

**WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING**  
**Wednesday, November 1, 2023 - 2:00pm – 3:30pm (Remote)**

This meeting is being held remotely in compliance with the *Washtenaw County Board of Commissioners Resolution 22-007*. A link to Urban County Executive Committee roster with members' contact information is available [here](#).

**I. Welcome & Introductions**

- Roll Call – members shall state their physical location from which they are attending the meeting remotely.

**II. Public Comment**

Zoom link:

<https://washtenawcounty.zoom.us/j/84540808106?pwd=dkh3QTlXVTYzcmF1anZmaW9aWXdCZz09>

Passcode: 291320

Telephone: US: +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592 or +1 312 626 6799 or +1 470 250 9358 or +1 253 215 8782 or +1 346 248 7799 or +1 206 337 9723 or +1 213 338 8477

Webinar ID: 845 4080 8106

**III. Announcements from Members and/or Staff**

**A. Warming Centers**

- I. OCED staff expects to have detailed information to share early November.

**B. OCED Staff Updates**

- I. [Job opening for Human Services Manager](#) – applications due 11/14/23

**IV. Minutes**

**A. 09-06-2023 Meeting Minutes – Review & Approval (ACTION)**

**V. General Administration**

- A. Amend UCEC Bylaws (Discussion with Possible Action)** (Tara Cohen, OCED)
- B. UCEC 2024 Meeting Calendar – Discussion with Possible Action** (Jasmyne Townsend, OCED)
- C. 2024 Annual Action Plan Overview & Timeline** (Jasmyne Townsend, OCED)
- D. Update: Substantial Amendment to HOME-ARP Allocation Plan** (Tara Cohen, OCED)
- E. Update: Urban County CDBG Allocation & Donation Acknowledgment Letters** (Jasmyne Townsend, OCED)

**VI. General Updates - Member Announcements**

**VII. Public Comment** – See II. above for Zoom details.

**VIII. Adjournment**

**Next Meeting: Wednesday, December 6, 2023, 2:00 – 3:30pm, Location: Remote (Zoom)**

**WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING**  
**Wednesday, September 6, 2023 - 2:00pm – 3:30pm (Remote)**

**Members in Attendance:** Holli Andrews (City Planner, City of Ypsilanti); Council Member Chris Watson (City of Ann Arbor); Supervisor Ken Schwartz (Superior Township); Heather Jarrell Roe (Clerk, Ypsilanti Township); Trustee Linda Adams (Augusta Township); Jessica West (Director of Community Development, Pittsfield Township); Mayor Pro-Tem Janet Dillon (City of Saline); Council Member Bill Ruddock (City of Chelsea); Betsy Michaud (Community Network Coordinator, Dexter Township); Trustee Sandie Schulze (Sylvan Township); Mark Lloyd (Township Manager, Northfield Township).

**Members Absent:** Supervisor Diane O’Connell (Ann Arbor Township); Mayor Shawn Keough (City of Dexter); Supervisor Chuck Tellas (York 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 Ronald Milkey (Manchester Township); Supervisor Will Hathaway (Scio Township).

**Facilitator:** Commissioner Justin Hodge

**OCED Staff Present:** Tara Cohen, Jasmyne Townsend, Morghan Boydston, and Karen Newman

**Members of Public Present:** Amy Krieg (Attorney & Compliance Officer, Habitat for Humanity), Wendy Carty-Saxon (Director of Real Estate Development, Avalon Housing), Amanda Carlisle (Executive Director, Washtenaw Housing Alliance), Jennifer Hall (Executive Director, Ann Arbor Housing Commission), Scott Ellis (Director of Mission Advancement, Avalon Housing), and Aubrey Patino (Executive Director, Avalon Housing)

## **I. Welcome & Introductions – Roll Call**

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

Schulze: Participating remotely from Sylvan Township, Washtenaw County  
Andrews: Participating remotely from City of Ypsilanti, Washtenaw County  
Watson: Participating remotely from City of Ann Arbor, Washtenaw County  
Schwartz: Participating remotely from Superior Township, Washtenaw County  
Adams: Participating remotely from Augusta Township, Washtenaw County  
West: Participating remotely from Pittsfield Township, Washtenaw County  
Ruddock: Participating remotely from City of Chelsea, Washtenaw County  
Dillon: Participating remotely from City of Saline, Washtenaw County  
Michaud: Participating remotely from Dexter Township, Washtenaw County

*Jarrell Roe joined at 2:30 pm – Participating remotely from Ypsilanti Township, Washtenaw County*

## **II. Public Comment**

Zoom link:

<https://washtenawcounty.zoom.us/j/87514148686?pwd=QTFndWV6TkphL3g0R3hnV2FSVXpEdz09>

Passcode: 036269

Telephone: US: +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592 or +1 312 626 6799  
Webinar ID: 875 1414 8686

At 2:10 Commissioner Hodge opened the meeting for public comment.

