



## **Business Board of Directors Meeting Minutes April 1, 2021**

**Commission Members Present:** David Anderson, David Artley, LaToya Haywood, and Monteze Morales

**Commission Members Absent:** Evelyn Lewis

**Kalamazoo County Commissioners Present:** Zachary Bauer and Tami Rey

**LHAF Millage Monitor and Recording Secretary Present:** Lisa Willcutt

### **Call to Order and Approval of Meeting Agenda**

The meeting was called to order on Zoom

(<https://zoom.us/j/93676363644?pwd=R01PSEhBQ0p0ejMwWDhqN2JLYzRlUT09>) by Artley at 5:00 pm.

*Motion by Haywood*

*Support by Morales*

*Motion Approved*

### **Approval of Minutes**

There was a motion to approve the minutes from the March 4, 2021 meeting.

*Motion by Haywood*

*Support by Morales*

*Motion Approved*

There was a motion to approve the minutes from the special meeting on March 10, 2021.

*Motion by Haywood*

*Support by Morales*

*Motion Approved*

### **Public Comment on Agenda and Non-Agenda Items**

None

### **2020 Audit Presentation**

Brian Krol, CPA from Seber Tans, PLC presented the 2020 audit to the PHC, and began by addressing the independent auditor's report. Krol explained that it was determined that the financial statements included in the report are accurate. He explained that the reports are prepared under government auditing standards, which require certain tests for compliance under applicable grant agreements. The statement of net position reports assets, liabilities, and equity or net position. He noted that \$1.2 million in current assets is primarily made up of the Millage that flows through the County. During the year, the Kalamazoo County Public Housing Commission (PHC) added to its capital assets with the purchase of the Fellows property. There was \$112,000 in unrestricted net position, which does not have to be used for a specific purpose. There was \$531,000 in operating income for 2020 as the PHC was successful in receiving other funds, more so than in previous years. The notes to the financial statements follow the financial statements. These notes are similar to those in previous year's reports. The PHC received



**Kalamazoo County  
Public Housing Commission**

\$42,000 in grants that did not run through the income statement because they reduced the asset held by the Kalamazoo Community Foundation. The management discussion analysis addressed the COVID-19 pandemic. Krol said that this note will be here this year and maybe next. The note captures the fact that there is a lot of uncertainty in the operations of the PHC because of the pandemic. If there was any type of deficiency, Krol said that these would be found in the schedule of findings. There were no reportable issues found in 2020. There was no corrective action that needed to be taken.

Mary Balkema, Director of Housing for Kalamazoo County, asked why the other houses were not reflected in the report. Krol stated that those entities have not been reported due to the organization of the entity. Balkema expressed that the Land Bank reports all the entities it is related to. Krol stated that entities can be organized on a membership or a directorship basis and, if a membership organization, then such reporting would be used.

Anderson thanked Krol for his consistency on the report.

*Motion to accept the audit report by Morales*

*Support by Anderson*

*Motion Approved*

### **Keystone House/Veterans Initiative Report**

Tyrone Thrash, Housing Coordinator at Keystone House gave a report to the PHC. He stated that it has been very rewarding having worked with over 20 veterans. Currently there are 8 participants at the Keystone House. Thrash said they try to provide the veterans with comprehensive care, and they can stay from 30-90 days with an extension. Anderson explained that it was over two years ago that the PHC brought the issue of veteran homelessness to the County Board. Many organizations came together to identify what would be the best way to address needs of veterans in Kalamazoo County. The plan was to create this shelter just for veterans. The shelter, Keystone House, is now up and running. This is the PHC's core budget expense from County funds. Most of the furnishings in the home came from donations. Artley said that Thrash's experience in outreach at Integrated Services Kalamazoo made him a natural for the position and he is very happy to have him at Keystone.

### **Reports**

#### **Financial Reports**

Willcutt shared the March 2021 reports. Bethany house rents continue to come in. She pointed out that the interest income is split out for the Millage program whereas previously it was combined in the income line. Willcutt went on to explain that the books for the Millage and the PHC general operations have been combined. It was the desire in the past to keep the books separate; however, both are on the same calendar year, so it makes sense to combine these. This was done after discussion with the auditor. Bethany House costs are a little high as plaster repairs were completed. As with the Millage income, Millage expenses are separated on the report. In the past the costs for payment to Lockhart Management and housing supports were together as one line item and broken down on a subsequent report. These are now split into different account line items which makes easier to keep track of with the budget. The LGBTQ+ line-item expenses resulted from a draw for construction costs. The legal expense for the FOIA



**Kalamazoo County  
Public Housing Commission**

assistance received from Warner Norcross and Judd is not listed on the report because the PHC has not received the bill yet. January and February financial reports were also revised so that the reports are consistent for the year. These revisions will be discussed at the May meeting.

