



**Business Board of Directors Meeting Minutes
December 2, 2021**

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

Commission Members Absent: Evelyn Thompson

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 Anderson at 4:32pm.

Commissioner Thompson was not in attendance for the meeting due to a family emergency.

Haywood-present, Battle Creek

Griffin-present, Kalamazoo

Anderson-present, Kalamazoo

Hooker-present, Kalamazoo

Hooker made a motion to approve the December meeting agenda.

Motion by Hooker

Support by Griffin

Motion Approved

Approve Minutes of the November 4, 2021 Meeting

Griffin made a motion to approve the minutes of the November 4, 2021, meeting.

Motion by Griffin

Support by Hooker

Motion Approved

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

Treasurer Position

Willcutt said that the by-laws state that the treasurer position is not mandatory; however, the treasurer position was added to the agenda based on input from the November meeting.

Anderson volunteered to continue as treasurer but will do what the Board recommends. Hooker said she would consider the position as secretary. Anderson resigned as secretary. Hooker made a motion for Anderson to fill the position as treasurer and Griffin supported. Then there was discussion. Hooker asked if there is a description in the bylaws since there is not a requirement to have a treasurer. Anderson asked if the Commission wanted to hold off since there is not a treasurer position description listed and bring this back to a future meeting. Given that there is not a position description, Hooker withdrew the motion to nominate Anderson as treasurer until



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further discussion could take place. Anderson nominated Hooker for the secretary position and Griffin supported. All commissioners are in favor. The motion passes.

Motion by Anderson

Support by Griffin

Motion Approved

Work Session

Teresa Bingman shared her proposal to facilitate a strategic plan for the KCPHC, assist with defining their mission and vision, as well as uses for the remaining 2015 millage funds. The first phase of collaboration would include a housing equity assessment. The scope of work would include internal and external practices and procedures, data from focus groups and an electronic survey, and summary of key points from 3-5 public housing models, review recently resolved and pending discrimination complaints related to affordable housing, assess the impact of Covid-19 on affordable housing, and assess and consider relevant data to identify areas of opportunity. This would be a 2-month process.

Phase 2 of the proposal includes facilitating development of the strategic public housing plan to include an equity component. The scope of work would include assisting the KCPHC and designees in using data and information obtained from Phase 1 along with the Commission's ideas and new perspectives. This information would be used to develop a 2-year housing plan which would include a racial justice and equity "toolkit." Other components of the plan would include the public housing structure for Kalamazoo County, foundational principles, mission, vision and values, an equity pledge, evaluation plan as well as goals for Year 1 and Year 2. The proposal includes assisting the KCPHC in sharing the proposed plan internally and externally for input before finalizing. Lastly, Bingman proposes to assist the KCPHC with the release of the final plan to the public. This would be a 3-month process.

Phase 3 would include assisting with the post-equity plan monitoring, assessment, and implementation. The scope of work in this phase would include attending monthly KCPHC meetings, monitoring the implementation process, providing advice, and assisting with planning an annual Kalamazoo County Affordable Housing Conference. This phase would take around 6 months.

Hooker said she appreciates Bingman's time and looks forward to the next steps. Griffin said it was a thorough presentation. Board members agreed that this is a pressing matter in which a framework is needed to do it efficiently. Anderson noted that the KCPHC does not have full time staff and wondered if there was an expectation of staffing by Bingman? He also noted that prior to the 2020 Millage being passed, the County did not spend a great deal of time thinking about housing and deferred housing issues to the KCPHC, including the first housing Millage from 2015. In the past couple of years things have changed and the County Board is very involved in housing, and they are going to be making the decisions on the new 2020 Millage rather than depending on the KCPHC. He wants to be aware of what the County Board is doing and not be duplicative of their work. Anderson asked how to best partner with the County Board without



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duplicating what they are already doing? He went on to say that the total budget for the KCPHC is \$125,000 for 2022, so it is a fairly modest budget. It seems to him that the County Board should be doing this work. There are some things the KCPHC is doing that could be stopped, but is the primary funder for, such as the Veteran's Shelter (the funds committed to this project in 2021 totaled \$112,380). Bingman replied by saying that staffing would be minimal. She added that it was her understanding that the County Board has given the authority to the KCPHC, but in order to be aware of what the County Board is doing a conversation with the chair would be required. Bingman thinks they would be interested in collaborating. Anderson noted that he has been confused about the communication he has been getting from the County Board. For example, they hired a housing director, but never came to the KCPHC to let them know. It seemed that the County Board went down a different path that leaves the KCPHC out.

