

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, November 12, 2025 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); Laurie Lutomski (Community Resource Coordinator, Ypsilanti Township); Janet Dillon (Mayor Pro-Tem, City of Saline); Jessica West (Director of Community Development, Pittsfield Township); Supervisor Diane O’Connell (Ann Arbor Township); Trustee Linda Adams (Augusta Township); Christopher Cheng (Project Manager, Scio Township); Council Member Kate Henson (City of Chelsea)

Members Absent: Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Lonnie Scott (Dexter Township); Supervisor Bill VanRiper (Lima Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Larry Roman (Northfield Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor Mike DeAngelo (Webster Township); Supervisor Charles Tellas (York Township); Mayor Shawn Keough (City of Dexter); Mayor Ed Kolar (City of Milan); Supervisor Pamela Byrnes (Lyndon Township); Supervisor Emily Dabish-Yahkind (Superior Township); Supervisor Amanda Nimke (Sylvan Township); Mayor Nicole Brown (City of Ypsilanti)

Chair: Commissioner Katie Scott

OCED Staff Present: Jasmyne Townsend, Tara Cohen, and Toni Kayumi

Guests: Gregory Dill (Administrator, Washtenaw County); Doug Jackson (Clerk, Sylvan Township)

Members of Public Present: None

I. Welcome & Introductions

Commissioner Scott called meeting to order at 2:04 pm.

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

Janet Dillon: Representing City of Saline, Calling in from City of Saline, Washtenaw County

Chris Cheng: Representing Scio Township, Calling in from Scio Township, Washtenaw County

Linda Adams: Representing Augusta Township, Calling in from Augusta Township, Washtenaw County

Laurie Lutomski: Representing Ypsilanti Township, Calling from Ypsilanti Township, Washtenaw County

Diane O’Connell: Representing Ann Arbor Township, Calling in from Ann Arbor Township, Washtenaw County

Jessica West: Representing Pittsfield Township, Calling in from Pittsfield Township, Washtenaw County

Kate Henson: Representing City of Chelsea, Calling in from City of Chelsea, Washtenaw County

Chris Watson: Representing City of Ann Arbor, calling from City of Ann Arbor, Washtenaw County joined the Zoom at 2:10 pm

II. Public Comment

Commissioner Scott opened the meeting for public comment at 2:06 pm. No public comments received.

III. Announcements from Members and/or Staff

A. Member Announcements (All)

B. Daytime and Overnight Winter Warming Centers – more information is accessible [here](#) and included in meeting packet

I. Daytime warming shelter (Ypsilanti): at Ypsilanti Freighthouse, 100 Market Place, 11/10 - 03/31/2026 (Monday – Thursday, 8am - 6pm)

- II. Daytime warming shelter (Ann Arbor):
 - a. Overnight Shelter available every night beginning at 7pm, 11/10, – 04/14/2026 for Individuals at Delonis Center, 312 W Huron, Ann Arbor (Friday – Saturday)
 - b. Families can call or go to Alpha House (734-822-0220)
 - c. Youth and young adults (under age 25) can call or go to Ozone House (734) 662-2222
 - d. Survivors of sexual assault, intimate partner violence, dating violence, and stalking can call SafeHouse Center at 734-995-5444
- C. The Washtenaw County Financial Empowerment Center (FEC) now offers Free Legacy Planning - Flyer included in meeting packet
- D. Proposed HUD CoC Funding Cuts – Housing and Homelessness Impact Summary included in meeting packet
 - I. For additional information or questions please contact OCED CoC Supervisor, Kristin Kunes via email, kunesk@washtenaw.org

IV. Minutes

- A. 09-10-2025 Meeting Minutes – Review & Approval (**ACTION**)
Moved by West. Supported by Dillon.
Ayes – 8; Nays – 0, Motion carried.

V. General Administration

- A. **UCEC 2025 Meeting Calendar – Discussion and Action (Jasmyne Townsend, OCED)**
For the UCEC 2026 Meeting Calendar, OCED staff proposed to continue to keep the same meeting frequency (7 total meetings) and meeting time (2:00 – 3:30pm) from the 2025 calendar. Townsend noted that the November 2026 meeting will be held on the first Wednesday due to the second Wednesday falling on Veterans Day. Meetings will continue to coincide with key Urban County deadlines and business items typically requiring member discussion or input.

UCEC 2026 Meeting Calendar

March 11, 2026 (Virtual)
April 08, 2026 (In-person)
May 13, 2026 (In-person)
June 10, 2026 (Virtual)
September 09, 2026 (In-person)
November 04, 2026 (Virtual)
December 09, 2026 (Virtual)

- B. **2026 Action Plan Overview & Timeline (Jasmyne Townsend, OCED)**
Townsend announced December will begin the planning for the Annual Action Plan for Year 4 (Fiscal Year 2026) of the Five-Year Consolidated Plan covering Fiscal Years 2023-2027. Townsend noted that members should start to think about their local CDBG project needs for the 2026 project application. Key milestones for plan development are as follows:

- 31-day public comment period on community needs: Dec. 1, 2025 – Jan. 2, 2026
- Virtual Public hearing for community needs: Dec. 10, 2026, at UCEC meeting
- 30-day public comment period/ Public hearings on Draft Plan: April 2026
- Approval of Final Plan: May 2026 (subject to delay based on HUD timing)

Additionally, staff announced they will continue to require mandatory subrecipient training sessions as part of the planning process. The goal for these trainings is to increase member communities' understanding of the CDBG project life cycle, roles, and responsibilities of the local unit to ensure successful implementation of local projects utilizing CDBG funds. Staff intends to offer two training sessions in January, and one in February. Townsend will send out training dates by the end of November.

