

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 7, 2022 - 2:00pm – 3:30pm
Location: Virtual Meeting using Zoom (details below)

Members in Attendance:

Supervisor Diane O’Connell (Ann Arbor Township); Councilmember Elizabeth Nelson (City of Ann Arbor); Jessica West (Director of Community Development, Pittsfield Township); Trustee Linda Adams (Augusta Township); Supervisor Will Hathaway (Scio Township); Council Member Janet Dillion (City of Saline); Heather Jarrell Roe (Clerk, Ypsilanti Township); Christopher Jacobs (Community Development Manager, City of Ypsilanti); Trustee Sandie Schulze (Sylvan Township);

Members Absent: Supervisor Charles Tellas (York Township); Supervisor Diane Ratkovich (Dexter Township); Supervisor Duane Luick (Lima Township); Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor John Kingsley (Webster Township); Supervisor Ken Dignan (Northfield Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Brenda Stumbo (Ypsilanti Township); Mayor Lois Richardson (City of Ypsilanti); Michelle Aniol (Community Development Manager, City of Dexter); Mike Greene (Assistant City Manager, City of Saline); Supervisor Ken Schwartz (Superior Township); Commisioner Sue Shink (Washtenaw County BOC, Chair of Board)

Facilitator: OCED Housing & Infrastructure Manager Tara Cohen (Absent: Washtenaw County Commisioner Sue Shink)

OCED Staff Present: Tara Cohen, Jasmyne Townsend, Aaron Kraft, and Karen Newman

Guests: Jimena Loveluck (Officer, Washtenaw County Public Health Officer)

Meeting called to order: 2:04 PM

I. Roll Call

Pursuant to [MCL 15.263 Sec.3](#), Cohen took roll call during which each member stated their name and physical location (I.e. City or Township, Washtenaw County, State of Michigan).

Adams: Participating remotely from Augusta Township, Washtenaw County

Nelson: Participating remotely from City of Ann Arbor, Washtenaw County

Hathaway: Participating remotely from Scio Township, Washtenaw County

West: Participating remotely from Pittsfield Township, Washtenaw County

O’Connell: Participating remotely from Ann Arbor Township, Washtenaw County

Schulze: Participating remotely from Sullivan Township, Washtenaw County

Jacobs: Paticipating remotely from City of Ypsilanti, Washtenaw County

West: Particapting remotely from Pittsfield Charter Township, Washtenaw County

Dillion: Participating remotely from City of Saline, Washtenaw County

Jarrell Roe: Participating Remotely from Ypsilanti Township, Washtenaw County

II. Public Comment – No public comment was stated.

III. Announcements from Members and/or Staff

A. Warming Centers - OCED Director Teresa Gillotti provided a brief update on the following:

- Daytime warming shelter: at Ypsilanti Freighthouse, 100 Market Place, Nov. 7th – March 31st Monday through Thurs (8am-6pm)
- Daytime warming shelter for Ann Arbor has not been made public at this point in time.
- Availability for Winter overnight shelter for individuals: Delonis Center and partnering Congregations will be open from Nov 7th – March 31st.

IV. Minutes

A. 09-07-22 Meeting Minutes – Review & Approval (ACTION)

Moved by Adams. Support by Hathaway.

ROLL CALL:

Adams: Yes

Nelson: Yes

Hathaway: Yes

West: Yes

O'Connell: Yes

Schulze: Yes

Jacobs: Yes

West: Yes

Dillion: Yes

Jarrell Roe: N/A

Ayes – 9; Nays – 0; **Motion carried, Jarrell Roe was not present at the time of motion/vote; quorum was met. Motion Carried.**

V. General Administration

A. County Health Officer's COVID-19 Update (Jimena Loveluck, WCHD) - Health Officer Loveluck provided a presentation that can be found in the updated [November agenda packet](#) starting on page 111. A brief Q & A followed the presentation.

B. Approval of UCEC Proposed 2023 calendar dates – **Discussion and Possible Action** (Tara Cohen, OCED)

Motion: *OCED staff is proposing to keep the UCEC monthly meetings on first Wednesdays – with exception for certain holiday weeks or school district breaks – from 2pm to 3:30pm. Barring any unforeseen changes, OCED plans to continue holding these monthly meetings as 100% remote on Zoom. If UCEC votes today to approve the proposed meeting calendar included in your packet, staff will send out invitations for the whole set of 2023 meetings to ensure they are on members' calendar.*

Proposed Dates: January 11th, 2023; February 1st, 2023; March 1st, 2023; April 5th, 2023; May 3rd, 2023; June 7th, 2023; July 12th, 2023; No August Meeting; September 6th, 2023; October 4th, 2023; November 1st, 2023; December 6th, 2023.

Moved by Hathaway. Support by Jarrell Roe.

