



**Kalamazoo County
Public Housing Commission**

Business Board of Directors Meeting Minutes August 5, 2021

Commission Members Present: David Anderson, David Artley, and Evelyn Thompson

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=R01PSEhBQ0p0ejMwWDhqN2JLYzR1UT09>) by Artley at 4:34 pm.

Motion by Anderson

Support by Thompson

Motion Approved

Approval of Regular Meeting Minutes

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

Motion by Thompson

Support by Anderson

Motion Approved

Public Comment on Agenda and Non-Agenda Items

None.

Reports

July 2021 Financial Reports

Willcutt reviewed the July 2021 financial reports. She explained that the Veteran's Homeless Initiative costs are under budget, however invoices from support services for this program are issued quarterly, so she is expecting to see expenses fall into line before year-end. Willcutt did not have anything else to report.

Motion to accept financial report by Anderson

Support by Thompson

Motion Approved

June 2021 Housing Resources, Inc. Millage Reports

Willcutt provided reports to the Commission prior to the meeting. Seventy-four families have been housed year-to-date in year 5 of the Millage program. Forty-seven the families are receiving direct client assistance (housing subsidy) currently. One of the discussion points that Willcutt shared was that the year 5 administrative fee increased in March, but that is the only fee approved to pay to HRI for administration costs after June 2021. The breakdown of funds paid per household is reflected in the information distributed (KCPHC LHAH Millage Report) as well including the In-process and Denial reports.



**Kalamazoo County
Public Housing Commission**

The quarterly report showed that the average family size being served in the program is 3.2 persons with an average of 2.1 children and 1.1 adults. Willcutt said that many families are still receiving unemployment. HRI moved into 7 new families during the second quarter. The move-in process has not been extraordinarily fast. Willcutt reported that most families are getting 2 visits per month but sometimes it takes a few months to get things in place. The report also showed that the average time spent in the LHAF program was 345 days.

Motion to accept HRI reports by Anderson

Support by Thompson

Motion Approved

LHAF Millage Survey Responses

Willcutt did not have anything to report. She has not received any new surveys.

Bethany House

Willcutt said there was nothing to report.

Old Business

Acquisition and Disposition Policy

Artley distributed a draft Policy prior to the meeting. He reported that acquisition of property may occur by way of the following: donation, purchase, or by specific project. Willcutt displayed the KCPHC Property/Programs Chart that was distributed prior to the meeting and that illustrates what entity operates each property, the population served, and the common name (such as Bethany House or Legacy House). Anderson asked if the Policy was on the agenda for action during today's meeting. Artley said that it was. Anderson made a motion for an opportunity to discuss the process of acquisition.

Motion by Anderson

Support by Thompson

The following discussion occurred on the motion. Anderson asked about the language in the Policy regarding sale to nonprofit entities and total development costs. Anderson asked if that language is referring to actual expenses coming from the KCPHC or referencing the whole project. Artley said costs include testing for radon, lead, asbestos, and costs for getting estimates for rehab work on the property once it was acquired by the KCPHC.

If the sale results in long-term affordable housing, the board will have the discretion on the price, terms, etc. A motion was made to endorse the policy with one minor amendment. The sales of property to non-profit entities for the development, operation or maintenance of affordable housing shall require consideration of not less than the total development cost directly incurred by the KCPHC.

Anderson amended the Motion to reflect that sales would be for direct costs incurred by the KCPHC

Support by Thompson

Motion Approved



**Kalamazoo County
Public Housing Commission**

The board discussed how to proceed with OutFront Kalamazoo in terms of leasing the property at 116 Fellows or selling it. Willcutt provided the draft of the lease in the board packet. One of the terms in the lease says that the lease may be amended by written mutual agreement of the parties. Artley said that the occupancy permit has not been received yet. The final inspections for electrical and plumbing are scheduled. The new appliances are being delivered. He anticipates it will be 2-3 weeks before it is ready for occupancy. Anderson suggested having the amended acquisition and disposition policy, final verification of costs, specific cost portion KCPHC has incurred, and an official offer on an MLS (Multiple Listing Service) form or other appropriate legal format ready for the next meeting and included in the board packet. Willcutt suggested approving a budget amendment to remove rent for July and August since such income will not be received.

The budget amendment was moved by Anderson

Support by Thompson

Motion Approved

Memorandum of Understanding for the 2015 Millage Program

Artley said that discussion of the Memorandum of Understanding for the 2015 Millage Program was moved to the next Kalamazoo County Board of Commissioners meeting on 8/17/21.

FOIA Coordinator and Proposed Motion

Artley proposed that any documents or forms related to the KCPHC FOIA Policy be adjusted to reflect that the KCPHC President and their designee serve as the FOIA Coordinator, replacing any references to David Artley. Lockhart Management & Consulting, LLC will serve in the capacity as the designated FOIA Coordinator for the term of their current contract with the KCPHC and the contact information will be that for Lockhart in terms of mailing address, phone number and email.

Motion by Thompson

Support by Anderson

Motion Approved

Website Proposal

Creative Marketing Group created a draft website for the KCPHC. At the top of the page there is a brief synopsis of the KCPHC along with a picture of Keystone House. There is a button to click for meeting minutes, FOIA forms, and financial statements beginning with February 2021. Willcutt and Gildea will manage the website, updating when needed. Anderson asked whether a contact us page could be added. Willcutt stated that additional pages are not included in the quote for the work, but that she would have the contact information more clearly spelled out. She stated that she would link the page to the County's where the board member listing is published. The domain name will be www.KCPHC.org if approved by the KCPHC.

Anderson motioned to approve the domain name and draft site with changes discussed

Support by Thompson

Motion Approved



**Kalamazoo County
Public Housing Commission**

New Business

Municipality Code

Willcutt reported that the County reached out to see if the KCPHC had filed an audit with the state. Brian Krol from Seber Tans has started to work on it. Willcutt added that a municipality code is also required along with some additional paperwork. Artley and Willcutt will work on the questionnaire required to establish the code.

Public Comment on Agenda and Non-Agenda Items

Amy Hunter, Executive Director of OutFront Kalamazoo thanked the KCPHC for finalizing and adopting the acquisition and disposition policy and continuing to work on the sale or lease of the property at 116 Fellows.

Commissioner Member Comments

The meeting adjourned at 5:54 pm.

Submitted by: Melanie Gildea