



**Business Board of Directors Meeting Minutes
March 3, 2022**

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

Commission Members Absent: None

Kalamazoo County Commissioners Present: Tami Rey

Kalamazoo County 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 by President Griffin at 4:41 pm. Willcutt did roll call. All members were present.

The agenda was approved as submitted.

Motion by Hooker

Support by Anderson

Motion Approved

Approve Minutes of the February 10, 2022, meeting

The minutes for the February meeting were approved with changing the motion to approve the minutes from the January 13, 2022 meeting as being made by Hooker and supported by Anderson.

Motion by Hooker

Support by Anderson

Motion Approved

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

Reports

Financial Reports

Willcutt said there was not any unusual activity during the month. Board members received the reports prior to the meeting and did not have any questions or comments.

The millage program had 10 participants in January which is included in the report provided by Housing Resources, Inc. (HRI). She added that activity in the millage program is dwindling down as participants exit the program. She continues to meet with HRI monthly to discuss the program to make sure the participants are receiving the support they need.

Hooker asked when the contract ends with HRI for the millage program. She also asked when the program ends for the participants. Willcutt explained that the contract with HRI ends October 15, 2022 and most participants will be completed with the program in September of 2022; however, there can be an extension for the participants based on need. For example, there was a



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fire that affected some participants last year and caused some of those families to stay in the program longer. Some of the families just need the supports within the program, not necessarily the financial assistance. Willcutt will keep tracking participants and if there is an extension, she will keep the board informed.

Survey Reports

Willcutt has not received any surveys. Hooker asked for additional reporting on the surveys and asked that it be added to the April agenda.

Bethany House

Smoke detectors and fire extinguishers were checked by a third party in January for proper operation.

Old Business

Millage Workplan and Budget (2015 Millage)

The Workplan and Budget were submitted to the county. Balkema will make changes to the Memorandum of Understanding (MOU) that will be signed between the KCPHC and the Kalamazoo County Board of Commissioners. She will make sure it gets put on the agenda for the County Board of Commissioners meeting. Balkema sent Willcutt a draft that she compared with the old MOU and provided comments back to Balkema which were mostly administrative. Balkema will send it to the KCPHC once legal counsel approves it.

Anderson said that basically the MOU is the contract that codifies the workplan. There was some discussion about changing the language in the workplan to reflect the extension of millage funds that will likely be available. The workplan ends in December 2022. Rey shared that the county board appreciates the dates in place because it allows for a level of accountability. Griffin said that the KCPHC does not want to lose accountability with the county. Anderson shared that the KCPHC has made it a standing practice to give a regular report to the county, however such a presentation has not been requested in the last couple of years. Rey added that the MOU does need to be reviewed and signed yearly. The Board agreed to leave the language in the workplan as is.

New Business

116 Fellows Funds

Willcutt explained that cash in the Money Market-Fellows Reserves is in the amount of \$28,703.72. These are not funds received from the sale, which are in the operating account. This is the amount left from the grants given for renovation of the property. Willcutt went through the grant amounts in the order received and whether these organizations requested excess funds be returned. Irving S. Gilmore Foundation requested unused funds be returned. The way Willcutt determined what funds are unspent is by the order in which they were received, but she noted that another method could be used just as well. The full \$16,000 from Kalamazoo County Housing Choices was completely unspent, if the use was determined in the order received. The remaining funds from Irving S. Gilmore that were unspent is approximately \$13,000. Willcutt suggested having a conversation with Irving S. Gilmore about using these funds. She added that determining how to best use these funds prior to talking to the foundation would be beneficial.



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One of the ideas was to buy furniture for the house. Another idea was to do some fencing and seeding around the house.

Anderson explained that one of the reasons that the KCPHC chose this property was because of the zoning. A congregate facility like a shelter was allowed by right at the time of purchase. This was one of the determining factors in making the purchase. Since then, the zoning has changed. Now, if the property is to be used as a shelter, the new owners must go to the planning commission to get permission for this use. Neighbors can say they do not want this type of use and it is possible that it would not be approved.

Anderson has talked with Amy Hunter, Director of OutFront Kalamazoo, that now owns the property. He is assisting her with the process of trying to get the congregate facility zoning approved. OutFront may decide they do not want to go forward with this if the property is not able to be used as it was initially intended.

Griffin suggested holding on to the funds in the Fellows reserves. Hooker thinks that it is important to find out the exact requirement of the Irving S. Gilmore Foundation grant, and check on whether the board was in compliance, which would include making sure former board president Artley submitted reports in a timely fashion. Willcutt will send Hooker the grants, so that she can look at the language used within the documents. The three entities who could have required a report were Kalamazoo Community Foundation, LISC, and Irving S. Gilmore Foundation. Hooker said she thinks it is important to be transparent with these grants by communicating what the situation is currently. She will follow up and report back.

Public Comment on Agenda and Non-Agenda Items:

Director Balkema reminded the board that the county board approved a monetary benefit for members who serve on advisory boards, and the KCPHC is one of those boards. Board members must fill out a W-9 and be set up as a vendor with the county. Members will receive \$25 per regular scheduled meeting, and they must attend the entire meeting. Special meetings are not eligible for such compensation.

Meg Bauer asked that future meetings provide a few extra copies of the meeting agenda packet for the public.

Commissioner Member Comments

Hooker asked that towards the end of the Millage program that HRI give a presentation to the KCPHC on the program and what was accomplished.

Anderson said that the county has been going through an application process with the 2020 millage funds that resulted in requests for funding that are in excess of what is available. He would like the KCPHC to be open to considering a family housing project that may be vetted by the county board but may not be able to be funded through the Millage. Such a project may be able to be funded by the KCPHC. In addition, the county board has already begun the American



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Rescue Plan Act (ARPA) application process. There may be opportunities through that process that the KCPHC could determine they want to fund with the resources they have.

Griffin suggested reexamining the way to collect surveys. She thinks it is valuable to get input from participants in the program.

There are two positions open on the KCPHC. Rey said there is an application process that potential members must go through. It is currently not open. Willcutt suggested sending emails to Dina Sutton at the county.

Meeting Adjourned: 5:41 pm

Submitted by: Melanie Gildea