*Motion to accept the March 2021 financial report by Anderson*

*Support by Morales*

*Motion Approved*

LHAF Millage Progress Report

Willcutt reported that 74 families are being served. The KCPH Millage report lists each household and which funding was received for the household and for what. The In-Process report shows families that qualify for housing and are currently looking for housing. There are 443 families to date that have been housed in the millage program. It was noted that the cover letter to the HRI reports did not add the number of adults and children receiving assistance properly; 183 people rather than 260. As Jacob Beach was in the meeting, he stated that the report would be revised and resent.

*Motion to accept report by Anderson*

*Support by Morales*

*Motion Approved*

Update on Gull Pointe fire

There were six families displaced by the fire. One of the families was rehoused and able to save their items. Another family lost all their items and were staying with a family member. One family was rehoused in a different complex with the same management company. All the remaining households are in the process of securing housing and goods needed with assistance from HRI. All the households impacted were receiving Millage housing assistance.

LHAF Millage Survey Responses

The response summary was sent in the meeting packet. Willcutt updates the report as she receives more responses. Some respondents have said they have had good or excellent communication getting help from housing specialists. The responses about the time it takes to be housed is evenly split. Most of the people find that the housing specialist visits are helpful. Housing specialists have been returning calls daily according to some of the survey responses. Responses included concern about maintain their housing after they were out of the millage program from most respondents.

Bethany House

Willcutt said there is nothing to report on Bethany House at this time.

**Old Business**

LGBTQ+ Initiative

There was a positive response after folks walked through the house. Artley explained that representatives from the County as well as others were able to see the renovations being made to the property. The projected completion date is anticipated for June 1, 2021. It is moving along and on target according to Artley.



**Kalamazoo County  
Public Housing Commission**

Year 4 Millage Evaluation Report

Artley shared the summary of the iEval report, and the conversations related to the year 4 millage. He also shared a memo of that lists what HRI will focus on and that will be reviewed by the PHC. Such items include placement including the number of families and the length, training of staff, quality assurance problem solving and general customer service-related items. In the absence of the third-party evaluator (iEval), surveys will provide input from the families that receive direct client assistance. Artley did seek input from HRI on the measurements that were indicated in the memo. There was a lot of input on these contractual details. Morales shared that she wants to make sure that the partnership with HRI stays positive and focus on what needs to be done. Artley agreed with this and is hopeful.

*Motion to approve by Anderson*

*Support by Morales*

*Motion Approved*

Freedom of Information Act (FOIA)

Artley provided an update on the recent FOIA request. The insights from Warner Norcross and Judd were very helpful. The meeting packets and the agendas were readily available from 2016-present and were sent to the requestor. The remaining record request has been canceled after the cost to procure the records was determined. The PHC complied with the law and has policies in place to address FOIA requests in the future.

Advisory Board Guidelines

Willcutt has the acknowledgements from a few members of the Commission but still needs a few more.

Kalamazoo County Board of Commissioners Planning Update Regarding 2015 and 2020 Millage

Balkema said it would be a good faith gesture to circle back to the millage steering committee to get input prior to the County Board retreat in May.

Website Proposal

Willcutt pointed out new software that provides handicap accessibility for the user on the Lockhart Management & Consulting website. She noted that it helps one with a disability get what they need to use a site properly. It is an overlay that can be put on the website which has been tested in the courts. The company that Willcutt uses for website design is Allegra (formerly Creative Marketing Group). Willcutt shared the project design that would incorporate the logo of the PHC and include designing site for cell phone use. The content could include minutes from past meetings, the FOIA policy, fillable FOIA request forms, financial statements and other information relating to the millage program. Willcutt said it would cost \$950 to create the website and \$550 for yearly hosting. It would be \$950 for the software license for ADA compliance annually. Artley asked if there were any other bids. Willcutt said that she was asked to obtain a bid, but that if there are names of other website designers the PHC should pass those on, and she will obtain bids from those other companies. There will have to be a budget amendment if the PHC decides to move forward with this.



**Kalamazoo County  
Public Housing Commission**

### **New Business**

#### Review Officer Duties

Artley presented the by-laws for the PHC that specify duties of the president, vice president, and the secretary. The PHC elected to have a treasurer as well. There may be a need to amend the by-laws at a later meeting. There was an attendance policy that Artley located and said the PHC should have a conversation about this. The original documents were approved in 2002. Morales said that everything should be updated to make sure new commissioners have the correct information and knowledge of the expectations. Balkema suggested having all the documents in one place. This is another process that is important to have for future commissioners.

### **Public Comment on Agenda and Non-Agenda Items**

Jacob Beach thanked the members for their input and appreciates the COVID-19 emergency fund. Applications are live and the team has been expanded to help support individuals who may need assistance.

### **Commissioner Member Comments**

Morales said this was a productive meeting and looks forward to really getting back on track. She is hopeful for more housing.

Haywood said she learned some things in the meeting and thanks everyone for their hard work.

Anderson said it is great to spend time with people that care and appreciates the opportunity.

Artley appreciates the different points of view and listening to one another.

There was motion to adjourn the meeting.

*Motion by Anderson*

*Support by Haywood*

*Motion Approved*

The meeting adjourned at 7:13 pm.

Submitted by: Melanie Gildea