C. Update: Urban County Fiscal Year 2025 CDBG, HOME, and ESG Grant Agreements (Jasmyne Townsend, OCED)

Townsend reported that the County received unsigned 2025 HOME and HUD ESG grant agreements from HUD on September 10th. Corporation Counsel approved the updated language, and grant agreements were signed by Commissioner Scott and returned to HUD on September 17th. HUD has yet to return the fully executed agreements, and no communication has been received from the Detroit Field Office since the start of the government shutdown beginning on October 1st. Staff expressed they do not anticipate the signed agreements until the federal budget is passed and the government reopens.

In addition, staff noted that the 2025 CDBG grant agreement will not be issued until the County meets with HUD's Office of Block Grant Assistance in reference to the County's CDBG timeliness challenges. Staff intends to keep the committee informed on any updates received.

D. Update: Amendments to Urban County Policy and Procedures (Discussion) (Tara Cohen & Jasmyne Townsend)

At the September meeting staff proposed several changes to the current Urban County Policy and Procedures and opened the floor for discussion and feedback. As a follow-up to that conversation, staff presented a new CDBG Allocation Tier framework and opened the floor for discussion and feedback. Prior to opening the floor for discussion, staff noted the goal is to gather additional feedback to then present a final version of new Urban County Policy and Procedures at the December meeting for members to consider for possible action. Some of the key revisions included:

1. Creation of a 3rd tier
2. Removal of "donor" communities from the tiers
3. Use of the HUD formula allocation, plus application of a specific multiplier for each Tier

Under the new framework, local units would receive a lump sum on alternating project years based on their assigned Tier, aiming for a total of 4 or 5 local units to carry out projects each program year. Staff welcomed continued discussion and suggestions on the presented changes, to be incorporated into a full draft of the amended policy & procedures. Some of the mechanics yet to be determined included the following:

- Method for sequencing (i.e. assigning a program year) to local units within each Tier
- Method to address local units that aren't project-ready for designated program year
- Method for re-allocating funds from canceled or over-funded projects to "back-up" activities (i.e. CDBG Down Payment assistance program for voucher holders, Single Family Rehab program).

Staff noted that if committee members wanted to share additional questions, comments or would like to schedule a meeting to review to please reach out to Tara or Jasmyne. This new Tier Framework can be found on pages 35-36 [here](#).

Questions from Members (paraphrased):

- Based on the revised framework how will "Donor Communities" be included for future planning?
- If a "Donor Community" wants to continue to be a donor community, should there be some type of annual letter or document confirming that?
- If the community up for rotation has no project prepared or is not ready to begin, where will that community be placed in the rotation?

- How will staff balance communities who are consistently prepared to do projects in a tier with communities who are struggling to get projects off the ground?
- If a community is not in rotation for the first project cycle will their “banked funds” be made available to them when they are ready to carry out a project?
- If a community has older/banked funds, will they be prioritized higher than communities who do not have any older/banked funds?
- How far in advance will communities be notified they are up for a specific project year?
- What are some ways communities within the same tier can communicate their project readiness to gauge which community should be up for rotation?

Suggestions from Members (paraphrased):

- Communities with older/banked funds should be considered first in rotation in order to help meet spenddown goals.
- There should be some form of notification sent out to Local Units being proposed as “Donor Communities,” to confirm their status. This notification should also include instructions on when a community can opt in for a future Tier rotation.
- In regard to determining project readiness, staff should consider creating a project rubric for communities to follow when preparing project applications.
- Consider creating an agreement for “Donor Communities” who may want to be separate from the Tier framework but still would like to receive their annual allocation. This same agreement would acknowledge that said community is choosing to forfeit their chance at a bigger lump sum of an allocation.

Funding update

Cohen explained that to continue spending down the current CDBG balance and increase our ability to pass the next “1.5 timeliness test” in early May, staff explored additional eligible activities to achieve more immediate CDBG spenddown. Since late September, OCED Director Kayumi and staff have met with other County departments to identify funding gaps for various public facilities eligible under CDBG regulations. Cohen share that staff has decided to allocate \$800,000 in CDBG funding to support the costs of architectural/engineering services for the Eastern Washtenaw Community & Recreation Center (EWCRC) under way on the site of the former Cheney Elementary School in Superior and Ypsilanti Townships. This allocation does not affect communities with banked funds, and we continue to encourage those communities to carry out their projects in a timely fashion.

General Updates - Member Announcements

- A. City of Saline Townhall (Janet Dillon)
 - a. City of Saline will host a townhall meeting on Saturday 11/15 at their city hall in support of Thorncrest apartment residents who are being abruptly evicted due to new management. The goal of this townhall is to help these residents navigate this unfortunate situation. City of Saline is asking that neighboring communities help support and provide resources for these residents during this process. More information can be found [here](#).

VI. Public Comment – Comments can be made in person or virtually using the Zoom link above. Commissioner Scott opened the meeting for public comment at 3:26pm. No public comments received.

VII. Adjournment

Motion to Adjourn – Moved by Lutomski. Supported by West.

Adjourned at 3:27pm

Next Meeting: Wednesday, December 10, 2025, 2:00 – 3:30pm

Location: Remote (Zoom)