Anderson went on to say that Bingman makes a good point in suggesting to go to the Chair and Vice Chair for clarity. Bingman said she is happy to wait until clarity is achieved. Griffin noted that getting clarity could be part of the process and could be wrapped into everything the KCPHC is trying to get done. Hooker does not think we should stop and wait because then there is not direction for the work that the KCPHC needs to do; the KCPHC is responsible for determining how to expend \$1 million and having a framework to help determine that. She went on to say that the KCPHC needs to work on what we are going to work on as a housing commission. We need to have a clear path about what we want to accomplish over the next 4-5 years as it is possible that some of the County Board commissioners may not be there. Hooker does not think the KCPHC should wait to start the work that we know we should be doing. Hooker also pointed out that money should not be an excuse not to do the work. She went on to say that we may not know what bucket of money the funds will come from, but there are plenty of DEI funds in the community. Hooker feels that the funds required by Bingman's proposal are more than fair; she does not want to see money used an excuse as this work should have been done a long time ago. Haywood said she had the same thoughts as others. She asked about the deadline that the county has established for spending the \$1 million. Willcutt stated in the chat that there is not a deadline and that whenever the KCPHC is ready with a spending plan the County Board will put it on the agenda. With that, Haywood thinks the proposal should be approved. Griffin stated that she is happy to help with the work that may be needed in moving forward and made a motion to accept the proposal and move forward with Bingman's plan. The motion including accepting all three phases of the proposal.

Motion by Griffin

Support by Hayward

Commissioners responded as follows:

Anderson-yes

Hooker-yes

Griffin-yes

Haywood-yes

Motion Approved



Reports

November 2021 KCPHC Financial Reports

Willcutt included the financials in the Board packet as well as a narrative summary of the report. There were no additional questions from the Commission. Anderson made a motion to accept the financials.

Motion by Anderson
Support by Hooker

Commissioners responded as follows:

Anderson-yes
Hooker-yes
Griffin-yes
Haywood-yes

Motion Approved

October 2021 Housing Resources, Inc. Millage Reports

Willcutt had previously provided a summary of the reports in the board packet. She asked if there were any questions. There were no questions from board members. Anderson made a motion to accept the HRI report.

Motion by Anderson
Support by Hooker

Commissioners responded as follows:

Anderson-yes
Hooker-yes
Griffin-yes
Haywood-yes

Motion Approved

LHAF Millage Survey Responses

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

Bethany House

Willcutt continues to work with Bethany House staff to obtain proof of a fire extinguisher inspection in 2021. She will continue to follow up with staff on this matter.

Keystone House

The house is operating as planned. There is nothing else to report.



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Old Business

116 Fellows

Anderson said that he has been in touch with Amy Hunter. Sun Title has been selected as the title company and is ready to close. Anderson said there are a few punch list items that need to be completed by KNHS before the property is turned over. They are finishing up with interior finish plumbing. Willcutt likes to have two board members authorized to sign closing documents. Anderson made a motion to authorize President Thompson and Vice President Haywood to sign all closing documents for 116 Fellows.

Motion by Anderson

Support by Griffin

Commissioners responded as follows:

Anderson-yes

Griffin-yes

Haywood-yes

Hooker-yes

Motion Approved

Hayes Park Houses

Anderson said that the proposed lease agreements with Integrated Services of Kalamazoo (ISK) were included in the Board packet for 1220 and 1318 Hayes Park. The lease agreements are effective October 1, 2021 through September 30, 2022. Approval of the leases will approve budget amendments that will allow for the costs of a Ring camera subscription for \$10/year – or a one-time fee of \$90 – to be paid. The landlord work specified in the lease will not be a budget amendment as it will be included in the 2022 budget. Hooker made a motion to approve the lease agreements which include the budget amendment of a Ring camera subscription.

Motion by Hooker

Support by Griffin

Commissioners responded as follows:

Hooker-yes

Griffin-yes

Haywood-yes

Anderson-abstain

Motion Approved

New Business

2022 Meeting Schedule for Approval

Willcutt shared the proposed 2022 meeting schedule with the Board. She explained that the emergency order that allows for virtual meetings will expire, so in-person meetings will resume



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on January 1, 2022. The meetings will be held at 201 W. Kalamazoo Avenue in Board chambers on the second floor. Anderson made a motion to accept and approve the 2022 meeting schedule.

Motion by Anderson

Support by Griffin

Commissioners responded as follows:

Anderson-yes

Griffin-yes

Haywood-yes

Hooker-yes

Motion Approved

Public Comment on Agenda and Non-Agenda Items: None

Commissioner Member Comments

Hooker is excited about the work that the KCPHC is embarking on.

Haywood is happy to have the infrastructure in place in order to move forward.

Meeting Adjourned: 5:50 pm

Submitted by: Melanie Gildea