



**Board of Directors Special Meeting Minutes
March 10, 2021**

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

Commission Members Absent: None

Kalamazoo County Commissioners Present: Zachary Bauer, Tracy Hall, and Tami Rey

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

Call to Order and Approval of Meeting Agenda

The meeting took place via Zoom and was called to order at 3:04 pm by Artley. Artley asked to remove item **V. Discuss Rental Rate for 116 Fellows.**

Motion to approve amended agenda by Morales

Support by Lewis

Motion approved

Public Comment on Agenda Items and Non-Agenda Items: None

Review and Consider Approval of HRI 90-Day Evaluation Criteria

Artley shared that there have been many suggestions on ways to review the progress of the current contract between the KCPHC and HRI. Artley asked Willcutt to summarize these obligations in a letter. Willcutt summarized suggestions in the letter noting that there are two criteria. The first is to meet contractual obligations with special attention to the following: creating a FSS (Family Self-Sufficiency) plan, responses from HRI to monitor within 48 hours of a request of information, conduct F-SPDAT evaluations with families in line with Contract, review budget as part of the FSS plan at every home visit, initial meeting with family to occur within one week of move-in and every two weeks thereafter, mailing of home visit schedule to family, case notes recorded within 48 hours, detailed entrance and exit notes, and lengthening or shortening of a family's time in the program based on their needs. These criteria can be verified by the case file or case notes.

In addition, the following were suggested to be considered in the evaluation process: by June 1, 2021, automate all reports by working with David Youngs, respond to participant calls, emails, etc. within 24 hours, and fill remaining year 5 millage slots by June 1, 2021. These items will either be verified through reports provided by HRI or the survey process.

Neither Lewis nor Morales had any comments on the criteria.

Willcutt is not sure on the cost on the work with David Youngs; however, last time she worked with him he did not charge anything. Willcutt said the Board may want to consider filling the



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year 5 millage slots by July 1, 2021 rather than June 1, 2021. She just wanted to recognize this as an option.

Balkema asked if any year 4 slots were still available. Willcutt stated that there were none and that all year 4 families were exited from the Millage program as of March 1, 2021. Balkema clarified that there is year 5 to finish and then year 6. Willcutt confirmed that this was correct. Balkema suggested that under the first set of 90-day criteria that communication be directed only to the monitor and not the Commission. Willcutt made the change and explained that this was the contract language.

Anderson joined the meeting.

Balkema suggested hearing from Davis on whether it is even possible to house that many people by June 1, 2021 due to the shortage of units. Davis said that a June 1, 2021 deadline to house the remaining year 5 millage families is not possible. She said that they would make every effort to accomplish this goal, but she doesn't think that housing the rest of year 4 and year 5 Millage families is possible. Artley clarified that year 4 is done. Anderson asked if there was a number that Davis would suggest as achievable. Davis stated that she didn't have a suggestion offhand. Davis said when they looked at the overall program they looked at 10 families per month, so she would suggest 30. Artley asked if the remaining Millage funds for this year would be received in April of this year. Willcutt stated that they would not as they are paid quarterly.

Morales stated that there is enough funding, but we don't have enough units, so how will this be addressed moving forward. Artley stated that this isn't a new problem and asked Davis to confirm. Davis added that there has always been an issue with the availability of units, but there has been less movement in the overall housing market throughout the COVID-19 pandemic.

Lewis said she remembers seeing the list of people that have been approved for the Millage program and it seemed to be around 50 or so. She wanted to know if that number was correct and to confirm that they are on the list because units are not available or do they have another barrier such as their background or credit history? How are we addressing those barriers to housing? Davis stated that the budget amendment is supposed to address this by having more people available to assist with finding housing and addressing barriers.

Anderson stated that we have called this special meeting because the Commission voted for extra funding supports for HRI at the last meeting and wanted to attach some acceptable measurements to support these services in a collaborative way. Anderson said that if the Board agrees on these measurements as an acceptable working tool that would allow the program to keep moving forward and get families housing. He wants to come out of this meeting with a monitoring tool that everyone agrees on.

Davis stated that the second part of the letter is far less problematic for her, but the first part is far more problematic for her. She doesn't think the first part belongs in the criteria and is minutia that speaks to the Work Plan that is part of the contract. She doesn't think that this is 90-day evaluation criteria and that it should be more along the lines of seeing a connection where



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case management is being made to clients and evidence of the visits now taking place. She thinks this is overkill and that it communicates a lack of trust and it feels like the KCPHC doesn't want HRI administering the Millage program. She feels like it is a 90-day evaluation to set HRI up for failure.

Anderson stated that the KCPHC and HRI are tied together in this work. If there are particular components of this that can be altered he would be interested in feedback. He went on to say that we may not be able to write the criteria in this meeting. If there is a way to land on something that is reasonable in fairly short order then Anderson is open to this.

Bauer said that the Board went through the process and came up with some deliverables. He said it might be a good idea for Davis and some of the Public Housing Commissioners to meet to see what deliverables might be attainable. Morales said it saddens her to know that Davis feels defeated. She added that she was not aware that HRI staff was feeling so overwhelmed. She says that there needs to be that level of accountability and moving forward she hopes there is better communication when things are not moving in the right direction. She also said we can continue to look at other variables to put into place.

Davis said they are proceeding with their normal hiring process and plan to have new people hired in short order.

Artley suggested that Davis and the Public Housing Commissioners meet on March 19, 2021 in order to continue to discuss reasonable measurements tools for the 90-day evaluation. This meeting will take place via Zoom on March 19, 2021 at 10:00 am. Artley will send out an invitation.

Public Comment on Agenda and Non-Agenda Items: None

There was a motion to adjourn the meeting.

Motion by Lewis

Support by Haywood

Motion Approved

Meeting adjourned at 3:51 pm

Submitted by: Melanie Gildea