

AGENDA

Housing and Human Services Advisory Board (HHSAB)

July 14, 2022 from 6:30 PM-8:30 PM

This will be a digital meeting. Members of the public may participate electronically in the meeting or by telephone. Call in number 877 853 5247 (Toll Free)

Zoom link: <https://a2gov.zoom.us/j/96244385707?pwd=MmpjWVhqczNlQmpuQnZCU2JGa3A2UT09>

Passcode: 934493

I. Convene Meeting (Anna Foster and Skylar Woodman, Co-Chairs) _____ 6:30pm

II. Introductions – new members! _____ 6:32pm

Karen Wanza

Non-profit/Consumer representative

Term Ending: May 31, 2024

Sharif-Ahmed Krabti

Non-profit/Consumer representative

Term Ending: May 31, 2025

Mary McMahon

Member At-Large

Term Ending: May 31, 2025

Jean Leverich

Member At-Large

Term Ending: May 31, 2025

III. Public Comment _____ 6:35pm

IV. Approval of Agenda (**ACTION**) _____ 6:40pm

V. Approval of Minutes from March 10, 2022 (**ACTION**) _____ 6:42pm

a. Note – no June minutes to review due to no quorum. June meeting notes attached.

VI. Business/update _____ 6:45 pm

Business

a. Affordable Housing Education Series

JULY 14

Affordable Housing Financing (Part II)



Sean White

Impact Investing Manager
Ann Arbor Area Community
Foundation



Jill Ferari

Co-Founder
Renovare



Shannon Morgan

Co-Founder
Renovare



James Downing

Development Manager
CSI Support & Development

Recordings of previous sessions and info on upcoming sessions can be found online at:

<https://www.washtenaw.org/3521/Affordable-Housing-Education-Series>

- b. Presentation of Sister Yvonne Gellise Fund for Permanent Supportive Housing Services (SYG Fund) - Dave Lutton and Susan Wyman, members of the SYG Fund Cabinet
- c. Bylaws – reaffirmation so we can send to council _____ (Teresa Gillotti)

Updates:

- d. Affordable Housing Fund balance _____ (Teresa Gillotti)
- e. New Human Services Partnership update _____ (Teresa Gillotti)

The Request for Proposals were due on April 25, 2022 and we received 34 submissions. Thirty-one (31) were eligible for review with total requests over \$8 million.

- 10 applications in Emergency Food System
- 9 applications in Housing and Homelessness
- 8 applications in Health and Basic Medical Needs
- 4 applications in Childcare

Washtenaw County Board of Commissioners reviewed the recommendations at their June 1 meeting and approved the following actions

- Approved the Tier 1 recommendations (7 agencies)
- Increased overall funding into the New Human Services Partnership
 - A structural increase of \$192,529 from 1,015,000 to \$1,207,529
 - 6-month extension grants for all previous COFU grantees not funded through the Tier 1 Recommendation.
 - The 6-month extensions total \$1,519,311.50

Mini-grant funding round expected to open in August.

VII. City Council (Council Member Update) _____ 8:00 pm

Next Meeting: August 11, 2022 at 6:30 p.m.

Remote via Zoom

- VIII. General Updates _____ 8:15 pm
- IX. Public Comment _____ 8:20 pm
- X. Adjournment (**ACTION**) _____ 8:30 pm

Next Meeting: August 11, 2022 at 6:30 p.m.
Remote via Zoom

MINUTES
Housing and Human Services Advisory Board
Thursday June 9, 2022
6:30 pm - 8:30 pm

This will be a digital meeting. Members of the public may participate electronically in the meeting or by telephone. Call in number 877 853 5247 (Toll Free)

Zoom link: <https://a2gov.zoom.us/j/96244385707?pwd=MmpjWVhqc2NjQmpuQnZCU2JGa3A2UT09>

Passcode: 934493

Members Present: A. Foster, Amanda Carlisle, Skylar Woodman, David Blanchard

Members Absent: Paul Sher, Ella Hall, Eleanor Pollack, Karen Wanza, Anna Erickson, Emily Canosa,

Staff Present: Teresa Gillotti, Nevo Polonsky

I. Convene Meeting:

A. Foster, member, convened meeting at 6:36PM. There was not a quorum of members, so the meeting started with the acknowledgment that the board was not able to vote tonight.

II. Roll Call

Amanda Carlisle, Ann Arbor, Washtenaw County
Anna Foster, co-chair, Ypsilanti, Washtenaw County
David Blanchard, Washtenaw County
Skylar Woodman, co-chair, Ann Arbor, Washtenaw County
Linh Song, Ann Arbor, Washtenaw County
Teresa Gillotti, OCED, Ypsilanti, Washtenaw County
Nevo Polonsky, OCED, Ann Arbor, Washtenaw County
Jennifer Hall, Ann Arbor Housing Commission, Washtenaw County
Wendy Carty-Saxon, Washtenaw County
David Wilkins, Walker and Dunlop
Aubrey Patiño, Avalon Housing, Washtenaw County
Macy Kisilinsky, Alliant Capital, Pittsburgh PA

III. Public Comment

- None

IV. Approval of Agenda

No vote – the board does not have a quorum of members

V. Approval of Minutes for April 2022

No vote – the board does not have a quorum of members

VI. Business

a) Affordable Housing Education Series:



Presentation:

- David Wilkins and Macy Kisilinsky from Walker and Dunlop began presenting at 6:38. Walker and Dunlop is a finance company that focuses on multi-unit homes. Macy Kisilinsky works for Alliant Capital, which is a Walker and Dunlop company.
 - Teresa Gillotti (OCED) started the conversation by asking, what is the capital stack?
 - David Wilkins answered that the capital stack is the breakdown of debt and equity in a housing stock. Equity was framed as much riskier to the investor because the debt is guaranteed.
 - Macy Kisilinsky added that equity looks different for Low Income Housing Tax Credits (LIHTC) because of how the housing market impacts financing these developments.
 - Teresa Gillotti (OCED) asked the presenters to explain the LIHTC
 - Macy Kisilinsky described how states receive LIHTC and how LIHTC are bought and sold by developers.

- Macy Kisilinsky also described how LIHTC incentivize affordable housing by tying funds to creating affordable units within a new development.
- Teresa Gillotti (OCED) asked, how does a developer make a profit for a LIHTC project?
 - Macy Kisilinsky said that developments take 4-5 years, which is a long time to make the amount of money left in the developer fee, so profit comes from volume of developments. On the other hand, non-profits gain cash assets and housing that matches their mission.
 - David Wilkins shared that market rate developers are looking for larger returns and a faster turnaround time. Additionally, market rate developments are looking to maximize the load or leverage which they receive back by making high quality buildings in places where people want to live which earn money through market rate rents.
- Teresa Gillotti (OCED) asked, about property management, why some people are interested in reinvesting in LIHTC, and why some developers are not interested in reinvesting?
 - David Wilkins described that the per/unit per/year expenses is used to determine effective property management for multi-family units. Alternatively, single family units are the per/sq. feet per/year expenses.
 - David Wilkins shared that HUD 202 developments, which are generally small, for older adults, and project 8 housing, lose a specific exemption if they are refinanced multiple times.
 - Macy Kisilinsky shared that for LIHTC developments, you cannot refinance the deal in the middle, so property management is really important so that costs remain manageable.
- A. Foster asked, how can more affordable units be brought into market rate developments?
 - Macy Kisilinsky shared that there are multiple ways to include more affordable housing, such as working with developers to set AMI limits and increase unit density.
 - David Wilkins discussed making an affordable unit in Ann Arbor, where we have a law that if all residents are below 60% AMI then the property tax is waived. However, this is a risky choice to make because a tenant who increases to make over 60% will eliminate this waived tax.
- Wendy Carty-Saxon, the director of real estate development at Avalon Housing, began presenting at 7:22 pm.
 - Wendy Carty-Saxon started with a brief background on Avalon's Housing stock and the history of Avalon's developments.

