



**Business Board of Directors Meeting Minutes  
June 2, 2022**

**Commission Members Present:** David Anderson, Coty Dunten, and Gwendolyn Hooker

**Commission Members Absent:** Kizzy Bradford and Patrese Griffin

**Kalamazoo County Commissioner 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 Vice President Hooker at 4:31 pm. Commissioners Bradford and Griffin notified the board of their absences prior to the meeting. There was a motion to excuse Bradford and Griffin.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

The agenda was approved as submitted.

*Motion by Dunten*

*Support by Anderson*

*Motion approved*

**Approve Minutes of the May 5, 2022, meeting**

The minutes from the May meeting were approved.

*Motion by Dunten*

*Support by Anderson*

*Motion approved*

**Public Comment on Agenda Items and Non-Agenda Items**

None

**Reports**

Financial Reports

Willcutt summarized the May 2022 financial reports that were distributed prior to the meeting. On the revenue side, Willcutt shared that the first quarterly funds from the County were received. There was a \$500 donation from a fundraiser at Bell's Brewery for funding the garden project at the Veteran's Initiatives house.



**Kalamazoo County  
Public Housing Commission**

On the expense side, there was no unusual activity. Both FUSE and Bethany House had normal expenses. There was a motion to accept the May financial reports.

*Motion by Anderson  
Support by Dunten  
Motion approved*

April 2022 Housing Resources, Inc. Millage Reports

The program is winding down. Willcutt shared that she continues to meet with HRI monthly. There are four families receiving direct client assistance. Three of the families are receiving case management services with no subsidy.

Bethany House

As stated during the previous meeting, there was a roof overhang that had some shingles blown out of place. The work to replace these shingles will be performed at a cost of \$790. While a bid for a new roof was provided by the repair contractor, that contractor did not perform an inspection of the roof. A roof inspection will be performed to see if replacement is warranted.

Willcutt updated the commissioners on the work to resolve a leak in the basement. The contractor recommended moving where the gutter is eliminating because the concrete and asphalt have deteriorated. There is a dehumidifier that needs cleaning which may help to alleviate the problem. If these two things do not resolve the water issue, then Willcutt will investigate further.

**Old Business**

116 Fellows Grants

Hooker provided an update on the grant closeouts for 116 Fellows. There are some requirements that she needs to work on with former KCPHC president, David Artley. She is waiting for a call back from Artley. Hooker reported that the planning commission meeting that she was going to attend had been canceled. She had planned to attend the meeting and address the zoning issue that is preventing the transitional housing program from opening at this location.

2015 Millage Memorandum of Understanding

There was a motion made to go into closed session to discuss the details of a proposed real estate transaction. No action will be taken in the closed session. If any action is to be taken, the board will come out of closed session.

*Motion by Anderson  
Support by Dunten  
Motion approved*

All commissioners, Rey, Balkema, Willcutt and Gildea remained in board chambers for the closed session.

There was a motion to come out of closed session at 4:58pm.



**Kalamazoo County  
Public Housing Commission**

*Motion by Dunten  
Support by Anderson  
Motion approved*

### **New Business**

#### Lockhart Management & Consulting Millage Contract Amendment

The Lockhart Management & Consulting (LMC) contract expires at the end of June. The contract needs to be extended as the program for HRI does not end until October 2022. Willcutt explained that when the budget was approved, the LMC fee was reduced beginning in July because the assumption was that there would be less work due to fewer program participants. Balkema asked why the contract only goes through October. Willcutt stated that after October she thought that the fee would possibly need to be readjusted as she didn't know what LMC's millage responsibilities would be at that time. LMC was originally hired by the KCPHC to monitor the Millage service provider, Housing Resources, Inc. Shortly thereafter, LMC was asked to take minutes for meetings. LMC's duties have continued to expand. Balkema stated that with the expiration in October, the KCPHC would have time to prepare a request for proposal (RFP) and get bids on the work after LMC's contract expires. Anderson suggested adding an agenda item for the July's meeting to discuss the RFP for contract services.

There was a motion to extend the contract with LMC through October 15, 2022.

*Motion by Dunten  
Support by Anderson  
Motion approved*

### **Public Comment on Agenda and Non-Agenda Items**

None

### **Commissioner Member Comments**

Anderson said it was great to see everyone. He appreciates all the conversations from the KCPHC.

Hooker invites board members to Justice Against Bullying in June. It will be at 5 pm at the Art Hop. She also shared that June is Pride month.

Meeting Adjourned: 5:42 pm

Submitted by: Melanie Gildea