



**Business Board of Directors Meeting Minutes
October 7, 2021**

Commission Members Present: David Anderson, Patrese Griffin, LaToya Haywood, Gwendolyn Hooker (joined at 5:11pm), and Evelyn Thompson

Commission Members Absent: None

Kalamazoo County Commissioners Present: Tami Rey

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 Thompson at 4:32 pm.

Willcutt called the roll and asked Commissioners to state their location.

Thompson-present, Portage

Haywood-present, Kalamazoo

Griffin-present, Kalamazoo

Anderson-present, Kalamazoo

Anderson made a motion to approve the October meeting agenda.

Motion by Anderson

Support by Haywood

Commissioners voted as follows:

Griffin-Yes

Haywood-Yes

Anderson-Yes

Thompson-Yes

Motion Approved

Appointment of Officers for Remaining Terms

Anderson nominated Thompson to serve as President from October 2021-March 2022.

Commissioners voted as follows:

Motion by Anderson

Support by Haywood

Haywood-Yes

Griffin-Yes

Anderson-Yes

Thompson-Yes

Motion Approved



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Thompson nominated Haywood as Vice President. Commissioners voted as follows:

Motion by Thompson

Support by Anderson

Griffin-Yes

Haywood-Yes

Thompson-Yes

Anderson-Yes

Motion Approved

The Board decided to table the discussion on whether Thompson will retain her secretary position, and Anderson retain the treasurer position until all commissioners are present.

Approve Minutes of the August 5, 2021 Regular Meeting

Anderson made a motion to approve the minutes from the August 5, 2021, meeting.

Commissioners responded as follows:

Motion by Anderson

Support by Haywood

Haywood-Yes

Griffin-Abstain

Anderson-Yes

Thompson-Yes

Motion Approved

Approve Minutes of the September 2, 2021, Regular Meeting

There were not enough Commissioners present so the meeting was adjourned. Anderson said he will look into whether these meeting minutes need approval since there was no point of order.

Anderson made a motion to approve the non-meeting. Commissioners responded as follows:

Motion by Anderson

Support by Haywood

Haywood-Yes

Griffin-Abstain

Anderson-Yes

Thompson-Yes

Motion Approved

Public Comment on Agenda Items and Non-Agenda Items

Amy Hunter, Executive Director of OutFront Kalamazoo, commented on the disposition of 116 Fellows. Purchasing the property is a more sustainable option than leasing it. She hopes the Commission will give due consideration for this offer. She is hoping for a good outcome.



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Reports

August Financial Reports

Willcutt shared the financial reports for August since there was no meeting in September. She explained that the KCPHC received reimbursement from the county. This reimbursement is from the \$125,000 that the county approves each year. Willcutt said this must be spent by the end of this year as to not lose funding. On the administrative side, there was a FUSE expenditure for frequent users of the emergency department, Bethany House for air conditioning work, and administrative fees and staffing for HRI. There were some non-capitalized costs for 116 Fellows. Willcutt noted that the reports are now redacted as they are now posted on the website.

Commissioners responded to accepting the reports as follows:

Motion to accept the August 2021 financial report by Anderson

Support by Haywood

Thompson-Yes

Anderson-Yes

Griffin-Abstain

Haywood-Yes

Motion Approved

September Financial Reports

Willcutt noted that the expenses in the September report are similar to those from August. There was a variance for the Veteran's Homeless Initiative for services rented by Integrated Services of Kalamazoo that are billed quarterly. Anderson asked whether the Commission is on track to spend the funds from the general allocation from the county. Willcutt responded that she believes so. Formerly, David Artley did the billings to the county for reimbursements. She asked if the Commission wanted Lockhart to do the billings going forward. The Commissioners responded that they did want Lockhart to continue with the billings. Anderson made a motion to accept the reports. The Commission responded as follows:

Motion to accept the September financial report by Anderson

Support by Haywood

Anderson-Yes

Griffin-Abstain

Haywood-Yes

Thompson-Yes

Motion Approved

July and August 2021 Housing Resources, Inc. (HRI) Millage Reports

Seventy-seven Families from year 5 of the Millage program have been housed with thirty-nine families receiving direct client assistance. Willcutt reported that there are 31 families in-process and that continues to decrease. The expenditures for July and August were similar. The billing in August was \$24,022.07. There have been 444 families housed in total for the program.

Haywood made a motion to accept the HRI reports for July and August. Griffin wondered why



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there was a time lapse on the denial reports from the date entered until the date of denial. Willcutt said that people were able to stay on the report longer because of Covid, and new people were not entering the program due to the eviction moratorium. Willcutt also explained that there are 4 families entering the program in October but there will not be any more entering due to redirection of the funds. Commissioners responded as follows to the motion to accept the reports:

*Motion to accept the reports by Haywood
Support by Anderson*

Haywood-Yes
Anderson-Yes
Thompson-Yes
Griffin – lost internet connection and did not vote

Motion Approved

LHAF Millage Survey Responses

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

Bethany House

Willcutt said the house looks good and is being kept up well. Haywood made a motion to accept the report for Bethany House. The Commissioners responded as follows:

*Motion by Haywood
Support by Anderson*

Haywood-Yes
Thompson-Yes
Anderson-Yes
Griffin-Yes

Motion Approved

Old Business

116 Fellows

Anderson explained that each year the KCPHC applies for county general funds. Each year the KCPHC typically proposes a special project. One of the special projects was veteran specific. The KCPHC also saw the need for LGBTQ+ youth focused shelters. This project is now close to completion. After many conversations with OutFront Kalamazoo and CARES, one of the ways to move forward is for OutFront to acquire the property, own it, and provide services. Anderson said that now that the KCPHC has created an acquisition and disposition policy, they can sell for an appraised value. There is a special section of the policy indicating that the KCPHC can sell a property for what it has invested into it and at much less than the appraised value to a nonprofit. At this time the investment would be \$25,000. OutFront has made an offer to purchase the property. They would pay the closing costs and would take ownership of the property. The special caveat in their offer is that within the next 5 years, if OutFront decides they do not want



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to run this program, the KCPHC could acquire the property for what they sold it for; in this case the repurchase could be made for \$25,000.

Haywood asked what the benefit for the KCPHC would be and the benefit for OutFront. Anderson said that the benefit for OutFront is that they will not be paying rent for a lease. For the KCPHC, the benefit is that it relieves the responsibility of being the managers/landlords of the house. Haywood has some reservations with the sale of the house. She is worried that the vision of this project will be lost. Thompson agrees with Haywood. She is also worried about the long-term results of the project and making sure it is done the way it was intended.

Anderson said that both Thompson and Haywood made good points. Hooker (joined the meeting at this time) appreciates the concerns. She has worked with OutFront in the past, and feels they are very passionate about the purpose of the project. She does not see them steering from the path of the original intent of this project.

Willcutt explained that from a real estate point of view that the language in the deed, “will retain the right” is negotiable. If there is something that the Commission would like to change, it can be presented to the other party. Anderson suggested that the discussion could be postponed to a date certain in order to get all the members of the Commission up to speed. Haywood said that she would be in support of the sale if there was some additional language included in the form of a counteroffer. The Board will hold a Special Meeting on October 14, 2021, at 4:30 pm to discuss the counteroffer. Amy Hunter asked to be informed of this meeting.

Memorandum of Understanding (MOU) for the 2015 Millage Program

Willcutt included a copy of the revision in the Board packet. This has not yet been approved by the Kalamazoo County Board of Commissioners. Since there has not been an approval for the revised MOU, HRI and Lockhart Management (LMC) contracts have expired. Neither contractor is being paid a fee for services given the fact that there is not a contract in place as of July 1, 2021. Willcutt noted that both the HRI and LMC contract can be terminated with a 30 day notice. Compensation for both was based on the millage year funds available, but since year 6 of the Millage will not proceed as it has in the past, the fee should not be based off of those funds. Anderson made a motion to approve the LMC contract amendment. This motion does not include the MOU with HRI. The Commission responded to the motion as follows:

Motion by Anderson
Support by Haywood

Thompson-Yes
Haywood-Yes
Anderson-Yes
Griffin-Abstain

Motion Approved

Anderson made a motion to delve deeper into the MOU and contract with HRI during the November meeting. The Commission responded as follows:



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*Motion by Anderson
Support by Hooker*

Haywood-Yes
Thompson-Yes
Anderson-Yes
Griffin-Yes
Hooker-Yes

Motion Approved

New Business

Defining David Artley's Ongoing Program Responsibilities

Willcutt is looking for some guidance in terms of operations of property and on-going responsibilities that Artley held while serving on the KCPHC. He approved purchases at Keystone and in some cases was part of the operations at the properties. Anderson said that since Artley is no longer serving on the KCPHC, the tasks should be redirected. Willcutt will talk to staff at Keystone and let them know if they have questions, they should come to her. If she has any other questions, she will talk with Thompson.

Tami Rey, liaison to the Kalamazoo County Board of Commissioners (KCBOC), commented that the KCBOC tabled the change to the MOU for the 2015 Millage until they know how the funds will be spent if not used to house families. She went on to say that Artley gave a presentation to the KCBOC but did not make it clear how the funds would be spent. As soon as the KCBOC knows how the funds will be spent they can approve the MOU. Anderson said that the funds will not be used in any other way than to house families. The purpose has always been to spend funds from the millage on housing. Willcutt asked if this topic should be added to the October 14, 2021 special meeting agenda. It was agreed that the topic of how to use remaining Millage funds should be added to the special meeting agenda.

Public Comment on Agenda and Non-Agenda Items

Hunter said she is looking forward to hearing what language is brought into the offer and appreciates the thoughtful consideration that has gone into the offer.

Commissioner Member Comments

Haywood said it is good to be back. She is excited to see what is next, since the LBGTQ+ house is almost complete with renovations.

Griffin said she is happy to be a part of the KCPHC.

Thompson said she is happy to have Hooker and Griffin on the KCPHC. She is happy to have the opportunity to serve as president.

Meeting Adjourned: 6:33 pm

Submitted by: Melanie Gildea