- Wendy Carty-Saxon discussed features of Avalon developments, such as green infrastructure, public transportation access, and accessibility.
 - Wendy Carty-Saxon shared the gap between some resident's financial situations and the fair market rate price for rent. Then Wendy Carty-Saxon discussed ways to make units affordable and considerations when deciding whether to finance with LIHTC or not.
 - Wendy Carty-Saxon walked through the costs and funding sources of developments using real examples from Avalon's housing stock.
- Aubrey Patiño, Executive Director of Avalon Housing, began presenting on supportive housing at 7:43 pm.
 - Aubrey Patiño described what supportive housing is and how supportive housing varies based on the needs of the household.
 - Aubrey Patiño spoke about the history of homelessness and the changes that led to the increase in homelessness (losing affordable housing nation-wide, welfare policy, and economic policy). Additionally, over time research showed that temporary transitional housing was not very effective, so permanent supportive housing models emerged. There is a range of tenants in Avalon units, but the average tenant stays for 6.5 years.
 - Aubrey Patiño shared data about the need for permanent supportive housing in Washtenaw County.
 - Then, Aubrey Patiño discussed how supportive housing services can be paid for through multiple funding opportunities, the impact of supportive housing, and the broad range of units that Avalon provides supportive housing services to. This includes units outside of Avalon's housing stock
- Post-Presentation Audience Questions:
- Amanda Carlisle asked: Why is there a \$13 million max for LIHTC for one development?
 - Wendy Carty-Saxon shared that there is \$1.5 million limit on LIHTC which translates to about \$13 million based on the current financial situation.
- Amanda Carlisle asked: Why do private sellers sell to Avalon?
 - Wendy Carty-Saxon said that Avalon pays market rate, but the process is longer so sellers need to commit to waiting to have their home sold.
- Amanda Carlisle asked: What is the impact of inflation on affordable housing developments?
 - David Wilkins and Macy Kisilinsky shared that it is making it very difficult to fund affordable developments. Smaller developments are not incentivized/approved and larger developments cost too much. The discussion shifted to alternative building practices such as 3D printing and using atypical materials for developments (shipping containers).

- David Wilkins also shared that removing features from a housing development to save costs is generally met with frustration from the community.
- A. Foster asked: in a capital stack there are people who have money and are willing to invest in the stack, these people are generally large institutions who have large sums of money. Is there a way to have smaller investments come from community members?
 - Macy Kisilinsky said that this approach does not happen with LIHTC developments, but large developments are not the only way to build affordable housing. You can smaller developments.
 - David Wilkins added that this approach is similar to having investors contribute to a development and is a feasible option for a development.

Recording of this presentation stopped at 8:12 p.m. and will be available online soon.

Recordings of previous sessions and info on upcoming sessions can be found online at: <https://www.washtenaw.org/3521/Affordable-Housing-Education-Series>

Updates

- b) OCED update on the New Human Services Partnership (Teresa Gillotti)
 - The Washtenaw County Board of Commissioners voted and approved the 7 initial recommendations, and extended funding for some other applicants who were not chose for 6-months
 - The 7 recommendations will also go to the Ann Arbor City Council

VII. City Council Member Update

- Councilmember Linh Song shared that she was working with other councilmembers and Washtenaw Board of Commissioner members to determine how to better fund human services with the understanding that community reviewers may create gaps in human services based on what is selected.
- Councilmember Linh Song also shared that the 6-month extension needs to be addressed sooner rather than later and a course of action should be figured by August. Additionally, Councilmember Linh Song has been taking with other community leaders to potentially get more funding for the New Human Services Partnership or more broadly, human service agencies in the County.
- Councilmember Linh Song shared that progress is being made on the unarmed responder initiative and on warming contracts for the winter.
- Councilmember Linh Song shared that City Council is looking into the right to council (legal services) for Ann Arbor residents regarding homeownership
 - Amanda Carlisle added that the right to council would be really helpful throughout the County in addition to within Ann Arbor

- A resolution was passed by the human rights commission and the transportation commission to have Ann Arbor Police Department release traffic stop data

VIII. General Updates

- A. Foster asked if it makes sense to review the pilot language during the July meeting.
 - Teresa Gillotti (OCED) said that she needs to touch base with additional partners before reviewing the language and it is more likely to be ready for the August meeting.
- A. Foster noted that last time HHSAB was recruiting a youth member, it is important to remember that this space is not necessarily a safe space for a youth member who has experienced homelessness because the conversation can be blunt. This clearly does not disqualify youth who have experienced homelessness, rather it is important to be candid with potential youth members so they are aware of space.

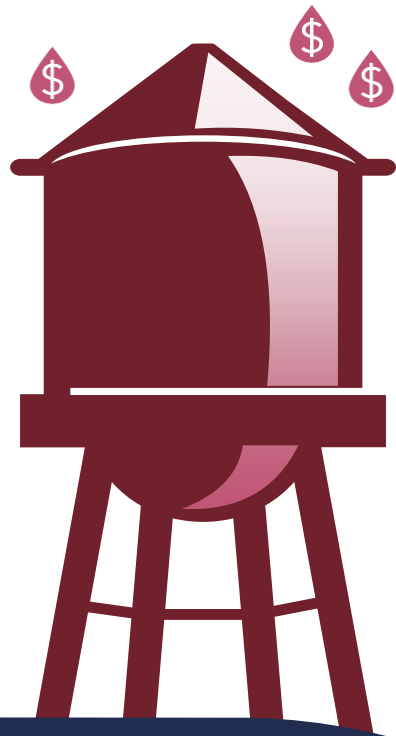
IX. Public Comment

- None

X. Adjournment

No vote – the board does not have a quorum of members

The meeting closed at 8:36 pm



Ending Homelessness **WITH** **SUPPORTIVE SERVICES**

The Sister Yvonne Gellise Fund for Permanent Supportive Housing Services (SYG Fund) was established to create lasting, **systemic solutions to homelessness** in Washtenaw County. The fund provides a stable financial source for service agencies working to end homelessness in Washtenaw County.

SYG FUND



**COMMUNITY
AGENCIES**

OVERVIEW OF SYG FUND HISTORY

PLANNING

2004-2008

The WHA and community stakeholders create The Blueprint to End Homelessness in 2004, which establishes the need to create more permanent housing with services. Committees and taskforces are formed to set housing unit targets and identify services funding needs and strategies.