Public comment was received from the following:

***Amanda Carlisle (Executive Director, Washtenaw Housing Alliance)***

*"I wanted to comment on the new proposal for the HOME-ARP Allocation. I have a few comments and questions or suggestions. If the new proposal is providing an allocation that balances long term and short-term housing needs, this is a positive change from the Substantial amendment proposed earlier this summer where there was \$0.00 proposed for the long term solutions like development of the affordable housing. I'm concerned though with two particular aspects of the County's new proposed allocation plan regarding 40% allocated to supportive services. The plan states the county intends to award and spend down the supportive services funding over a 3 to 4 year timeframe for annual RFPs. We suggest the county takes a more holistic long-term approach for any funding rooted in housing first and does not create a burden on providers by doing annual RFPs. Our approach would be to do one RFP that responds to known and continuous needs provided in the homeless and housing systems of care. Regarding 40% allocated to affordable rental housing and housing development, the plan is uniquely specific. Which states the county anticipates a single RFP process within a year and this RFP will solicit proposals for future development i.e. not in the development pipeline that can accommodate families or larger households. WHA is concerned with this specific language which indicates that funding will not support development projects currently in the pipeline which may jeopardize the viability of current development in the process which may in turn increase rent cost for those projects if they don't receive the funding to fund that gap where additional would provide. Furthermore, this proposal is limited to development for families of more larger households limiting the funding allocation to affordable housing which does not make a lot of sense when the Washtenaw County systems modeling report shows the greatest need is among single adult households. I think having the flexibility to pick the best project regardless of target populations will be a better approach just like the county has used in the past."*

***Wendy Carty-Saxon (Director of Real Estate Development, Avalon Housing)***

*"Similar to Amanda, I really do recognize the options of weighing emergency needs with long term solutions. I will say this unique type of one-time funding under the ARP is most effective for capital and development cost. So, even though its time limited we can use it towards supportive housing and staff for long term. I do appreciate the county now suggesting 40% HOME-ARP funding goes to affordable housing development. We also have a concern with limiting development to families with larger households which will exclude our chronic homeless population. Also, we are concerned about the language regarding funding may not support development of projects currently in the pipeline which could jeopardize the viability of those developments. The current language stating this funding will not go towards development in the pipeline suggest that current development will need to find funding elsewhere which would ultimately put a financial strain taking on a more permanent loan with a higher chance of debt to make up for the missing funding. This would result in having higher rent cost for people which could make*

these housing developments not affordable or lead to evictions. Another option for us is that we would use funds from supportive services which will limit usage of those funds. There can be real consequences with the current language. We feel the funding should include developments in the pipeline because the rise of cost for construction and items needed for construction. I do want to note at a state level MSHDA has created programs that will help projects in the pipeline and have funding gaps.”

**Jennifer Hall (Executive Director, Ann Arbor Housing Commission)**

“Hi I’m Jennifer Hall, I am the Executive Director for the Ann Arbor Housing Commission. I’ve previously worked for OCED and was a part of being responsible for the HOME funds. So, I understand as an administrator and applicant this process. I want to thank OCED for adding back the housing funds. I think it’s important for people to understand how difficult it is to create and develop affordable housing. If it was easy, we would not have the crisis we are in right now. Affordable housing development can take up to 3 to 5 or more years from concept to occupancy. Nationally, the biggest spending source for rental housing is an IRS program called Low-income tax credits. As Wendy mentioned, costs are going up. In the past tax credits have provided 60% of our funding compared to now on a current project called Catherine Street tax credits are providing 40% of our funding. The remaining cost will have to be filled in with other funding sources – I think this is going to be the new normal going forward. We actually have had 12 different funding sources including our first award of HOME funds on a project we are working on. It is important for people who are making these decisions to understand development is risky and difficult when wanting to develop affordable housing for the homeless or those at risk of being homeless is the hardest of all. The lower the income is, the lower the rent needs to be. I also want you to understand that the county is actually responsible for ensuring these HOME-ARP funds are fully complied with. The County is on the hook to pay back any funds if projects are out of compliance. This is not the funding source for new developers or nonprofits that have not received HUD funding before because they are difficult to comply with. OCED actually has to follow a Coordinated Entry process, which is HAWC and the Continuum of Care. They have to conduct an environmental assessment and review the developers financial plan, among other items. I specifically have questions around language and family size, I’m not sure what the intent of that language is. But I wanted to make sure it is clear in the RFP process that these funds are actually available to single family households based on the HUD definition of family households. Secondly, my question is about the pipeline, but I can save that for the second public comment section in the meeting.”