ROLL CALL:

Adams: Yes

Nelson: Yes
Hathaway: Yes
West: Yes
O’Connell: Yes
Schulze: Yes
Jacobs: Yes
West: Yes
Dillion: Yes
Jarrell Roe: Yes
Ayes – 10; Nays – 0; **Motion carried.**

C. Approval of Revisions to Housing Program Guidelines (ACTION) (Tara Cohen, OCED)

The Housing Program Guidelines for the Washtenaw Urban County is the guiding policy document for OCED’s Housing Rehabilitation Program (funded with CDBG) and Developer Housing projects (funded with a mix of HOME and CDBG funds). These policies need revision occasionally, and UCEC is responsible for approving any revisions or updates recommended by OCED staff. The last set of revisions were approved by UCEC in May 2021. The complete document with tracked changes is included in your packet. The revisions presented for your approval at the November 2nd meeting fall under three areas within the Guidelines.

Proposed changes is can be located within [November agenda packet](#) on pages 5- 8.

Q & A

1. **(Q) – (Dillon)** “Is there also an option for window units like individual windows units or are these full systems in place?” This question was regarding the new Air Conditioner Assistance Program.
(A)- (Aaron Kraft) Window air conditioner units are not covered, as they are not the most cost effective and don’t have as much longevity.
(Q) – (West) “Why are water heaters being called out here...as well as other miscellaneous repairs – why are we not just saying anything under \$3,000.00?” This question was regarding which types of Critical Repair projects will be offered as a grant versus as a zero percent interest lien.
(A) – (Aaron Kraft) In efforts to simplify the process for rehab assistance this change will help draw a clear line for individuals requesting rehab assistance (so that they know up front whether they will be required to take on a lien on their property), and also help designate what is considered a miscellaneous expense.

D. Urban County 2022 CDBG Allocation and Donation Acknowledgment Letters (Tara Cohen, OCED)

In October, each member community should have received an email from OCED that included a letter with information about their 2022 CDBG allocation. For communities that programmed their allocations in the 2022 Action Plan, the letter referenced your specific project(s). For all other communities, the letter notifies them of their final 2022 CDBG allocation under the approved formula and reminds them that their funds are being directed into the Single Family Rehab Program (which serves the entire Urban County). For any community with unspent prior year CDBG balances, the letter also included a reminder of those unspent funds and deadlines for allocating funds, if applicable. Please reach out to Ms. Townsend at townsendj@washtenaw.org with questions about your CDBG funds or to request a meeting to discuss a particular CDBG-assisted project.

E. Update: Assessment of Fair Housing Plan Subcommittee Members (Tara Cohen, OCED)

The [Affirmatively Furthering Fair Housing \(AFFH\)](#) Subcommittee has now met twice. The Subcommittee includes 3 representatives from Urban County communities (Ypsilanti, Ypsilanti Township, and Augusta Township), 4 representatives from the Community Action Board (CAB), along with staff from OCED and Ann Arbor Housing Commission. As noted previously, the Urban County will also be partnering with the Ann Arbor Housing Commission on making updates to the 2017 AFH Plan. Updates will focus on key sections and elements of the Plan to provide a framework for the next 5-year planning period (FY 2023 – FY 2027). Members have provided input on the Housing & Neighborhood Survey tool, focus group priorities, and specific neighborhood profiles to update and/or add that were not included in the 2017 AFH Plan. We plan to convene the Subcommittee a few more times, for a total of no more than 5 meetings, winding down in December.

The Housing & Neighborhood Survey will be available within the next 1-2 weeks both online and hard copy, in 4 languages: English, Spanish, Arabic, and Somali. Please be on the lookout for more information and ways to distribute the online link and hard copies within your communities. This data collection effort will be more representative and robust with assistance from all of the UCEC.

F. 2023-27 Five Year Consolidated Plan / 2023 Annual Action Plan Overview (Tara Cohen, OCED)

We are currently in Year 5 of our Five-Year Consolidated Plan that covered Fiscal Years 2018 through 2023. This month will begin the planning and development of a new Five Year Consolidated Plan, which will cover the 5 year period of July 1, 2023 through June 30, 2028. This Consolidated Plan will also include the Annual Action Plan for Year 1 (Fiscal Year 2023). As noted above, the AFH Plan goals will be integrated into the Consolidated Plan, following suit with our last process. The survey mentioned above will serve a double purpose by informing the Needs Assessment component of the Consolidated Plan. Key milestones for plan development are as follows:

- Housing & Neighborhood Survey: Targeted for Nov. 7 – Dec. 18, 2022
- 30-day public comment period on community needs: Nov. 16 – Dec. 16, 2022
- Virtual Public hearing for community needs: December 7, 2023 at UCEC meeting
- 30-day public comment period / Public hearings on Draft Plan: April 2023
- Approval of Final Plan: May 2023 (subject to delay based on HUD timing)

VI. Public Comment – None

VII. No General Updates/ Announcements

VIII. Adjournment

Dillion moved to adjourn. Support from Jacobs.

Motion carried unanimously.

Adjourned: 2:53 pm

Next Meeting: Wed., December 7th , 2022, 2:00 – 3:30pm, Location: ZOOM