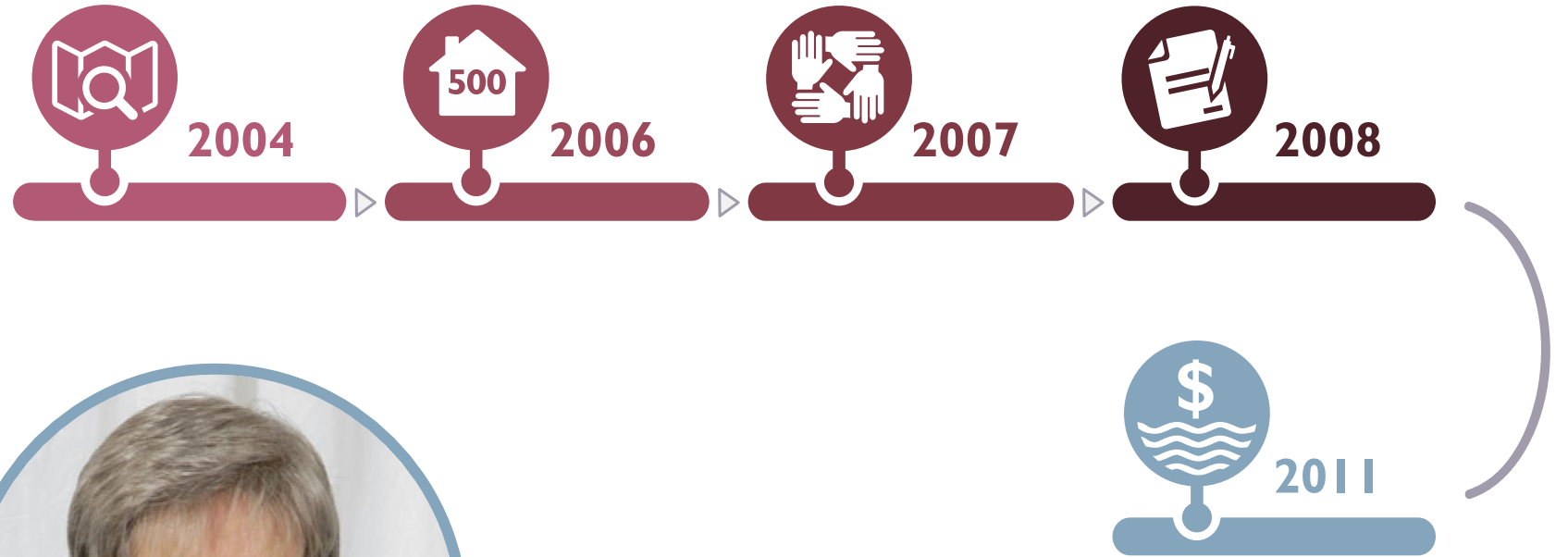


OVERVIEW OF SYG FUND HISTORY

ESTABLISHMENT

2011

SJMHS commits \$1 million, establishing the **Sister Yvonne Gellise** Fund For Permanent Supportive Housing Services (SYG Fund), a dedicated revenue stream for supportive housing services in Washtenaw County.

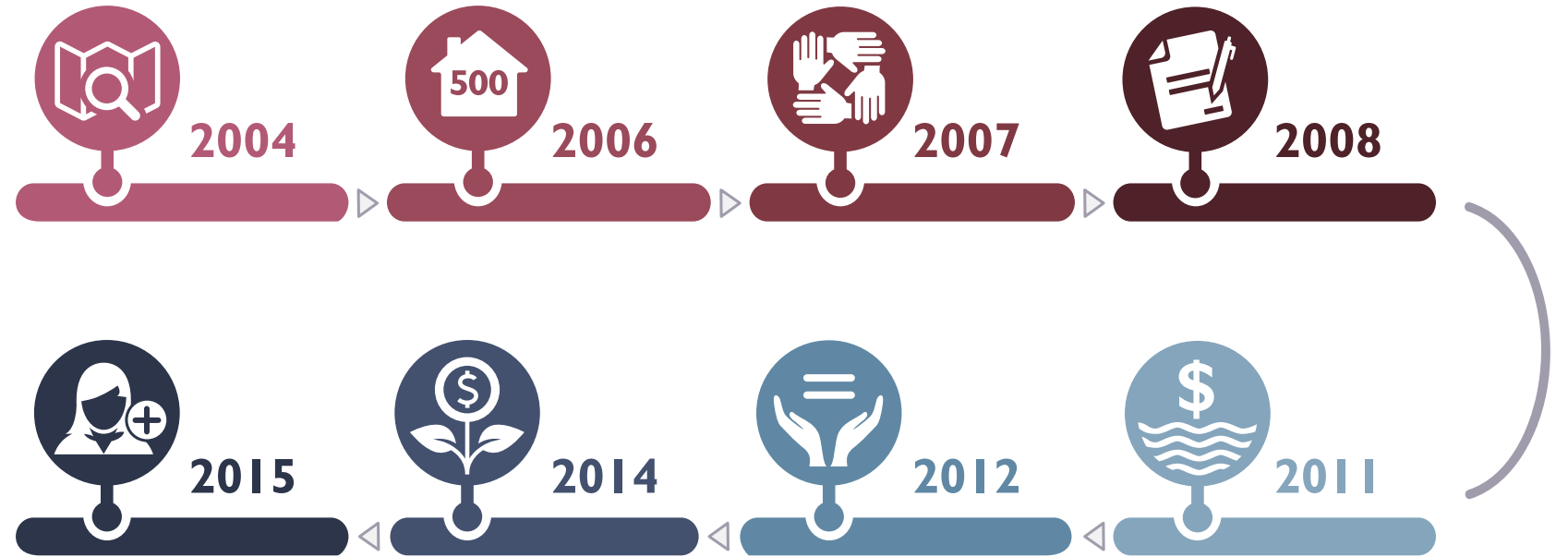


OVERVIEW OF SYG FUND HISTORY

ESTABLISHMENT

2011-2015

In 2012, Ann Arbor Area Community Foundation (AAACF) matches SJMHS' \$1M contribution to the SYG Fund. In 2015, AAACF agrees to host a development staff person dedicated to growing the fund. WHA, AAACF and an anonymous donor support the position.