**III. Announcements from Members and/or Staff – None**

**IV. Minutes**

**A. 07-12-2023 Meeting Minutes – Review & Approval (ACTION)**

*Moved by Adams. Supported by Schwartz.*

ROLL CALL:

Schulze: Yes

Andrews: Yes

Watson: Yes

Schwartz: Yes

Adams: Yes  
West: Yes  
Ruddock: Yes  
Dillon: Yes  
Michaud: Yes  
Lloyd: Yes

Ayes – 10; Nays – 0; **Motion carried.**

## **V. General Administration**

### **A. Approval of Substantial Amendment to HOME-ARP Allocation Plan (Tara Cohen & Morghan Boydston, OCED)**

In June, there were four public hearings hosted during a 30-day comment period to discuss the original HOME-ARP plan. Ms. Cohen shared there were over 55 comments received representing multiple individuals and organizations. Following the comments received, County staff came together to reflect on the input to better balance the immediate needs for supportive services and long-term affordable housing efforts. Ms. Cohen clarified there is flexibility in the language regarding the RFP process and family household sizes in response to concerns stated during the earlier public comment section of this meeting. Ms. Cohen noted the concerns mentioned regarding the language referring to new development and development currently in the pipeline.

Boydston explained there is a joint concern regarding funding moving throughout the county and into the community. Ms. Boydston further stated that HOME-ARP funds will provide a new source of funding with the hopes to leverage with other funding such as HUD ESG and MSHDA ESG; essentially, with this goal for the funding, there will be additional work required from service providers.

*Commissioner Hodge opened the floor for discussion and comment.*

#### **Questions:**

*Watson: For these grants is it a three year spend down from the grant date – would each new project need to have all items lined up and spent in the three years?*

#### **Answer:**

*Cohen: The spend down date for the HOME-ARP is on September 30, 2030, with the intention to allocate the supportive services funds through annual RFPs.*

#### **Questions:**

*Watson: Traditionally, for the RFP process has a 60-day timeline – and we're asking organization and developers that do not already have projects in the pipeline. So, are we asking once this RFP goes out, we're expecting people to submit a plan within 60 days for new development and supportive housing? It seems less possible for that timeline.*

#### **Answer:**

*Cohen: The language currently states the intention for staff to RFP the funds for new development within a year of HUD approving the Substantial Amendment to the Allocation Plan. I would like to preface this question towards the group because this current language is staff's recommendation, but this group will ultimately decide and vote on what the new language will be in this plan.*

**Comment:**

*Ruddock: I agree with the idea to fund new projects with these ARP funds, but as a finance person one time funding to support homelessness does not make any sense. We should be using this funding 100% on infrastructure or long-term solutions.*

*Commissioner Hodge thanked Council Member Ruddock for his comment and asked for a motion to be put on the floor to accept the current language in the amendment.*

**Motion moved by Schwartz, Supported by Jarrell Roe**

**Discussion:**

*Watson: Would something already in the pipeline look like community engagement on a county owned or city owned lot for use of affordable housing? Would this be considered a new project because there is no in-depth plan?*

*Cohen: At this stage and with the current language there will be flexibility regarding this question. There will be broader flexibility regarding the RFP language.*

*Boydston: If there are no funds attached to a project or developer in mind this can be considered a new project and not in the pipeline.*

*Watson: I wanted to discuss taking out the language regarding projects in the pipeline and projects dedicated to larger family sizes.*

*West: Trying not to preclude that an existing project may need additional funds to come to fruition. Modifying that language could make sense. Understanding that the intention for these funds is for new developments. Perhaps there's a different way to word this. "Respecting that we want new projects but not precluding existing projects that might otherwise fail".*

*Jarrell Roe: It'll save us in the future if we remove that ambiguous language referring to the pipeline. Could we potentially change it to say, "projects that don't already have allocated funding"?*

*Watson: In terms of getting rid of the requirement – precluding sources that already had funding sources lined up. I'm OK with 1 or 2 funding sources lined up, because that doesn't make a project for sure. While we want to be able to meet need of multi-family housing, I agree with the preferences for families, but also know we have a gap for single adults.*

**Watson suggested to amend the current language to:**

*"This RFP will solicit proposals for future developments with preference for those providing housing that can accommodate families or larger households.*

*Moved by Watson. No second.*

*Michaud asked if she could abstain from voting on this matter due to being new to the matter at hand.*

**Jarrell Roe motioned to remove the language (i.e. not yet in the pipeline).**

*Moved by Jarrell Roe. Seconded by Watson.*

Ruddock: No

Michaud: Abstain

Watson: Yes

Adams: No

Jarrell Roe: Yes

West: Yes

Andrews: Yes

Lloyd: Yes

Schwartz: Yes

Dillon: Yes

[Schulze was absent for this vote due to Zoom/connectivity issues.]

