



**Business Board of Directors Meeting Minutes
November 4, 2021**

Commission Members Present: David Anderson, Patrese Griffin, LaToya Haywood, Gwendolyn Hooker, and Evelyn Thompson

Commission Members Absent: None

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 Thompson at 4:34pm. There was one addition to the agenda to include discussion of the 2022 budget under New Business.

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

Thompson-present, Portage
Haywood-present, Austin, Texas
Griffin-present, Kalamazoo
Anderson-present, Kalamazoo
Hooker-present, Kalamazoo

Anderson made a motion to approve the November meeting agenda.
Commissioners voted as follows:

*Motion by Anderson
Support by Griffin*

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

Motion Approved

Approve Minutes of the October 7, 2021, Regular Meeting

Anderson made a motion to approve the minutes of the October 7, 2021, meeting.

*Motion by Anderson
Support by Haywood*

Commissioners responded as follows:



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Lewis-Yes
Hooker-Yes
Anderson-Yes
Griffin-Yes
Haywood-Yes

Motion Approved

Approve Minutes of the October 14, 2021, Special Meeting

Anderson made a motion to approve the minutes from the special meeting on October 14, 2021.

*Motion by Anderson
Support by Griffin*

Commissioners responded as follows:

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

Motion Approved

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

Anderson volunteered to serve as the secretary for the KCPHC since Thompson is now serving as the president.

*Motion by Haywood
Support by Griffin*

Commissioners responded as follows:

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

Motion Approved

Willcutt asked about the treasurer position since Anderson will now be serving as the secretary. The treasurer is not listed on the by-laws; however, the board members think it would be good to have a treasurer. Anderson will resign as treasurer but will look at some defined responsibilities for treasurer prior to the December meeting. This will be put on the agenda for December.



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Reports

Willcutt shared the financials for October 2021 with the Board. She asked for a budget amendment for tenant rents. She had planned for additional rents for 116 Fellows (Legacy House); however, since the property is selling, she needs to remove that amount. The amendment would be to remove \$1,500 per month. A motion was made to amend the budget.

Motion by Hooker

Support by Griffin

Commissioners responded as follows:

Haywood-Yes

Thompson-Yes

Anderson-Yes

Griffin-Abstain

Hooker-Yes

Motion Approved

Willcutt reported on year-end planning regarding the funds from the county. In November the funds received were \$24,621. The total amount received year-to-date is \$97,500. She clarified that the next billing for the Veteran's House is around \$16,000. She anticipates expenses to be around \$15,243 between now and the end of the year. She does not see any rush to spend that money because she thinks it is spent or overspent. These funds must be spent by December 31, 2021. Anderson is not sure of the date by which the county needs to be billed for the amount spent, so Willcutt will look into this.

The second budget amendment regards additional expenses at the FUSE properties on Hayes Park. There was a leak in the kitchen sink hot water supply so there has been some flooding in the basement 1318 Hayes. The cost was \$1,075. She is anticipating additional expenses for the repair of the line. Willcutt has been tracking the budget to see if it would fall back into line; however, it has already exceeded the amount projected for the year. The other FUSE house needs a new vapor sensor on the water heater, but she does not know the cost yet. Due to this failure, there was also flooding in the basement at this location (1220 Hayes Park). Willcutt is asking the board for a budget amendment. She is calculating the expenses to be around \$8,000 between the two houses. There was a motion to increase the budget by \$8,000 for the year.

Motion by Hooker

Support by Anderson

Commissioners responded as follows:

Thompson-Yes

Anderson-Yes

Griffin-Yes



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Hooker-Yes
Haywood-Yes

Motion Approved

Anderson made a motion to accept the financial reports in terms of expenditure and revenue. The budget will be discussed under new business.

*Motion by Anderson
Support by Hooker*

Commissioners responded as follows:

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

Motion Approved

September 2021 Housing Resources, Inc. Millage Reports

Willcutt shared that there was one move-in in September. There will not be an in-process list in packets moving forward as the remaining families in the program were matched with other programs within HRI.