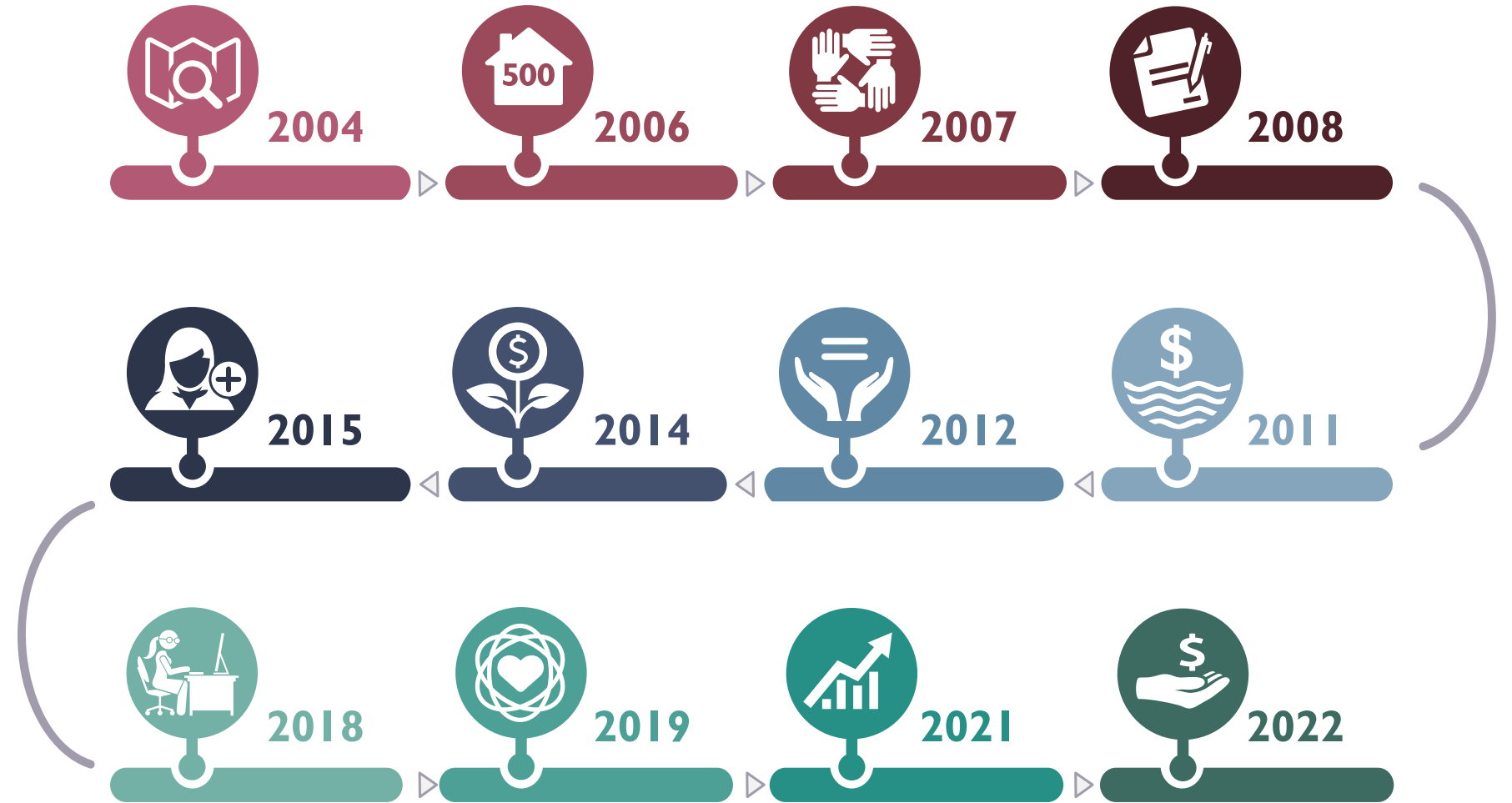


OVERVIEW OF SYG FUND HISTORY

GROWTH

2018-2022

SYG Fund Cabinet and staff work to grow the fund between 2018-2022. With over 200 donors, the fund valuation reaches \$8M in 2021. \$149K will be distributed to non-profit agencies in 2022.



EVERY DOLLAR COUNTS

PERMANENT SUPPORTIVE HOUSING (PSH) IS OUR SOLUTION. **WHY?**



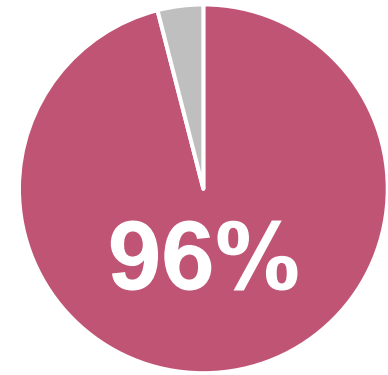
IT IS HUMANE.

Everyone
deserves a home.
PSH offers housing and
essential support services.



IT IS COST-EFFECTIVE.

It costs just **\$40/day**
to **serve a household** in PSH,
compared to higher costs
for emergency services.



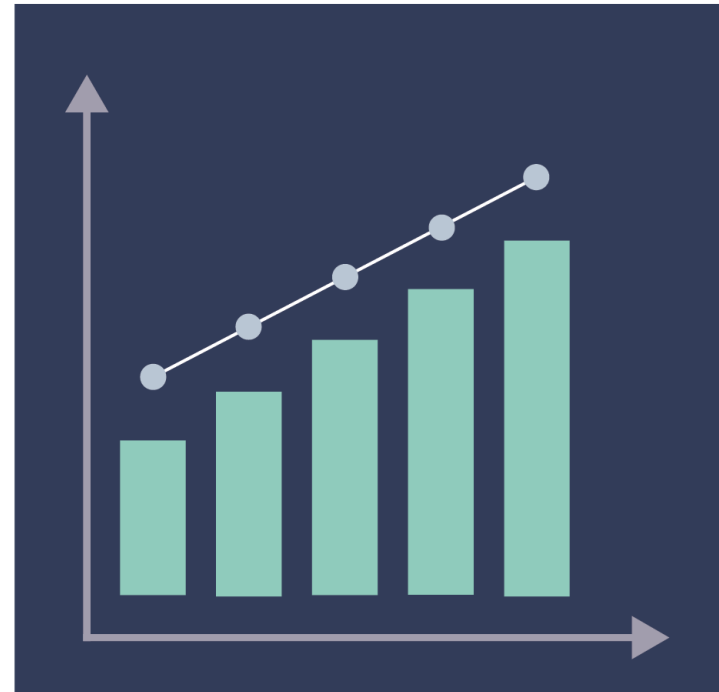
IT IS WORKING.

96% of PSH households
maintain housing
once they get
supportive services.

WHY AN ENDOWMENT?

An endowment **lessens the need to regularly raise funds** in an uncertain economic environment while striving to provide consistent services.

This ensures that charitable dollars will **continue to grow** and be available to the community.



2,800

In Washtenaw County in 2020, nearly 2,800 people were **literally homeless** and sought emergency shelter.

