



Business Board of Directors Meeting Minutes May 6, 2021

Commission Members Present: David Anderson, David Artley, Evelyn Lewis, and Monteze Morales

Commission Members Absent: LaToya Haywood

Kalamazoo County Commissioners Present: None

LHAF Millage Monitor and Recording Secretary Present: Melanie Gildea and Lisa Willcutt

Call to Order and Approval of Meeting Agenda

The meeting was called to order on Zoom

(<https://zoom.us/j/93676363644?pwd=R01PSEhBQ0p0ejMwWDhgN2JLYzR1UT09>) by Artley at 4:34 pm.

Artley proposed moving New Business before Old Business in the meeting agenda to ensure that Willcutt could be present during the New Business topic.

Motion by Morales

Support by Lewis

Motion Approved

Approval of Minutes

There was a motion to approve the minutes from the April 1, 2021 meeting.

Motion by Morales

Support by Anderson

Motion Approved

Public Comment on Agenda and Non-Agenda Items

Michelle Davis from HRI provided updates on the current millage program. She explained that the in-process list has been audited and corrected. She was not certain if Willcutt had received the corrected report.

She added that currently there are 67 families on the in-process list and 67 families have been housed in the fifth year of the millage. These are results from an internal audit that HRI staff conducted.

She provided an update on the current staffing and offers. Two candidates have declined, one based on pay rate, and the second due to personal issues that resulted in the employee having to resign. In the past 30 days, HRI has hired a housing specialist and a leasing specialist. She concluded that HRI still needs to hire one more person in each category.

Reports

April Financial Reports

Willcutt said that there was not much to report on the April financials. Willcutt shared that rents from Bethany House are reflected on the financials. There was a payment on the rehab work being done at 116 Fellows. Artley stated that the first billing for \$37,000 from County general funds should be received in the next 3 to 4 weeks.



**Kalamazoo County
Public Housing Commission**

*Motion to accept March financial report by Lewis
Support by Anderson
Motion Approved*

January 2021 and February 2021 Revised Financial Reports

Willcutt reminded the Board that Millage financials are now combined with the KCPHC financials. Willcutt explained that originally it was desired to keep both the millage financials and the KCPHC financials separate; however, this is no longer necessary since both programs now have the same fiscal years. The financials reflect cash from January income and expenses related to the LHAF millage. There were slight differences in the original reports and the revised reports due to the fact that year-end accruals had not been entered as of January report. Willcutt asked the Board to accept the revised reports so she can submit them to the County.

*Motion to accept annotated report by Anderson
Support by Morales
Motion Approved*

March 2021 Housing Resources, Inc. (HRI) Millage Reports

Willcutt shared that 67 families have been housed according to the April report. Overall, 435 families have been in the program since its inception. The reports included additional information on subsidies paid, administration, and staffing which is reflected on the financials in the amount of \$43,212.94. Denials and In Process families were included in the report as well.

*Motion to accept the report by Lewis
Support by Anderson
Motion Approved*

LHAF Millage Survey Responses

Willcutt shared the results from the survey responses she received this month. One of the respondents felt as though they had been removed from the program because their child had graduated high school. Another response indicated that a resident had reached out to a housing specialist after she had lost her job due to Covid. She said she never heard back from the housing specialist after the first contact.

There was Board discussion on the recent responses from the survey. Artley shared that he was quite concerned with the number of respondents who feel that when their time is done with the Millage program, they worry about affordable housing. Anderson shared that he hopes that participants in the Millage program are being put on list for vouchers as well. Willcutt said that some may not qualify because of income limits for these types of vouchers. She added that if participants in the Millage program need more time in the program, they can have it. There are some additional programs that HRI administers for case management support as well.

Anderson stated that the goal for the Millage program is that participants will exit into permanent housing. The focus is on measuring and recognizing the expectations for permanent housing. He suggested having further discussion on this with HRI. Willcutt will reach out to HRI to get input on their options and limitations.

Bethany House

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

New Business

Possible Changes to the Millage Memorandum of Understanding (MOU) with the County

Artley reported on the possible changes to the Millage MOU with the County. The purpose of changing the MOU is to have the option to use current millage funds with more flexibility in responding to community needs. The bottom line is to offer KCPHC options to provide assistance and/or permanent affordable housing in other ways. Artley reviewed the draft of the revised MOU and summarized the changes. The first change was typographical in nature. The next change, under “Transfer of Funds” allows for the remaining balance of Millage funds to be transferred to the KCPHC by June 30, 2021, rather than be paid in quarterly installments. Artley noted that language would be added under “Administration of Funds” under OMA, FOIA, and rules of good governance. The next change under this section requires the Commission to adhere to the most recent version of the County’s Purchasing and Procurement Policy. The final change being requested was under “Development of Annual Work Plan and Budget: Work Plan” in which the following language was added “and/or permanent affordable housing” to allow for expenditures other than for providing housing assistance.

If approved, changes will consider families already in the millage program and allow for funding to continue in supporting them. The concept is that the Commission wants to be more successful and is contemplating an adjustment from a rental-assistance model to a more permanent housing model. The estimated expenditure including staffing, DCA (Direct Client Assistance), Landlord Partnership Funds, master leasing, administration for Lockhart Management & Consulting, and non-traditional DCA/Covid assistance totaled \$904,975. The projection did not include families on the in-process list.

Artley reported that the purpose of the projection chart and discussion is to get an understanding of the adjustment of funds for the amended MOU. The next step would be to take it to the County Board for approval. The Board granted permission for Balkema to take the MOU recommendation to the County Board and to include Cohl, Stoker & Toskey, P.C. as legal counsel for the County.

Motion by Morales

Support by Lewis

Motion Approved

Old Business

LGBTQ+ Initiative

Artley reported that there was a minor break in at 116 Fellows. Someone threw a small brick through the tempered glass. This will now be replaced with a solid metal door. Rehab is moving along with the hope that it will be completed by early June. Balkema asked if there was an insurance claim made on the replacement of the door. Artley is still waiting on the report from Kalamazoo Neighborhood Housing Service for the replacement cost.



Website Proposal

During the April KCPHC meeting the Commission requested additional website proposals. Willcutt asked for the names of vendors the Commission would like to see bid this work. Willcutt has not received this input from the Commission but will put this on the agenda for the June meeting.

Review of Officer Duties

There was a discussion on officer duties. There are some minor changes but those will be discussed at a later time.

Freedom of Information Act (FOIA) Legal Invoice and Budget Amendment

Artley stated that the Commission authorized him to spend up to \$1,500 for advice related to a FOIA request received. However, the actual cost was \$2,400 and would cause the need for a budget amendment. Anderson made a motion to adjust authorization from \$1,500 to the actual cost of the legal invoice and adjust the budget to reflect this.

Motion by Anderson

Support by Morales

Motion Approved

Public Comment on Agenda and Non-Agenda Items

None.

Commissioner Member Comments

Lewis stated she did not have any additional comments but stated that the next time the Commission meets she will have a new last name as she is getting married.

Morales said this was a productive meeting and appreciates Balkema's knowledge. She thanked Willcutt for her hard work and getting the information to the Board.

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 shared that he thinks the Board reached an equitable decision on the MOU and thanks Balkema for her willingness to take it back to the County Board.

The meeting adjourned at 6:06 pm.

Submitted by: Melanie Gildea