



**Kalamazoo County
Public Housing Commission**

**Business Board of Directors Special Meeting Minutes
January 24, 2022**

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

Commission Members Absent: None

Kalamazoo County Commissioners Present: Tami Rey

Kalamazoo Housing Director Present: Mary Balkema

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 at the Kalamazoo County Building, Board Chambers, 201 West Kalamazoo Avenue, Kalamazoo, MI, by President Thompson at 12:35 pm. The agenda was approved for the special meeting.

Motion by Hooker

Support by Anderson

Motion Approved

Public Comment on Agenda and Non-Agenda Items: None

2022 Budget

Willcutt outlined the 2022 budget, including the line items and the Millage. The Work Plan is more narrative, in nature. The budget is broken down with notes included. The three sources of funding (i.e., Kalamazoo County funding, Bethany House Rents and 2015 Millage) are broken down into separate budgets. Willcutt said it is easier to be able to look at sub-budgets using this method.

Anderson said there are many on-going functions of the Commission that are included in the budget. He noted that on the revenue side, the budget proposed shows that there will be funds used from the fund balance as well as the endowment fund from KCF (Kalamazoo Community Foundation). His suggestion is to adopt the budget as is so that normally recurring obligations can be met. The biggest question is what to do with unspent millage funds. Anderson proposes getting at least the main part of the budget done today, and then having a deeper discussion on how to expend the fund balance from the Millage program.

Balkema said that the consulting expense for Teresa Bingman was still included in the budget. She suggested removing it so that there can be a balanced budget.

Hooker stated that she believed that the expenses for Bingman had been approved.

County Commissioner Rey said that the consulting proposal had not been approved because there may be some overlapping of services that the County is already performing.

Rey understood that Bingman was going to remove some of the duplication and resubmit her proposal.



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Balkema suggested leaving the \$60,000 in the budget and determining uses at a later time by amending the budget. Willcutt explained that this would still result in a balanced budget because either a grant will be written, or fund balance will be used. Anderson said the budget needs to be based on funding sources that the PHC has in place already, not just theoretical. He added that amending the budget would be a better solution.

Hooker disagrees with making a general allocation to make the budget balance.

Griffin wanted to make sure she understood the discussion as she was not present at the previous meeting. In summary, the \$60,000 had been approved during the December meeting for consulting services from Bingman; however, due to overlap with some of the services that the county already provides, Bingman was going to remove some of the duplicate work and resubmit. Thompson confirmed Griffin's understanding was correct and said she received an email from Bingman with a revised proposal; however, the proposal did not change. She said circling back to Bingman would be necessary.

Anderson said the best practice for the KCPHC would be to determine as a group what language is needed for each line item and define the scope of work that Bingman and others could bid on. In this way, multiple bids could be obtained for the work required.

Willcutt suggested that the difference between the \$60,000 and the amount budgeted in Grants/Fund Balance, which totaled \$11,089 could be budgeted in the Consulting/Commissions Expense line item. Anderson suggested changing the explanation in the notes related to Consulting Commissions Expense to a more general description instead of earmarking the funds solely for expenditure with Bingman. He suggested some language. Hooker disagreed as the funds in this category were approved for Bingman. Griffin asked that equity be addressed in the description of this line item.

It was agreed to change the line item amounts for Grants to \$0, and Consulting/Commissions Expense to \$11,098. Willcutt will make those changes.

Anderson made a motion to approve the 2022 budget and that the line item description for Commission/Consulting Expense state that it is for program investments related to equity to be determined in 2022 by the KCPHC.

*Motion by Anderson
Support by Griffin*

Commissioners voted as follows:
Griffin-Yes
Anderson-Yes
Thompson-Yes
Hooker-No

Motion Approved



Willcutt will provide the 2022 budget and will draft a narrative Work Plan so that it can be submitted to the County for approval.