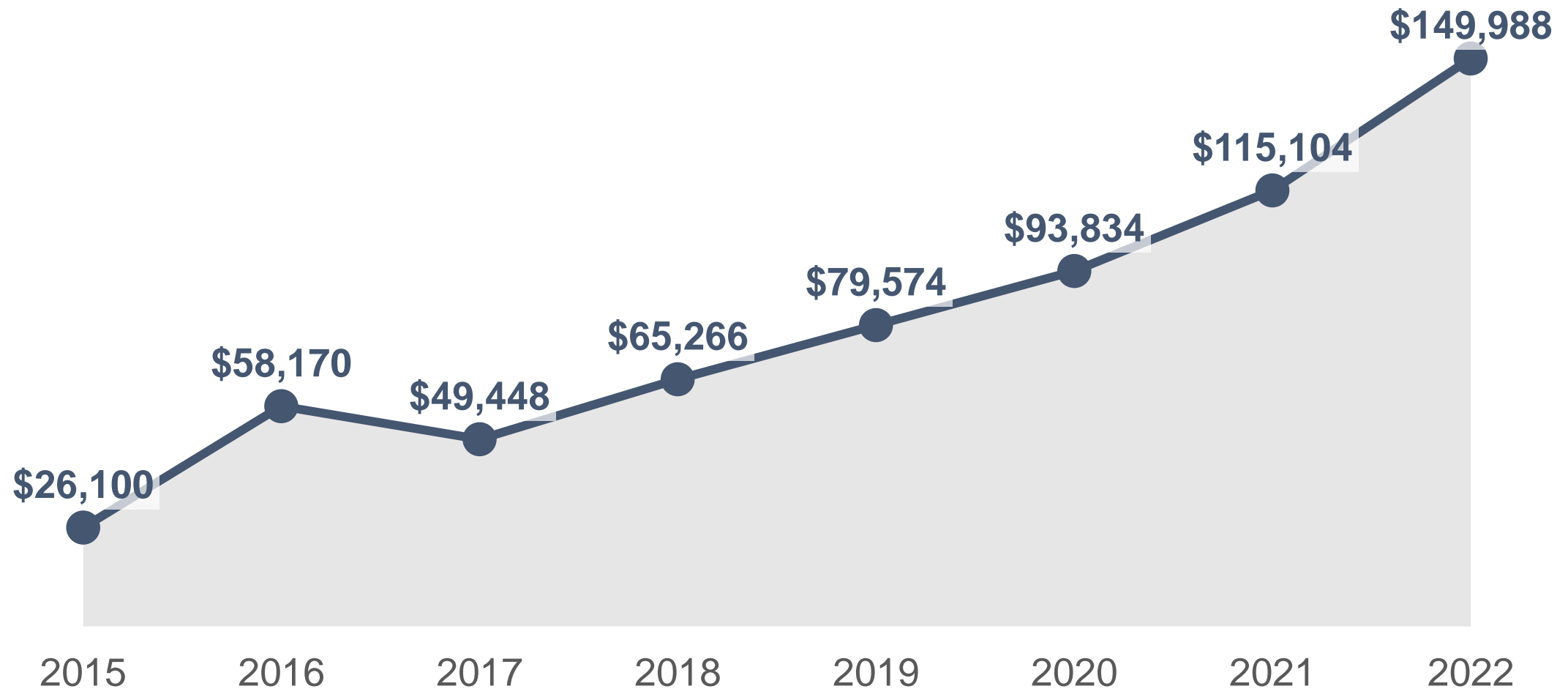
95%

95% of chronically homeless households are in **need of permanent supportive housing.**

OUR GOAL

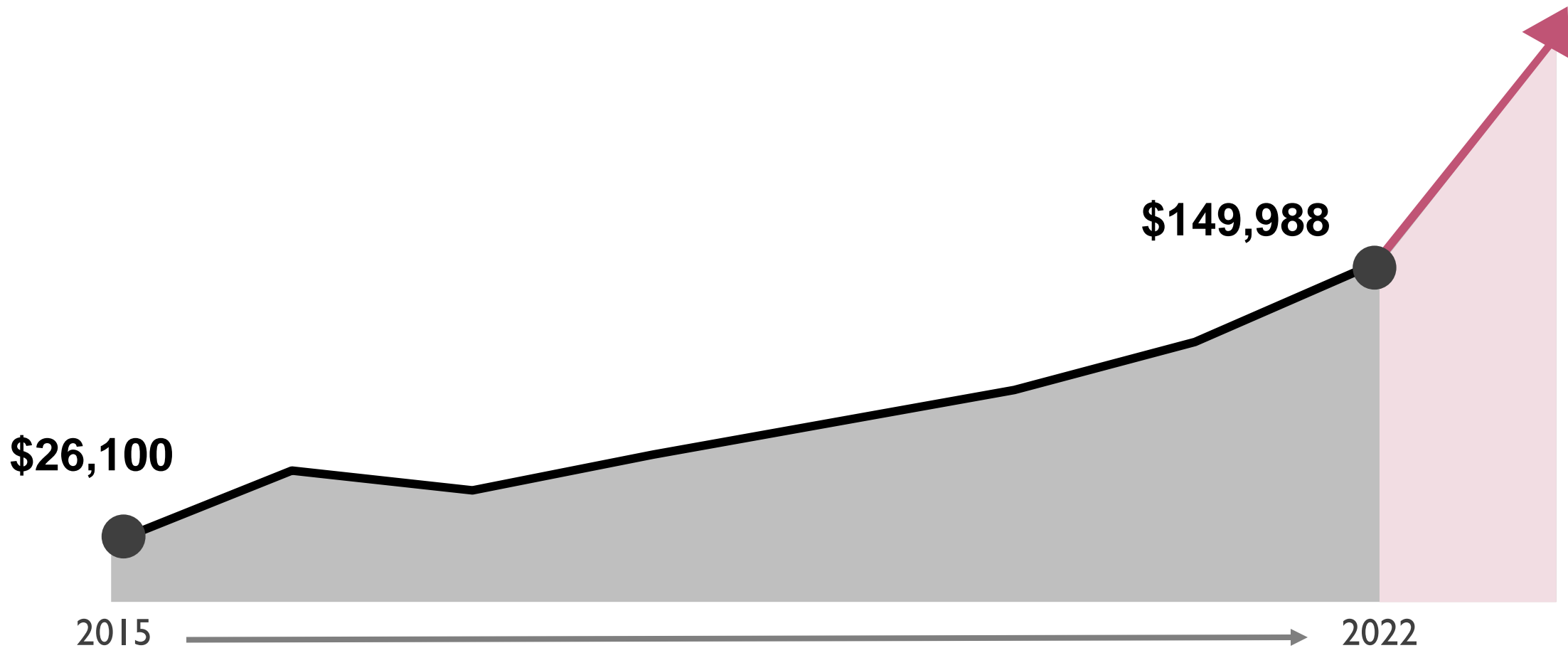
Year-over-year the endowment is **giving out more funding.**

OUR GROWTH RATE OUTPACES INFLATION AND INCREASES IN COST OF LIVING.



OUR GOAL

Our **milestone goal** is to grow the **annual distribution to \$275,000**.



OUR GOAL

OUR LONG-TERM GOAL IS TO GROW THE FUND'S OVERALL ANNUAL DISTRIBUTION TO \$2.5 MILLION.

This will allow us
to support
500 households
per year, forever.

WAYS TO GIVE

1

ONE TIME CONTRIBUTIONS

We need your help to meet our community's need. To donate scan the **QR code** below.



2

PLEDGE CONTRIBUTIONS AND PLANNED GIVING

Pledge Contributions. Gifts can be made over time. The AAACF will schedule reminders for gift amounts to be made as designated by the donor.

Planned Giving. Planned gifts establish a legacy and long-term connection to the mission.

Ending Homelessness WITH SUPPORTIVE SERVICES



The Sister Yvonne Gellise Fund for Permanent Supportive Housing Services (SYG Fund) was established to create lasting, **systemic solutions to homelessness** in Washtenaw County. The fund provides a stable financial source for service agencies working to end homelessness in Washtenaw County.

SYG FUND



COMMUNITY
AGENCIES

source of support.
to prevent
ing to eliminate its

for partner service agencies
homelessness rare, brief, and
root causes of homelessness
en underfunded supportive
nt is distributed to qualifying
supportive housing (PSH)
is independent of economic
fluctuating funder priorities.
d reliable.