Ayes – 7; Nays – 2; Abstentions – 1; **Motion passed to amend the language “i.e. not yet in the pipeline.”**

***Ruddock moved to change the percentages outlined in the current budget table by removing all the funding from supportive services leaving 80% for housing development.***

*Watson: Second (for discussion)*

**Discussion:**

*Watson: Agree in principle with Bill – this was the original plan to put it all in development – but don’t think we can go back to that now. I understand the need to split 50/50 (evenly) between services and development.*

*West: I agree with the principle of one-time use funding going toward long-time projects and not ongoing services, but based on the conversations around immediate needs, urgent concerns to address, I don’t think we are at the point where we can say all or nothing.*

*Jarrell Roe: In an ideal world agree with Bill but in our own community we see homeless encampments, etc. We have to work in the system we’re given, and our system needs both right now.*

*Dillon: Where are we with long term visioning as to shift that funding for long term versus short goals? I want to know if there is a plan in place to change based on the year to work towards the number we want.*

*Commissioner Hodge: This is something that will be discussed at the Board of Commissioners meeting where we will be presenting on housing within the county and plans to address these concerns.*

Dillon – no

Schwartz – yes

Lloyd – no

Schulze – yes

Jarrell Roe – no

Adams – yes

Watson – no

Michaud – no

Ruddock – yes

West – No  
Andrews – No

Ayes – 4; Nays – 7; **Motion failed to remove all funding from supportive services leaving 80% for housing development.**

***Watson moved to change the split to 48% to development and 32% to supportive services.***

***Ruddock: Second***

**Discussion:**

*Andrews – Is there logic behind this split?*

*Watson – This just puts more into affordable housing development.*

*Ruddock – This is one time funding. If I had bread every day to feed the homeless then I would feed the homeless every day. But this is one time funding and I believe funding should go towards new development.*

*Jarrell Roe – These amounts aren't going to change available funds by an astronomical amount. However, these funds will have some impact with what it can provide.*

Ruddock: Yes  
Michaud: Yes  
Watson: Yes  
Jarrell Roe: No  
Andrews: Yes  
Schulze: Yes  
West: Yes  
Lloyd: No  
Schwartz: Yes  
Dillon: No

Ayes – 7; Nays – 3; **Motion passed to change the split to 48% to development and 32% to supportive services.**

Watson moved to support the Substantial Amendment to the HOME ARP Allocation Plan as amended.

He also shared his gratitude for the decision to move \$400,000 around to make additional units and to OCED staff for lending their expertise.

*Moved by Watson. Seconded by Ruddock.*

Ruddock: yes  
Michaud: yes  
Watson: yes  
Jarrell Roe: yes  
Andrews: yes  
Schulze: yes  
Adams: yes

West: yes

Lloyd: yes

Schwartz: yes

Dillon: yes

Ayes – 11; Nays – 0; **Motion passed** to support the Substantial Amendment to the HOME ARP Allocation Plan as amended.

**B. Public Hearing: Draft 2022 Consolidated Annual Performance & Evaluation Report**

Ms. Townsend shared her screen to present a [3-page summary](#) of the 2022 CAPER report, which outlines the Washtenaw Urban County's accomplishments for the previous fiscal year through the use of CDBG, HOME, and ESG funds received from HUD. She noted that the 30-day Public Comment period began August 30, 2023, and would close September 28, 2023. Ms. Townsend said she plans to submit the final report to HUD by September 30th (per deadline of 90 days after close of the reporting year).

*At 3:17 PM, Commissioner Hodge opened the public hearing for input on the Draft CAPER. No comments were received, and hearing was closed at 3:17 PM.*

**C. Urban County 2023 CDBG Allocation and Donation Acknowledgment Letters**

2023 HUD grant agreements were received in early July. By the end of September, each community should receive an email from Ms. Townsend that includes a letter with information about their 2023 CDBG allocation. For communities that programmed their allocations in the 2023 Action Plan, the letter will reference the specific project(s). For all other communities, the donation letters will notify them of their final 2023 CDBG allocation under the approved formula. In addition, for all other communities, the donation letters will remind them that their funds are being directed into the Single-Family Rehab Program (which serves the entire Urban County). The practice of sending out the allocation and donation acknowledgment letters to member communities upon executing the grant agreement with HUD began 4 years ago.

