

Minutes of the Ypsilanti Housing Commission

Wednesday, February 10, 2021 – 6:00 p.m.

Virtual Meeting

<https://zoom.us/j/96113746887>

Meeting ID: 961 1374 6887

Meeting called to order at 6:03pm by Commissioner Smith

ROLL CALL:

- Commissioner Azzaro Present
- Commissioner Brown Present arrived at 6:22pm
- Commissioner Frankenhauser Present
- Commissioner Palmer Present
- Commissioner Smith Present

Others present:

- Executive Director/CEO Z. Fosler
- Tarah Hearn, YHC
- Sue Feinberg, MERS of Michigan

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

Motion passed 4-0

APPROVAL OF MINUTES: It was noted that the minutes of January 13, 2021 were inadvertently omitted from the board packet. H. Frankenhauser moved to table the approval of the minutes until the March meeting to provide board members an opportunity to review them, second by T. Palmer.

Motion passed 4-0

AUDIENCE PARTICIPATION: None.

CITY COUNCIL MEMBERS' COMMENTS AND QUESTIONS: None.

OLD BUSINESS

- **MERS Addendum:** Sue Feinburg, Regional Manager for Southeast MERS, gave an overview and answered commissioner questions about the addendum to the YHC retirement plan. H. Frankenhauser asked if it is common for plans to include bonuses and salary for retirement benefits. S. Feinburg stated that the inclusion of bonuses is not common, but each plan is customizable by the employer. S. Feinburg presented the YHC's Annual Actuarial Evaluation to the board and explained how the funded liabilities percentage has increased from 2018 to 2019. The YHC is on track to be fully funded by 2023. R. Smith asked why the YHC received a notice from the State about the plan being underfunded. S. Feinburg stated that the State Treasury Department requires waivers under certain criteria. Y. Azzaro asked how the retirement plan was funded prior to this addendum. R. Smith stated that the YHC has not previously faced issues with funding employee benefit plans. Y. Azzaro clarified that her question was more about the ability for YHC to continue funding under this program in the future and whether this is the right direction for the YHC. Z. Fosler stated that the YHC was advised by MERS and YHC's fee accountant to make extra contributions to be prepared for the future, and he stated that the YHC has the option to reduce contributions in the future if there is a surplus.

T. Palmer left 6:40pm

NEW BUSINESS:

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- **2021 Strategic Planning/Goal-Setting Session:** Z. Fosler presented a draft of his 2021 workplan to the board for discussion.
 - **Maintain quality and long-term viability of YHC housing stock and facilities:** Create a plan to refresh and repurpose YHC's building to reflect the vision and mission of the YHC.
 - **Community Engagement-Internal:** Work with EMU and CSH to ensure successful outcomes related to Strong Families Fund pay-for-performance goals and continued full funding of program. Provide YHC residents with opportunities to obtain fresh vegetables, learn gardening skills, and develop healthy eating habits.
 - **Community Engagement-External:** Maintain positive, productive relationships with the City of Ypsilanti/City Council. Assist FEP Director in development and implementation of Community Health Worker initiative. Represent Ypsilanti Housing Commission at the state, regional, and national levels of NAHRO. Represent Ypsilanti Housing Commission locally through YMCA, Washtenaw Housing Alliance, Washtenaw County Continuum of Care.
 - **Development/Acquisition of Additional Affordable Housing:** Explore opportunities for another development project. Vet potential sites, meet with existing MF owners in the area to gauge interest in selling, seeking sources of gap funding, working with other nonprofit/governmental entities to secure rental subsidies for projects. Evaluate strategies for getting our residents into homeownership.
 - **Communications:** Maintain YHC communications that are timely and reflect our identify and values. Ensure YHC board is aware of events and other opportunities to engage with our residents.
 - **Business Processes:** Develop both a long-term and an emergency succession plan for executive director.
 - **Safety:** Ensure YHC continues to be a safe work environment for staff. Maintain safe living environment for residents. Provide opportunities for residents to have positive interactions with local law enforcement. Explore potential for criminal justice internships at YHC to improve safety at sites.
 - **Quality of Service and Product:** Ensure that potential applicants to YHC housing sites have a positive experience. Evaluate current processes around resident evictions and identify areas for improvement with a focus on improving outcomes for families. Support FEP/YHC certification as a Permanent Supportive Housing provider by the Corporation for Supportive Housing. Explore methods for obtaining additional feedback from YHC residents regarding satisfaction with the communities they reside in, property management, etc.

R. Smith stated that the YHC should try to network with Superior and Ypsilanti Townships to gauge interest in affordable housing development. She also stated that the YHC should explore partnerships with organizations like Ozone House to focus on housing youth aging out of foster care. H. Frankenhauser asked Z. Fosler to provide updates for goals on the 2020 workplan. Z. Fosler stated that he will follow up with updates by the next meeting.

H. Frankenhauser left 7:45pm

MONTHLY REPORTS:

- **Regulatory, Oversight, & Legal Actions:** Z. Fosler stated that there is one pending eviction at New Parkridge. He also stated that the sidewalk issue at Sauk Trail Pointe has been resolved with the City.

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- **Development Update:** Covered under new business.
- **Facilities & Security Update:** Z. Fosler stated that there were shooting incidents at New Parkridge in January. One of the residents involved is moving out voluntarily. The resident who caused the fire at Sauk Trail Pointe has moved out and returned her keys to property management. Z. Fosler stated that the security camera contractor has agreed to return to complete repairs at New Parkridge. R. Smith stated that there should be another special meeting on New Parkridge in March to prepare for safety/security during the summer months.
- **Finance Reports:** The board reviewed and discussed financial reports and the finance cover sheet. Y. Azzaro asked for clarification on the social service salary under Hamilton Crossing Phase II. Z. Fosler stated that the YHC has an agreement to contribute \$25,000 a year for 3 years to FEP staff salary.

DIRECTOR’S REPORT:

- **Property Management Staffing Update:** Z. Fosler stated that KMG has a great candidate for the Community Manager position at Deborah Strong Housing and New Parkridge. Y. Azzaro asked if this candidate is familiar with the community. Z. Fosler stated that he is very familiar.

COMMISSIONER COMMENTS:

Commissioner Azzaro: She thanked the Executive Director for his workplan overview and she is excited to help in any way that she can.

Commissioner Brown: She stated that New Parkridge residents have contacted her asking who to contact for rent issues and how rental payments should be made (drop box, etc.) Z. Fosler stated that he will follow up with property management.

Commissioner Smith: She stated that she likes the one-on-one meetings with the Executive Director and would like to continue them monthly.

ADJOURN: Y. Azzaro moved to adjourn, second by R. Smith. **Passed 3-0. Meeting adjourned at 8:02pm**

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, 2021.

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

Zachary D. Fosler, Executive Director & CEO