IT IS
HUMANE.

Everyone **deserves a**
me. PSH offers housing &
sential support services.



CLICK HERE TO LEARN MORE ABOUT THE SYG FUND



www.sygfund.org



734-222-6744



SYGFund@gmail.com

SYG

Sister Yvonne Gellise Fund
for Permanent Supportive
Housing Services

Sister Yvonne Gellise Fund For Permanent Supportive Housing Services

AN ENDOWMENT TO SUSTAIN AN END TO HOMELESSNESS IN WASHTENAW COUNTY

THE FUND

The SYG Fund was established as an endowment to create lasting solutions to homelessness in Washtenaw County. In partnership with federal and local efforts, the fund focuses on permanent, supportive services to sustain housing for the most needy.

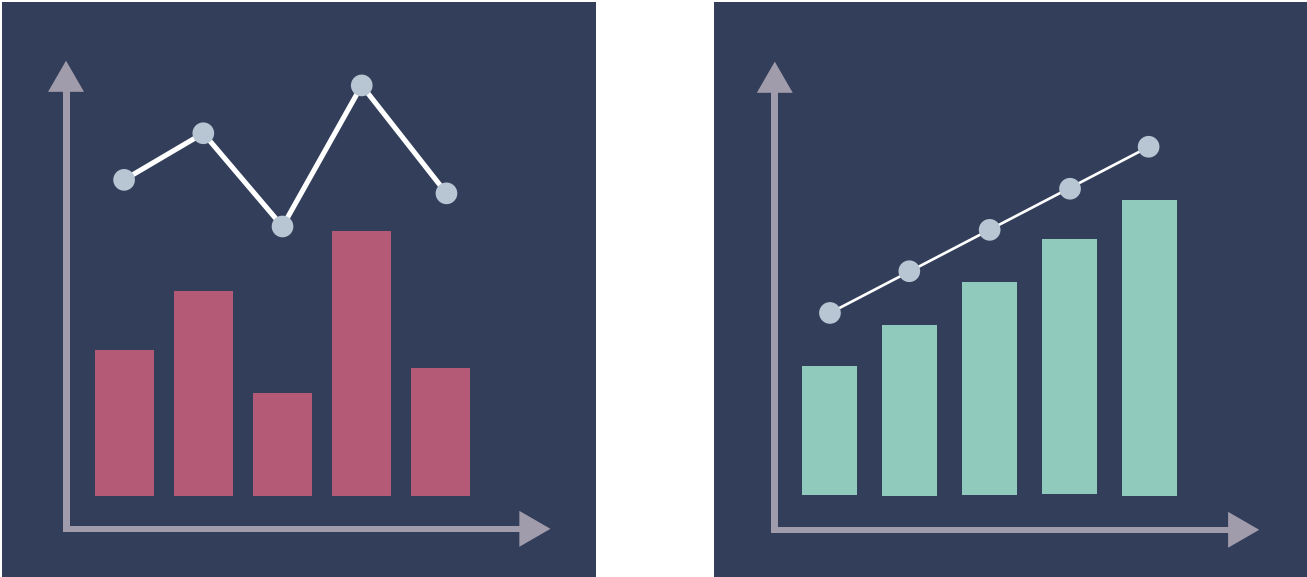
THE NEED

- The SYG Fund expands this definition to include persons who are at risk of frequent, recurring homelessness.
- In Washtenaw County in 2017, 5,362 people experienced homelessness, including those with:
 - earned income of <30% of median income
 - no place to live after leaving foster care, prison or a nursing home
 - a disabling condition, including medical, mental health and substance abuse

WHY AN ENDOWMENT?

The intent of an endowment is to lessen the need to regularly raise funds in an uncertain economic environment while striving to provide consistent services.

As the endowment grows, funds become freed up to sustain and enhance service delivery. A healthy endowment ensures that charitable dollars will continue to grow and be available for the needs of the community.



SUPPORTIVE SERVICES

Supportive services, in addition to housing, have led to dramatic declines in homelessness in many cities and states.

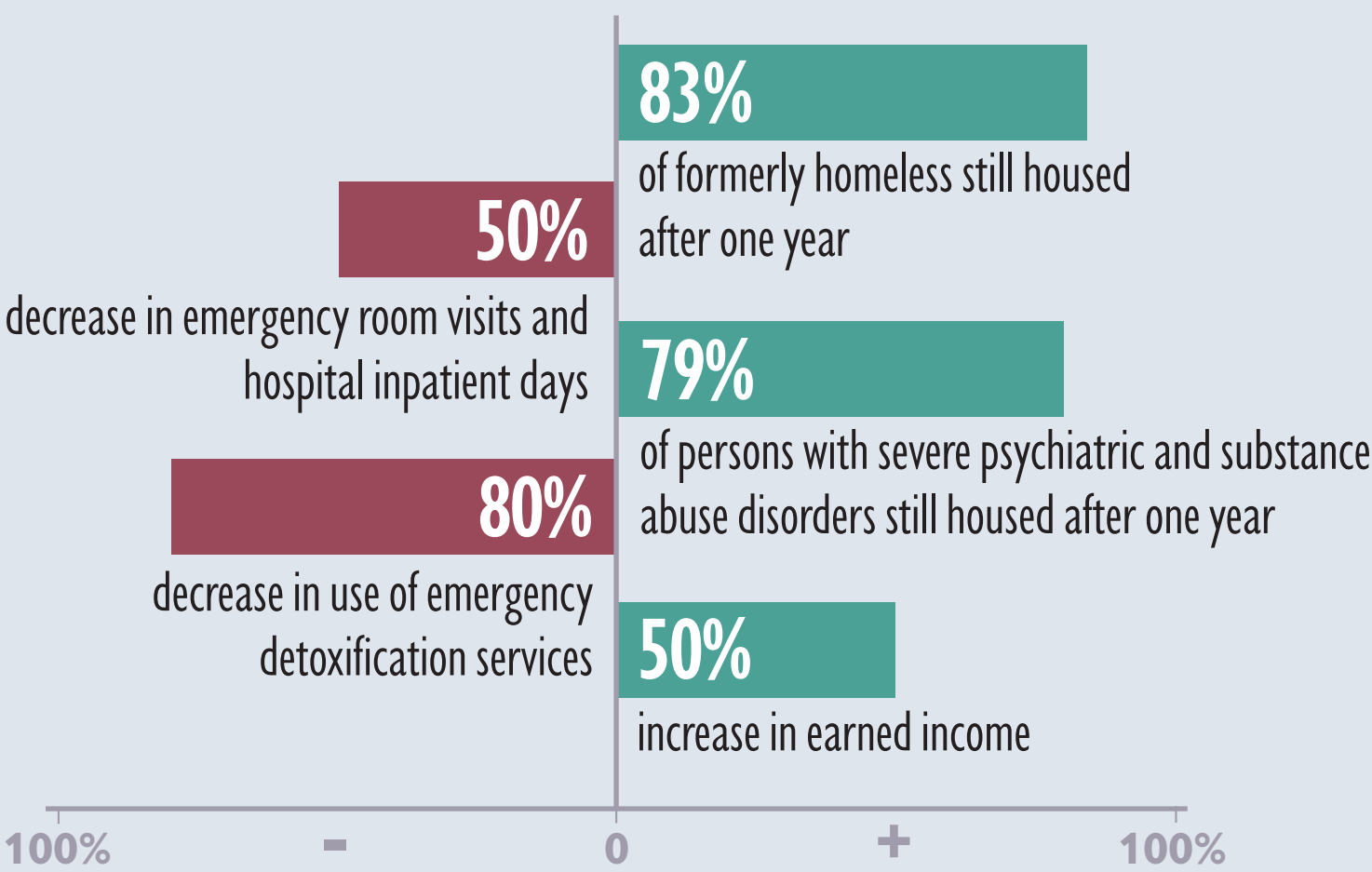
SUPPORTIVE SERVICES ARE:

- Flexible and support self-determination and individual accountability
- Designed to integrate individuals into the community and to progress their quality of life
- Coordinated by a case manager and include the following to maintain stable housing:
 - Primary care and mental health services
 - Substance abuse counseling
 - Employment or vocational training
 - Transportation
 - Problem solving and dispute resolution
 - Family-based interventions
 - Crisis management and stabilization

SUPPORTIVE SERVICES IMPACTS

Studies have shown that permanent supportive housing provides more positive outcomes than programs that provide only shelter.

EFFECTS OF PERMANENT SUPPORTIVE SERVICES:



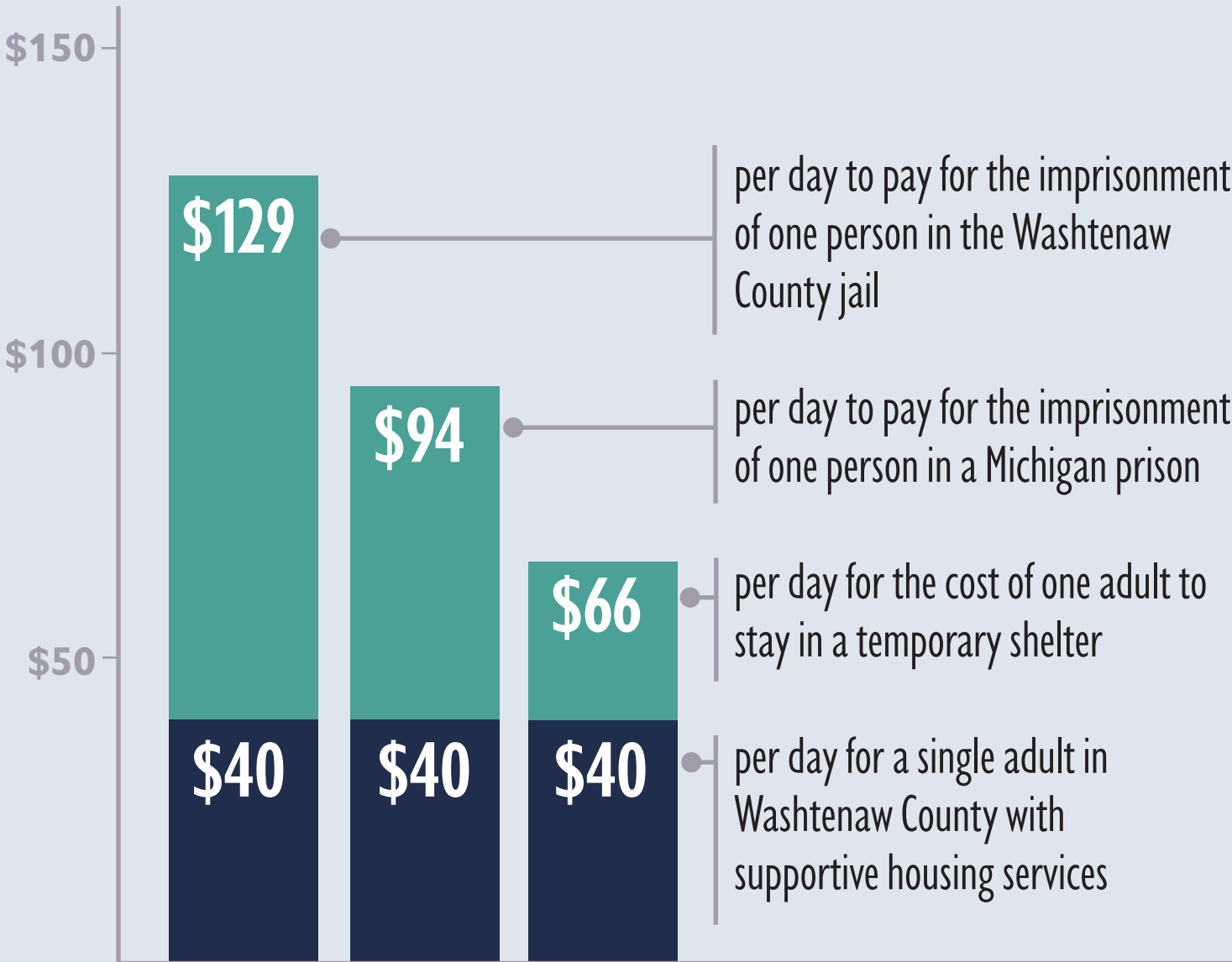
THE IMPACT OF YOUR GIFT

St. Joseph Mercy Health System and the Ann Arbor Area Community Foundation (AAACF) both gave \$1 million to create the endowment. An annual distribution is provided based on the endowment's market value.

Donors are assured their gifts will make a lasting difference by improving the lives of our community's most vulnerable members. A gift to the endowmmment will be maintained in perpetuity.

SYG
Sister Yvonne Gellise Fund
for Permanent Supportive
Housing Services

COST COMPARISON PER DAY TO HOUSE ONE PERSON:



BY LAWS

HOUSING AND HUMAN SERVICES ADVISORY BOARD (HHSAB)

Article I. Name

The name of this board is the Housing and Human Services Advisory Board.

Article II. Enabling Authority

The Housing and Human Services Advisory Board was established by a resolution of the Ann Arbor City Council on January 22, 2007.

Article III. Purposes and Objectives

Section 1. The purpose of the Housing and Human Services Advisory Board ("Board") is to make recommendations to the City Council, City Administration, and the Office of Community Development regarding policies and programs to address the housing and human services needs of low-income residents of the City of Ann Arbor.

Section 2. The Board is an advisory body and shall be limited to performing the tasks enumerated in these bylaws or otherwise delegated to it by City Council. By City Council resolution, the Board is charged with the following powers and duties:

1. To develop an annual work plan, which shall be subject to the approval of City Council, and which shall detail the Board's role in implementing the City's housing and human services policies and programs. [The annual work plan for the following year is to be completed and passed on to City Council for approval before the end of November of the current year.]
2. To provide leadership in developing the Consolidated Strategy and Plan and Annual elements required by the Federal Department of Housing and Urban Development.
3. To make recommendations to City Council regarding City housing and human services policies.
4. To make recommendations annually to City Council regarding funding priorities for the expenditure of federal, state, and City allocations and grants for housing and human services.
5. To oversee the HUD-mandated citizen participation process to assess community housing and human service needs.