**VI. Public Comment** – See II. above for Zoom details. - None

**VII. Adjournment**

Motion to Adjourn – Moved by Jarrell Roe. Supported by Ruddock.  
Adjourned at 3:19 PM

**Next Meeting: Wednesday, November 1, 2023, 2:00 – 3:30pm, Location: Remote (Zoom)**

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| <b>WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE (UCEC) MEETING</b><br><b>Wednesday, November 1, 2023, 2:00pm- 3:30pm</b> |
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**AGENDA SUMMARY**

**Amend Urban County Executive Bylaws (Discussion with possible Action) (Tara Cohen, OCED)**

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The UCEC bylaws were last amended in October 2012. At the April 5, 2023 meeting, OCED staff proposed several changes to the draft UCEC bylaws for review and discussion. The intention for the proposed changes were to clarify rules, bring the membership list current, and add language allowing for virtual meetings. As of 10/27/23, these changes are pending a final review from Corporation Counsel, but staff would like to present for the Committee's consideration and discussion with intent to approve once Corporation Counsel has signed off on the amended bylaws as proposed.

A few additional changes have been incorporated into the proposed bylaws since the April discussion, specifically:

- V. Meetings and Order of Business: Staff proposes the following changes:

**Regular Meetings:** Public meetings shall be held 7 times at minimum in a calendar year, and shall generally be on the first Wednesday of the months in which meetings are to be held. For in person meetings, the location of the meetings shall be at the Washtenaw County Learning Resource Center (LRC), 4135 Washtenaw Ave, Ann Arbor, Michigan 48107, unless otherwise noted in public notices. **Meetings and public hearings may also be held virtually, in compliance with the Washtenaw County Board of Commissioners Resolution 22-007, and the Urban County's Citizen Participation Plan.** The Washtenaw County Office of Community and Economic Development staff members will post notice of these meetings, according to the Open Meetings Act, on the Washtenaw County online Calendar of Meetings.

- VII. Allocation of Expenditures/Approval of Projects: At April meeting, members decided to remove the existing language:

**Project Approvals:** *The Committee shall not approve any new HOME, ESG, or CDBG projects within the boundaries of jurisdiction without the affirmative vote of the Committee member or Designee representing that jurisdiction present at the meeting.*

Staff has replaced with the following proposed language:

**Project Approvals:** Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

**UCEC 2024 Meeting Calendar – Discussion with Possible Action (Jasmyne Townsend, OCED)**

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For the 2024 calendar year, staff is proposing to reduce the UCEC meeting frequency from 10 down to 7 meetings per year, ensuring that meetings coincide with key Urban County deadlines and business items typically requiring member discussion or input. Additionally, staff is proposing to host quarterly in-person meetings at the Washtenaw County Learning Resource Center (4135 Washtenaw Avenue in Ann Arbor), with a Zoom option for public participation. Staff is interested in feedback from Committee members on these proposed changes prior to a vote to approve the meeting calendar. A vote to approve the 2024 meeting calendar is contingent on Corporation Counsel approving the amended bylaws proposed above and UCEC's subsequent approval of said bylaws.

**Proposed Dates:**

January 10, 2024 (Virtual)

March 6, 2024 (In-person)

May 1, 2024 (In-person)

July 10, 2024 (Virtual)

September 4, 2024 (In-person)

November 6, 2024 (Virtual)

December 4, 2024 (Virtual)

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#### **Update: Substantial Amendment to HOME-ARP Allocation Plan (Tara Cohen, OCED)**

The Board of Commissioners approved the Substantial Amendment with the UCEC's recommended changes at their regular BOC meeting on October 4<sup>th</sup>. Staff submitted the amendment to HUD on October 16<sup>th</sup> and are awaiting HUD approval, after which an RFP for HOME-ARP Supportive Services will soon be issued and the anticipated timeline for a HOME-ARP Affordable Housing RFP. Updates will be communicated on the OCED website's page, [HOME-ARP Funding Allocation Plan](#).