LHAF Millage Survey Responses

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

Old Business

116 Fellows

KNHS had to stop construction due to a Covid-19 outbreak within the company. Anderson communicated to KNHS that there is a sales agreement with OutFront Kalamazoo. He added that there is no closing date yet as KNHS still has some items to complete with construction. The manager said he would get back with Anderson with a completion date.

MOU 2015 Millage Program

Anderson and Griffin met to discuss how the remaining Millage funds should be spent. As the discussion progressed they determined that the funds expenditure should be defined within an overarching strategic plan and vision for the KCPHC. He suggested holding a work-session to help facilitate a strategic planning process and reenergizing the vision of the KCPHC and thought that Maybe Teresa Bingman could facilitate. He wondered if this could be part of the December regular meeting agenda. Hooker will contact Teresa Bingman, founder and CEO of Bingman Group. Bingman has a great deal of experience helping groups create and implement various strategic plans of action. Anderson and Hooker will provide Bingman with the



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framework, and see if she is available for the December 2, 2021, meeting. Hooker will let the Board know if Bingman is available.

Contract with HRI

The contract with HRI is expired. There will need to be an amendment to allow HRI to continue to work on the Millage program. The contract ended on June 30, 2021, so a contract amendment effective July 1, 2022 is proposed. The amendment would extend the contract to October 14, 2022 and allow a fee to be paid monthly for administering the program. Supportive services have and would continue for those already in the program. There was a motion to approve the contract amendment.

Motion by Anderson

Support by Hooker

Commissioners responded as follows:

Haywood-Yes

Hooker-Yes

Griffin-Yes

Anderson-Yes

Thompson-Yes

Motion Approved

New Business

Hayes Park Houses-Lease Agreement with Integrated Services of Kalamazoo

Anderson reminded the group that the KCPHC partners with ISK (Integrated Services of Kalamazoo) on FUSE (Frequent User System Engagement) which includes the two Hayes Park houses. Anderson is proposing that the KCPHC work with ISK on a lease agreement for these houses. He will not be part of the vote due to his employment with ISK. The proposal would include a security deposit on the 2-bedroom house for \$1,581 and a monthly rent of \$1,054 paid by ISK. The proposal for the 5-bedroom house is \$2,589 for the security deposit, and \$1,726 for monthly rent. These numbers were established by the funding source for this arrangement for owning and maintaining these homes. Anderson included that this would be a way to offset costs for the KCPHC by establishing a lease agreement with ISK. There was a motion to allow Willcutt to be authorized to enter into a lease agreement – on behalf of the KCPHC – with ISK effective October 1, 2021 for one year.

Motion by Hooker

Support by Haywood

Commissioners responded as follows:

Hooker-Yes

Haywood-Yes

Griffin-Yes



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Anderson-Abstain
Thompson-Yes

Motion Approved

KCPHC 2022 Budget

Anderson said that with the fiscal year beginning in January, it is time to build a new budget for 2022. In previous years, the KCPHC would provide their spending plan and budget request to the county. He added that the county just approved their 2022 budget, and it did not include the normal \$125,000 allocation to the KCPHC. The assumption is that the funding would come from the 2020 millage funds rather than general funds. There needs to be clarification on the requirements on how the county wants the KCPHC to submit their funding requests. Willcutt will reach out to the county administration to get some clarification on this and report back to the board.

Public Comment on Agenda and Non-Agenda Items: None

Commissioner Member Comments

Haywood said that the board used to get updates on Keystone House. She wondered if there were any updates. Anderson said that Tyrone Thrash should be asked to provide updates. The house is occupied. Lowes in Portage provided and built eight raised planting beds for veterans staying at the home to use. There will be a catered meal on November 11, 2021, in recognition of Veteran's Day.

Anderson said that at the end of December, in-person meetings must be held as the changes made to the Open Meetings Act were temporary and expire at the end of 2021. He believes that the KCPHC will have to comply beginning in January 2022; January 6, 2022 will be the first meeting in-person. Willcutt will verify whether it will be held at the County building.

Meeting Adjourned: 6:17 pm

Submitted by: Melanie Gildea