Article IV Membership

Section 1. The Board shall consist of sixteen (16) members nominated and approved by City Council. Fourteen (14) members shall be voting members and two (2) shall be non-voting. Appointments of voting members shall be made from candidates who have the following expertise or affiliation:

- Three (3) representatives of non-profit organizations involved in housing and human services for low-income residents or representatives of users of such

services.

- Two (2) representatives of the business, development, banking, architectural, or legal community.
- One (1) professional or academic in the field of social services or a related field.
- Seven (7) individuals selected from the community at large.
- One (1) youth representative between 13-18 years old.

Appointments of non-voting members shall be made from candidates who have the following expertise or affiliation:

- Two (2) City Council members.

Section 2. All members of the Board shall serve without compensation.

Section 3. All non-voting members shall be appointed for a one-year term. All voting members shall be appointed for a three-year term. In order to insure that approximately one third of the voting members' appointments expire each year, initial appointments shall be four (4) members for a one-year term, four (5) members for a two-year term, and five (5) members for a three-year term.

Section 4. Consistent with City Charter § 12.2, all members of the Board shall be registered electors in the City of Ann Arbor, unless an exception is granted by a resolution concurred in by at least seven (7) members of City Council.

Section 5. Consistent with City Code § 1:171, no member shall be allowed to hold over for more than sixty (60) days beyond the appointed term whether or not a successor has been appointed, except that City Council may extend terms for periods of ninety (90) days upon the recommendation of the Mayor and vote of at least six (6) members of Council.

Section 6. Consistent with City Code § 1:171, the Mayor shall notify City Council of the expiration of a member's term at least thirty (30) days prior and shall present to City Council all proposed reappointments no later than sixty (60) days after the expiration of the term.

Section 7. Consistent with City Code § 1:171, any vacancy on the Board occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 8. Members are expected to attend regularly scheduled meetings and to notify the Chair and the Director of the Office of Community Development in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the member.

Section 9. A member of the Board may be removed by City Council for cause.

Article V Ethics and Conflicts of Interest

Section 1. A Board member shall abstain from discussion or voting on any matter where

that member is involved in a real or apparent conflict of interest.

Section 2. A Board member shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Board.

Section 3. A Board member shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of the Board. This restriction shall apply during the member's tenure on the Board and for one year thereafter.

Section 4. A Board member shall abstain from discussion or voting on any matter from which that Board member, any member of his/her immediate family, his/her partner, or a person with whom the Board member has family or business ties may obtain a financial interest or other benefit.

Section 4. No member of the Board shall occupy a HOME-assisted affordable housing unit.

Section 5. Except where it violates a confidence, a member shall disclose all pertinent facts regarding any possible conflict, real or apparent, and those facts shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

Section 6. Members shall complete an annual disclosure of organization affiliations and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 7. Members of the Board shall comply with the ethical requirements of these bylaws in a manner consistent with all applicable laws governing conflicts of interest, including, as amended, 24 CFR 570.611(b), 24 CFR 85.36, 24 CFR 84.42, and 24 CFR 92.356.

Article VI Officers

Section 1. The officers of the Board shall be a Chair and Vice-Chair. The officers shall be elected each year from among the voting members of the Board. The officers shall be elected for a one-year term by a majority of the voting members currently serving on the Board. No member shall serve more than three (3) consecutive one-year terms in one office. [The term of the officers shall run from January 1 to December 31 of each year.]

Section 2. The Chair shall preside at all meetings and shall decide points of order and procedure subject to the provisions of these bylaws and in accordance with Robert's Rules of Order, as revised. The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

Section 3. Should an officer resign or be removed from the Board, or otherwise become unable to fulfill his/her official duties before the expiration of his/her term, a replacement officer shall be elected at the next regularly scheduled meeting and shall serve for the remainder of the term. The replacement officer shall be elected in the same manner as for

full-term officers. The Vice-Chair may be elected as replacement Chair, in which case a replacement Vice-Chair shall be elected at the same time.

Section 4. No individual may hold more than one (1) office at a time.

Article VII Meetings

Section 1. The Board shall conduct regularly scheduled meetings at least quarterly each year. The schedule of regular meetings for the following year shall be determined by the Board no later than the end of November of the current year. Notice of the year's schedule of regular meetings shall be posted at least forty-eight (48) hours prior to the first meeting of the year.

Section 2. Special meetings may be called by the Chair or by a concurring vote of a majority of the voting members currently serving on the Board. The purpose of the special meeting shall be stated in the notice for that meeting. At the special meeting, the Board may not conduct any business beyond the specific purpose stated in the notice. Notice of the special meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 3. The Board may hold non-voting working meetings to carry on the work of the Board. Notice of the working meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 4. Notice of all meetings shall be posted at City Hall and at the Office of Community Development.

Section 5. The Board shall give notice of all meetings to all members of the Board at least forty-eight (48) hours prior to the scheduled starting time.

Section 6. A majority of all voting members currently serving on the Board shall constitute a quorum. A concurring vote of the majority of all voting members currently serving on the Board is required for the Board to act on any matter. The right to vote is limited to members of the Board actually present at the time the vote is taken at a lawfully called meeting.

Section 7. Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded in the minutes.

Section 8. The Board shall arrange to keep minutes of all meetings, which shall be a record of the Board's consideration and actions, and which shall include at a minimum a list of those members present and not present at each meeting; identifying information, where given, of all persons appearing before the Board; a copy of each resolution or other matter acted upon by the Board and a description of the outcome of each action.

Section 9. All meetings of the Board shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.

Section 10. Public comment shall be allowed at [all meetings.] An individual may speak for up to three (3) minutes [on any item listed on the agenda.] [The Chair may extend an individual's speaking time in his/her discretion.]

Article VIII Agenda and Order of Business

Section 1. Agendas for each Board meeting shall be developed by the Chair and the Director of Community Development or other delegated staff member. Agendas for all regular meetings shall be made available to the public and other Board members at least forty-eight (48) hours before the meeting's scheduled starting time.

Section 2. The order of business at regular meetings shall be as follows. The order of business may be suspended by a vote of two-thirds of the those members present.

- a) Roll Call
- b) Approval of Minutes of Previous Meetings
- c) Approval of Agenda
- d) Public Comment
- e) Regular Business
- f) New Business
- g) Adjournment

Article IX Committees

Section 1. Standing or special committees may be created by action of the Board. Each committee shall include at least one (1) member of the Board and may contain other community members, consumers, or stakeholders, in the Board's discretion.

Article X Amendment of Bylaws

Section 1. These bylaws may be amended at any regular meeting by a majority vote of the voting members currently serving on the Board. Proposed amendments must have been submitted in writing at a prior regular meeting to be considered. Amendments must be approved by City Council.

Article XI Miscellaneous

Section 1. At the discretion of the City Administrator, or as otherwise mandated by City Council, the staff of the Office of Community Development ("OCD") shall be the primary provider of administrative support and professional advice to the Board and the Director of the OCD shall be the primary liaison between the Board and OCD staff.

Section 2. The City Attorney's Office shall be the legal consultant to the Board.

Adopted by City Council January 22, 2007