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#### **2024 Action Plan Overview & Timeline (Jasmyne Townsend, OCED)**

Next month, we will begin planning for the Annual Action Plan for Year 2 (Fiscal Year 2024) of the Five-Year Consolidated Plan covering Fiscal Years 2023 - 2027. Members should start thinking about their local CDBG project needs for the 2024 project application. Key milestones for plan development are as follows:

- 30-day public comment period on community needs: Dec. 4, 2023 – Jan. 4, 2024
- Virtual Public hearing for community needs: Dec. 6, 2023, at UCEC meeting
- 30-day public comment period/ Public hearings on Draft Plan: April 2024
- Approval of Final Plan: May 2024 (subject to delay based on HUD timing)

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#### **Update: Urban County 2023 CDBG Allocation and Donation Acknowledgment Letters (Jasmyne Townsend, OCED)**

We received and executed the 2023 HUD grant agreements in July. By the beginning of October, each member community received an email from Jasmyne Townsend that included a letter with information about their 2023 CDBG allocation. For communities that programmed their allocations in the 2023 Action Plan, the letter references your specific project(s). For all other communities, the letter notifies them of their final 2023 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). If anyone has questions about their allocation, please reach out to Jasmyne.

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#### **Additional Information**

If you have any questions on any of the information included in this summary, please contact Jasmyne Townsend at 734-544-3056 or [townsendj@washtenaw.org](mailto:townsendj@washtenaw.org).

# BYLAWS

## WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

### I. NAME AND PURPOSE

**Name:** The governing body for the Washtenaw Urban County shall be named the Urban County Executive Committee (“Committee”).

**Purpose:** The purpose of the Committee is to prioritize needs, review projects, make funding recommendations to the Washtenaw County Board of Commissioners, and make policies that facilitate Washtenaw County’s administration of the Community Development Block Grant (“CDBG”), Home Investment Partnerships (“HOME”), Emergency Shelter Grant (“ESG”) allocations from the U.S. Department of Housing & Urban Development (HUD) to the Washtenaw Urban County (the “HUD Grantee”). In addition, the Committee is responsible for hearing individual concerns/complaints, reviewing pertinent information and granting waivers of the [Washtenaw County Housing Program Guidelines](#).

### II. AUTHORITY

The Bylaws were first approved at the meeting of the Urban County Executive Committee on July 25, 2006; subsequent amendments were approved by the Committee on March 18, 2008; February 28, 2012; October 23, 2012; [Month day, year]

### III. MEMBERSHIP AND TERM OF APPOINTMENT

**Membership:** The Committee shall be comprised of one member from each jurisdiction that has executed the most current Cooperative Agreement with Washtenaw County and passed a supporting Board or Council resolution to join the Washtenaw Urban County. As of Fiscal Year 2023, beginning July 1, 2023, the Committee shall have twenty-one (21) members and shall include the Chair of the Washtenaw County Board of Commissioners (non-voting); the Township Supervisors of Ann Arbor Township, Augusta Township, Bridgewater Township, Dexter Township, Lima Township, Manchester Township, Northfield Township, Pittsfield Township, Salem Township, Saline Township, Scio Township, Superior Township, Sylvan Township, Webster Township, York Township, and Ypsilanti Township; the Mayors of the Cities of Ann Arbor, Chelsea, Dexter, Saline, and Ypsilanti.

Each member of the Committee may appoint one or more designee, with full voting rights, to act in the absence of or request of the member at any meeting. The names of designees shall be submitted in writing by each member at or before the first meeting at the beginning of the new fiscal year, typically in July. Members may remove designees or appoint additional designees at any time after the initial submission.

**Term:** Members shall serve for terms that coincide with the term of their elected office. See related details under VIII. Vacancy Procedure. Any member or designee may resign from the committee by filing a written resignation with the Office of Community & Economic Development (OCED) If a member resigns, they will be required to appoint a designee to participate in the UCEC. If a designee resigns, the member (I.e. Chief Elected Official) will be asked to appoint a new designee. The City of Ann Arbor is an exception, as the Mayor makes

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new committee appointments every 2 years for City Council; this would not be considered resignation by the designee (City Councilperson) when replaced after 2 years serving on the UCEC.

A jurisdiction is not permitted to leave the Urban County until the end of the current three-year HUD authorization period unless the Urban County does not receive a grant for any year during such three-year period.

#### IV. OFFICERS AND DUTIES; SUBCOMMITTEES

The Urban County Executive Committee will have the following officers and committees:

**Chair:** The Chair of the Urban County Executive Committee shall be the current Chair of the Washtenaw County Board of Commissioners (BOC) or the Chair's designee, and shall preside at all Committee meetings. The Chair shall decide on all points of order and procedure subject to the provisions of these rules and Robert's Rules of Order, Newly Revised. The Chair is a non-voting member of the committee.

**Secretary:** The duties of the Secretary shall be shared by a staff liaison from the Washtenaw County OCED. The Secretary shall keep the minutes of meetings. If no Secretary is appointed, these duties fall to the OCED staff liaison.

