

Minutes of the Ypsilanti Housing Commission

Monday, February 10, 2020 – 6:00 p.m.

831 Hilyard Robinson Way, Ypsilanti, MI 48197

Meeting called to order at 6:14pm by Commissioner Smith

ROLL CALL:

- Commissioner Azzaro Present
- Commissioner Brown Present
- Commissioner Frankenhauser Present
- Commissioner Palmer Present
- Commissioner Smith Present

Others present:

- Executive Director/CEO Z. Fosler
- Tarah Hearn, YHC
- Cris Davis, KMG Prestige
- David Soule, KMG Prestige
- Lisa League, KMG Prestige

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 5-0

APPROVAL OF MINUTES: R. Smith asked if there were any changes to be made to the meeting minutes of January 13, 2020. H. Frankenhauser moved to approve the minutes as written, second by T. Palmer.

Motion passed 5-0

AUDIENCE PARTICIPATION: David Soule introduced the new Regional Manager for YHC sites, Lisa League, and stated that Cris Davis will be transitioning to other properties. H. Frankenhauser asked for an update on the new 14-day notice policy. Cris stated that the sites still plan to distribute notices on the 2nd of each month, but it has not been implemented as of yet. He also stated that many sidewalk issues need repair. David Soule stated that he sent H. Frankenhauser the KMG criminal screening policy that she requested. T. Palmer asked what the policy is for individuals with criminal records being on the property. David stated that if an individual is participating in criminal activity on the property, that individual can be trespassed. Z. Fosler asked how the REAC inspection at Deborah Strong Housing went. Cris stated that there were no outside deficiencies. David stated that it will be difficult for the site to get above an 80 on HUD REAC inspections due to its size and layout. R. Smith asked if the site received a better or worse score than last year. Cris stated that he believes the score will be better. Z. Fosler asked to receive a report that he can share with the board.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

RESIDENT ASSOCIATION REPORT: T. Palmer stated that she is waiting on feedback from Marquan Jackson about time/space for meetings and stipends for residents. Z. Fosler stated that the YHC may be getting funds from CSH to be used for the resident association, but he does not want that to hold up progress. Z. Fosler asked T. Palmer to hold off on mentioning a stipend until there is more structure to the meetings.

NEW BUSINESS:

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- **2020 ED Workplan:** Z. Fosler shared his 2020 workplan with the board. T. Hearn stated that the workplan will be placed on the agenda bi-monthly for board discussion.
 - H. Frankenhauser asked Z. Fosler to add updating headshot photos for the website, updating activities around development, updating community garden activities for all sites, and adding more timelines for the completion of tasks. Y. Azzaro asked Z. Fosler to add current and long-term plans for the YHC office, an update on community engagement surrounding garden activities, an update on succession planning, and initiatives beyond interactions with law enforcement to address violence and build good will among residents. T. Palmer stated that it may be a good idea to bring Safe House Center in to do programming with residents if there is a need. H. Frankenhauser asked which staff members board members should contact about programming ideas. Z. Fosler stated that board members can contact him or Marquan Jackson.
 - **Maintain quality and long-term viability of YHC housing stock and facilities:** Z. Fosler stated that he plans to focus on updating the YHC administrative office building. He has layouts from an architect and will focus on assessing the financial feasibility of redevelopment. He also plans to focus on disposing of unneeded assets in the office.
 - **Community Engagement-Internal:** Z. Fosler stated that he will ensure that property management provides all necessary data to FEP for CSH/Strong Families Fund reporting. He will also provide quarterly reports on FEP activities to the board. He will also identify a partner to provide programming for the community gardens and expand community garden activities into Hollow Creek. Y. Azzaro asked if the YHC has considered a partnership with Melvin Parsons and We the People's Growers Association.
 - **Community Engagement-External:** Z. Fosler stated that he will engage with City Council by attending 3 City Council meetings a year and providing an annual report on YHC activities. He also plans to engage with other elected officials in neighboring cities and municipalities. He will reach out to Marquan Jackson to determine how the YHC can assist with the Community Health Worker Initiative. He will represent the YHC at the local, state, regional, and national chapters of NAHRO. He will also represent the YHC at the Washtenaw Housing Alliance, Washtenaw County Continuum of Care, and the Ann Arbor YMCA. Y. Azzaro stated that the YHC should participate in the YMCA's movement into the east side of Washtenaw County via feasibility studies and community meetings.
 - **Development/Acquisition of Additional Affordable Housing:** Z. Fosler stated that he will bring at least one investment opportunity to the YHC within the year. He will also identify and explore the feasibility of at least two potential development sites.
 - **Communications:** Z. Fosler stated that YHC communications will continue to be a timely reflection of the organization's identity and values. Communications will also showcase properties, resident programming/events, and resources for residents and the surrounding community. R. Smith asked for a calendar that notifies board members of potential resident engagement opportunities. Y. Azzaro asked how residents received communications. Z. Fosler stated that the residents receive a monthly newsletter, updates via texting and the Facebook page. T. Palmer stated that she has not been receiving her newsletters on a timely basis. Z. Fosler asked T. Palmer to update him the next time this happens so that he can follow up with property management staff.
 - **Business Processes:** Z. Fosler is currently working on a succession plan with Commissioners Smith and Frankenhauser.

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- **Safety:** Z. Fosler stated that YHC staff will participate in safety training every year and report to the board on the safety of YHC properties via HUD inspections reports, etc. The YHC will continue to host National Night Out annually. The YHC will also look into working with the EMU Criminal Justice Program to create internships that improve the safety of YHC sites.
- **Quality of Service and Product:** Z. Fosler stated that the YHC will implement an electronic waitlist for the YHC website. T. Palmer asked what happens to existing applicants when a new lottery is generated. Z. Fosler stated that he will look into the tenant selection plan and follow up. The YHC will evaluate the current processes around resident evictions and identify areas for improvement, with a focus on improving outcomes for families. The YHC will assist with the transition of PSH services at New Parkridge from Avalon Housing to the Family Empowerment Program.

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** None.
- **Development Update:** Z. Fosler stated that he has reached out to St. Joe's to see if development for the donated land can be expanded from senior housing to other forms of affordable housing. Z. Fosler stated that he will be asking the County for funds to conduct an environmental assessment for the land. Z. Fosler stated that he is still waiting for the RFP for 206/210 N. Washington.
- **Security/Safety Update:** None.
- **Finance Reports:** The board reviewed and discussed financial reports and the finance cover sheet. Z. Fosler stated that he is gathering information about the budget/cash flow issues at New Parkridge and will report back to the board.

DIRECTOR'S REPORT

- **NCRC NAHRO Board Meeting:** Z. Fosler stated that he and Commissioner Smith attended the regional board meeting in Chicago.
- **NAHRO Strategic Planning Committee:** Z. Fosler stated that he was invited by the NAHRO President to the NAHRO Board of Governors meeting as a member of the Strategic Planning and Advisory Committee.

COMMISSIONER COMMENTS:

Commissioner Azzaro: No Comment

Commissioner Brown: No Comment

Commissioner Frankenhauser: She stated that she is happy to have a full board.

Commissioner Palmer: She stated that this was a great meeting.

Commissioner Smith: She stated that she is looking forward to having the board's input on creating professional development trainings for future NAHRO conferences.

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ADJOURN: H. Frankenhauser moved to adjourn, second by Y. Azzaro. **Passed 5-0. Meeting adjourned at 7:57pm**

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 February 10, 2020.

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

Zachary D. Fosler, Executive Director & CEO