two move-ins scheduled for Tuesday of next week. New Parkridge had some difficulties getting supplies from Home Depot, which caused a delay in getting units turned. New Parkridge received a large order of supplies today, and maintenance will start addressing the vacancies.

R. Smith asked if manpower and supplies were the main reason units were not turned. L. League stated that this is partially the issue, but the sites have had trouble getting vendors for countertops and flooring. This has been a challenge as multiple vendors are back-ordered. L. League plans on contacting additional vendors to get supplies needed to turn units.

Old Business:

- **Board Retreat:** D. Webster stated that a new date for the board retreat has been identified. Plans on reaching out to NEW Center to finalize the date. Will provide the board with an update once the date has been finalized.

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- **ED Workplan Update:** L. Williams stated that she and Commissioner Palmer have met with Z. Fosler to review the previous work plan. There are items on the work plan the board has agreed to postpone, and all of the other goals/targets identified in the work plan have been met.

R. Smith stated that previous evaluations can help create the new work plan. R. Smith encouraged L. Williams and T. Palmer to use the 2022 evaluation, which R. Smith took the lead on, and other commissioners had the opportunity to provide input. T. Palmer stated that she would like to include a goal of establishing relations with law enforcement in the updated work plan.

M. Simmons asked when the board can expect to have a finished version of the work plan. Z. Fosler stated that he had discussed creating a narrative of the work plan with L. Williams and T. Palmer. Will provide the board with the narrative of the work plan at the next board meeting. R. Smith clarified that the work plan is an ongoing document that is worked on throughout the year and is adjusted based on the board's executive director evaluation.

New Business:

- **CY 22 YHC Audit Review:** H. Zulauf reviewed the YHC audit and stated no negative findings. R. Smith stated that she had never seen an unclean YHC audit in her tenure as a commissioner.
- **Commissioner's Bi-Weekly check-ins with Executive Director:** Z. Fosler, stated that he wanted to set up a more formal way for the board to communicate with him between the board meetings. Would like to meet with commissioners at least once between board meetings. D. Webster will be coordinating with the board to schedule times.
- **Discussion of Position Creation at YHC:** Z. Fosler and the Board discussed the Executive Director roles and responsibilities surrounding firing and position creation.

MONTHLY REPORTS:

- **Facilities & Security Update:** Z. Fosler stated that a shooting was nearby on Harriet St. but was not related to the property. Z. Fosler stated that he checked in with Warrior. Work has been stalled, but Warrior plans to be in by the end of the week and will resume repairs soon. Estimated to have 100% of cameras at New Parkridge by the end of next week.
- **Finance Reports:**
- **Regulatory, Oversight, & Legal Actions:** None
- **Development Update:** None

DIRECTOR'S REPORT:

- **Board Communications:** Z. Fosler stated that the board is not allowed to reply all to emails and that he and D. Webster will no longer send out group emails that would enable everyone to reply all. We will work on communicating with every commissioner on an individual basis.

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- **National Night Out:** D. Webster stated that National Night Out went off without a hitch and had over 250 participants.
- **NAHRO Advocacy Month:** Z. Fosler stated that it is Advocacy Month and encourages everyone to send letters to our State and Federal Representatives. NAHRO has the templates on their website; you only have to fill in your information, and the letter will be sent.

COMMISSIONER COMMENTS:

- **Commissioner Simmons:** Want to reiterate the good work at the YHC. Looking forward to the evaluation.
- **Commissioner Smith:** As a board, we must respect and work with the Executive Director. Has not felt this level of stress in a long time. We must find a way to refocus on residents, financial stability, education, and fulfilling the mission.
- **Commissioner Williams:** None

ADJOURN: M. Simmons moved to adjourn, second by T. Palmer. **Passed 3-0. Meeting adjourned at 7:46 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 **August 8th, 2023.**

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

Zachary D. Fosler, Executive Director & CEO