**Ad Hoc Subcommittees:** The Committee may, by a resolution adopted by a majority, establish Subcommittees to carry on the Committee's work. The purpose, term, and members appointed for the Subcommittees shall be explicitly defined in the resolution. A minimum of two Committee members shall serve on each Subcommittee. The Subcommittee will bring recommendations about its work back to the Committee for review and discussion prior to implementation.

#### V. MEETINGS AND ORDER OF BUSINESS

**Regular Meetings:** Public meetings shall be held 7 times at minimum in a calendar year, and shall generally be on the first Wednesday of the months in which meetings are to be held. For in person meetings, the location of the meetings shall be at the Washtenaw County Learning Resource Center (LRC), 4135 Washtenaw Ave, Ann Arbor, Michigan 48107, unless otherwise noted in public notices. Meetings and public hearings may also be held virtually, in compliance with the Washtenaw County Board of Commissioners Resolution 22-007, and the Urban County's Citizen Participation Plan. The Washtenaw County Office of Community and Economic Development staff members will post notice of these meetings, according to the Open Meetings Act, on the Washtenaw County online Calendar of Meetings.

**Order of Business:** The order of business shall be determined by the Chair based on the actions needing review.

**Meeting Agenda:** Committee members shall submit any requested agenda items to the Secretary by the third Wednesday of the month. The Secretary will send meeting agendas and attachments to each of the Committee members by mail, e-mail, or other delivery method no less than one week before the meeting. The Secretary shall give notice of all cancelled meetings to all members and post the cancellation notice on the Washtenaw County online Calendar of Meetings.

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**Public Participation:** Public comment shall be the first and last item on each meeting agenda. Each public commenter shall be allotted up to three minutes of speaking time during each public comment opportunity.

**Special Meetings:** Additional meetings, as needed, may be called by the Chair, or by three (3) members of the Committee. All requests for special meetings must be made in writing at least 48 hours prior to the meeting time. The Secretary shall notify all Committee members by email of the Special Meeting request; its purpose; the names of the Committee members making the request; and the date, time, and place of the special meeting. The Secretary shall also post a notice of the special meeting on the Washtenaw County online Calendar of Meetings at least 24 hours before the meeting.

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## VI. ATTENDANCE, QUORUM, AND VOTING

**Attendance:** Committee members are expected to attend all regularly scheduled meetings and to notify the Secretary if they are unable to attend. In order for official actions to be approved by the Committee, a quorum of the Committee must be present.

**Quorum:** Seven voting members currently serving on the Committee shall constitute a quorum. The concurring vote of a majority of the Committee members present shall be necessary to act on **routine, policy, procedural, or project-specific issues** brought to the meetings by Office of Community and Economic Development program staff members.

**Voting:** Each jurisdiction with a current Cooperative Agreement with Washtenaw County (I.e. for current three-year HUD authorization period) shall have one (1) vote. A member or designee must be in attendance in order to participate in a vote of the UCEC. The Chair of the Committee shall not vote.

## VII. ALLOCATION OF EXPENDITURES/ APPROVAL OF PROJECTS

### **Funding Allocations/ Expenditures:**

Since 2009<sup>1</sup>, the Washtenaw Urban County has received an annual allocation from HUD for the following three grant programs:

- Community Development Block Grant Program (CDBG);
- Home Investment Partnerships Program (HOME);
- Emergency Solutions Grant (ESG).

HUD utilizes a formula to allocate the above grants annually to the Urban County, and the Urban County in turn disburses the three grants as follows:

### **CDBG funding**

CDBG funds are disbursed according to a HUD formula that calculates the percentage of CDBG project funding for each member jurisdiction as follows: **% of member allocation = [(% UC Population) + 2(% UC Poverty) + (% UC Housing Problems)]/4**. This percentage will be calculated every year as new data becomes available. Allocation data is published on the OCED website here:

[www.washtenaw.org/urbancounty](http://www.washtenaw.org/urbancounty) (click *Apply for Funding*) The [Urban County Policy & Procedures for CDBG Allocations to Local Units](#) provides more detail on how member jurisdictions (I.e. local units) access their respective CDBG allocations. Project requirements are outlined in the *CDBG Pre-Application Guide* updated annually and posted on the above referenced [Apply for Funding page](#) of the OCED website.