2015 Millage Budget & Work Plan

Willcutt said that in the budget just approved there is \$1.3 million to allocate through the Millage Work Plan. Balkema explained that Work Plan, MOU and budget will be presented to the County Board by President Thompson.

Balkema suggested that once the Work Plan is presented to the County Board, the KCPHC can determine the specifics, she believes it can be general for now, but the Work Plan needs to go to the County Board. Willcutt noted that the MOU has always come from the County. Balkema can add the Work Plan into the MOU, and have the attorney look it over.

Willcutt shared the previous Work Plan. Thompson asked that Willcutt review the Plan with the commission. Willcutt noted that the goal section of the Plan will guide what is to be done with the \$1.3 million Millage fund balance. She thinks that the main goal would be to achieve stable housing for families with children. As she went on in the plan, she noted that there will likely be no evaluation piece. There are several ways to achieve these goals that may be different than what the Commission is currently doing. Finally, there will need to be a timeline established that dictates when the funds will be spent.

Griffin stated that the KCPHC needs to dive deep into how to spend the money from the Millage. She said that in order to present to the County Board in March, there probably needs to be two people from the Commission to do some extra work to execute a detailed Work Plan. Griffin stated that she is happy to do this work.

Rey said the County Board wants to know how the funds remaining from the millage are going to be spent and specifically, how it will be used. She stated that the former president gave a presentation to the County Board, but it was unclear as to exactly what the funds would be used for. The \$1.3 million cannot be allocated without the Work Plan that specifically states how funds will be used. She said to send the current 2022 budget forward so they can approve it.

Willcutt's recommendation is to start a list of ideas on how to use these funds so that funds can be spent. She knows everyone has great ideas.

Anderson suggested a permanent investment such as buying property. Another idea is looking at how the millage program is operating and doing it in a different way that would be more successful.

Thompson would like to see something to assist people with using their housing with vouchers. Families are receiving a voucher, they locate a place to use it, but then they cannot afford to pay the first month's rent and deposit. She noted that often these move in costs total \$2,000. If they cannot pay the move in costs then they cannot move in and lose their voucher.

Hooker likes the idea of creating permanent affordable housing. She would like to see the population served specifically stated to address needs such as substance use disorder, mental



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health, or people impacted by gun violence. Housing should stabilize families that may have children who are affected by involvement in crimes and be supported with trauma informed care and wraparound services.

Griffin apologized to the group but had to excuse herself from the meeting. She will share any ideas she has with the group.

Thompson suggested having sub-groups to work on expanding the ideas of how to use the millage funds. She said there should be a timeframe in order to get the work done. Willcutt will send out the list of ideas that were put forward during this meeting. Anderson suggested having two sub-groups, one could focus on building and creating housing, and the second group could focus on programs to assist these families. Anderson said the groups could focus on how many families they could potentially serve, what the budget looks like, and then actually putting numbers to the plan. The subgroups would need to meet within the next two weeks. It was then realized that the next regular meeting of the KCPHC will occur in less than two weeks, as such, this topic will be added to the next regular meeting agenda for discussion.

Rey said the County Board is not looking for every dollar spent but just a general plan on what exactly the Millage funds will be used for. She stated that one idea could include constructing single family homes in out-county areas and offer subsidy for purchase. Rey reminded the members that the original goal of the millage program focused on families with children. She does not recommend changing the language as the use of the Millage funds was approved by the voters. If the language is changed it will not be approved.

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

Commissioner Comments

Anderson thanked County Commissioner Rey for taking time to attend the KCPHC meeting.

Hooker thanked the members for allowing her to be a part of the KCPHC.

Thompson brought up Haywood's vacant position. Willcutt thinks it should be posted on the county website soon. Rey said that there were quite a few good candidates during the previous vacancy on the board. All agreed that the previous candidates should be considered.

There was a motion to adjourn the meeting.

*Motion by Hooker
Support by Anderson
Motion Approved*

The meeting adjourned at 1:56 pm.

Submitted by: Melanie Gildea