### **HOME funding**

HOME funds are disbursed via a competitive annual Request for Proposals process administered by OCED. Project requirements are dictated by OCED's [Housing Program Guidelines](#). The review team typically consists of 4-6 staff members at OCED, and a representative from a partner organization. Proposal scores and award recommendations are brought to the UCEC for discussion; approval of HOME awards occurs when the UCEC approves the Annual Action Plan for submission to HUD. As a requirement for the Urban County to utilize HOME funds, at least 15% of the annual HOME allocation must be set aside for a Community Housing Development Organization (CHDO).<sup>2</sup>

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### **ESG funding**

The UCEC delegates authority to the Washtenaw County Continuum of Care (CoC) for annual disbursement of HUD ESG funds. ESG grant funds are awarded by the Continuum of Care's Funding Review Team as part of a larger pool of funding for homelessness prevention, rapid re-housing, and shelter activities in the Urban County. More information on CoC Funding and related policies/processes is found at [www.washtenaw.org/coc](http://www.washtenaw.org/coc).

**Project Approvals:** Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

## **VIII. VACANCY PROCEDURE**

Vacancies resulting from expiration of a community representative's ' term in office, or from a resignation or removal, shall be filled as soon as reasonably possible to promote full Committee participation. The Chair and **Secretary** shall coordinate outreach to any new chief elected officials from the jurisdictions of the Urban County. Whenever a new community representative joins the Committee, the **Secretary** <sup>1</sup>shall provide orientation materials to that new member, which includes information about funding types, eligible projects, past projects, allocation by jurisdiction, Committee bylaws, goals and vision, and budgets. OCED staff will make every effort to provide an orientation session within 3 months of a new member or designee joining the Committee.

## **IX. STANDING RULES AND RESOLUTIONS**

The Committee may adopt standing rules and resolutions by a majority vote at any meeting where a quorum is present as long as there is no conflict with the Bylaws.

## **VIII. CONFLICT OF INTEREST**

**Policy:** Employees, agents, consultants, officers, or elected or appointed officials of the County or Urban County member communities who meet the following criteria may not obtain a financial interest or benefit from a CDBG, HOME, or ESG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG, HOME, or ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter:

- A. Persons who exercise or have exercised any functions or responsibilities with respect to activities assisted with CDBG, HOME, or ESG funding; and
- B. Persons who are in a position to participate in a decision-making process or gain inside information with regard to such activities.

The above restrictions shall apply to all activities that are a part of HOME, CDBG, or ESG-funded projects, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure. More detail regarding conflict of interest requirements can be found in the [Housing Program Guidelines for the Washtenaw Urban](#)

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[County](#) (for CDBG- and HOME-assisted projects) and in the [Washtenaw County Continuum of Care Governance Charter](#) (for ESG-assisted projects).

**Disclosure:** It is the responsibility of the employee, elected or appointed official, consultant, agent, or officer to disclose potential conflicts of interest to the Committee and **Secretary**. Washtenaw County will also request such information in all applications for assistance.

**Waivers:** A waiver of this policy can be requested from the U.S. Department of Housing & Urban Development (HUD) by following the procedure developed by the Washtenaw County Office of Community Development. However, this waiver must be processed by HUD before any funding is expended on such a project.

## **IXI. AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Committee by the concurring vote of a majority of the membership, provided that the amendment was submitted in time for the agenda of the meeting at which the amendment is to be considered.

Date of Initial Adoption by Committee: July 25, 2006  
Date of Amendment by Committee: March 18, 2008  
Date of Amendment by Committee: February 28, 2012  
Date of Amendment by Committee: October 23, 2012

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<sup>1</sup> The Washtenaw Urban County formed in 2003 and began receiving annual allocations from HUD's CDBG and HOME grant programs. In 2009, the City of Ann Arbor joined the Urban County, at which point the Urban County became eligible to begin receiving annual allocations from a third HUD grant program, the Emergency Solutions Grant program (ESG).

<sup>2</sup>HUD defines a Community Housing Development Organization (CHDO) as "a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves." More information on how an organization qualifies as a CHDO is found on the HUD Exchange website [here](#).

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# WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

## 2024 MEETING SCHEDULE

**DRAFT**

January 10, 2024 (Virtual)

March 6, 2024 (In-person)

May 1, 2024 (In-person)

July 10, 2024 (Virtual)

September 4, 2024 (In-person)

November 6, 2024 (Virtual)

December 4, 2024 (Virtual)

For additional information on these meetings, contact Jasmyne Townsend, (734) 544-3056, [townsendj@washtenaw.org](mailto:townsendj@washtenaw.org).

In-person meetings will be held at Washtenaw County Learning Resources Center (LRC), 4135 Washtenaw Ave, Ann Arbor, MI 48107, unless otherwise noted. Zoom will be made available for public participation.

Please note that closed captions will be enabled in Zoom. The County of Washtenaw will provide the necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the County of Washtenaw. Individuals with disabilities requiring auxiliary aids or services should contact the County of Washtenaw by calling the following: Phone (734) 222-6850, TDD (734) 994-1733.

