



**Business Board of Directors Meeting Minutes  
July 7, 2022**

**Commission Members Present:** David Anderson, Kizzy Bradford, Coty Dunten, and Patrese Griffin

**Commission Members Absent:** Gwendolyn Hooker

**Kalamazoo County Commissioner Present:** Tami Rey

**Kalamazoo County Housing Director Absent:** Mary Balkema

**LHAF Millage Monitor and Recording Secretary Present:** Lisa Willcutt

Anderson moved to excuse Hooker's absence since she notified the commission in advance.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

**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 4:33 pm. The agenda was approved with the deletion of items that Hooker was to address (items VII.b. and VIII.a.). These will be moved to the August agenda. Anderson motioned to approve the agenda as amended.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

**Approve Minutes of the June 2, 2022, meeting**

Dunten asked if the closed session meeting minutes would be approved at the same time as the regular meeting minutes. Griffin confirmed that this was the case. The minutes were approved as submitted.

*Motion by Dunten*

*Support by Anderson*

*Motion approved*

Anderson explained that closed meeting minutes are not public and they remain on file for one year.

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

None



**Kalamazoo County  
Public Housing Commission**

## **Reports**

### Financial Reports

Willcutt summarized the June 2022 financial reports that were distributed prior to the meeting. There were no unusual expense or income line items for the most part. Willcutt did note that the Website/Technology Support expense resulted from the renewal costs associated with the website. There was a motion to accept the June financial reports.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*

### May 2022 Housing Resources, Inc. Millage Reports (HRI)

The reports were distributed prior to the meeting. Willcutt continues to review HRI reports and activity monthly. She noted that there were three families that were not getting subsidy due either to their need to provide information to HRI or because their housing is not certified and is located in the City of Kalamazoo. As some of the participants do not have a low rent to income ratio, Willcutt asked HRI what steps were being taken to locate more affordable housing for the remaining participants before their time in the program ends. HRI provided the steps taken for each household and noted that some were not interested in obtaining more affordable housing and would rather remain in their current unit. Anderson stated that the goal of the Millage program was always to have participants exit to housing that is affordable to them and assist them in increasing their income.

Bradford asked if financial training is offered so that participants don't end up in the same situation again. She stated that case managers need to do this work. Willcutt said that this work is conducted during home visits with participants. She also informed the group that HRI had partnered with a bank that provided financial literacy services. The bank also provided childcare so that parents could fully participate. Bradford went on to say that such training should be required because some people need assistance repeatedly, which takes that opportunity from others in need. She suggested that if participants don't increase their financial literacy then the next time they want housing assistance they should be denied. In this way we would "tighten-up" what is being asked of people.

### Bethany House

Willcutt stated that bids are being solicited for roof replacement as well as an understanding as to why it needs to be replaced. In the meantime, the shingles that came loose have been repaired. Other maintenance needs that have arisen are possible animals in the walls, for which an animal removal service has been called, and a failing range, for which repairs have been sought. If the range is not able to be repaired it will need to be replaced.

Anderson asked if a report from the service provider at Bethany House could be provided and contain information such as numbers served, length of stay, destination at exit, and how the service provider is measuring success and whether they are hitting those successes. He wondered if such a report could be provided quarterly. Willcutt will check.



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Public Housing Commission**

## **Old Business**

### 2015 Millage – Acquiring Two Properties Under the Right of First Refusal

Griffin stated that there is no additional information on this subject due the fact that Director Balkema is not present. Anderson asked when the right of first refusal will expire, but this information was not known. He said that it may be possible to acquire the properties for the outstanding real estate taxes only. He is interested in this opportunity so when more information is available, it may be necessary to set a special meeting to decide whether to purchase them. Dunten believes that the right of first refusal will expire sometime in July. She went on to say that she has information on family first housing that she would like to share with the group.

Rey will find out the date of expiration. She also has the list of properties that are available and will send the list to Willcutt so that it can be shared with the commissioners. From there the commission can decide whether a special meeting needs to be called.

### 116 Fellows

Anderson gave an update that included an approval by the City of Kalamazoo Planning Commission of the special use for this location; 116 Fellows can now be used for transitional housing. Anderson and Hooker were present during the meeting. Anderson has not heard about a soft opening or ribbon cutting.

## **New Business**

### Budget Request for Kalamazoo County for 2023

A comparative budget was provided prior to the meeting and included an expectation of 2023 income and expenses based on what is currently known. Willcutt reviewed the budget with the group. Anderson stated that it appears that expenses will be higher in the upcoming year. A question was asked as to whether there will be enough funding to replace the roof at Bethany House. Willcutt will check.

Anderson stated that there are specific activities that the KCPHC has taken on and first on the list should be to take care of the family housing effort and a plan that could be incorporated into the budget planning process. There could be a committee that works on this or a special meeting. Griffin stated that since there will be a special meeting to discuss the properties available for purchase under the right of first refusal, then this topic could be added to that meeting agenda as well. Anderson asked how the budget process works. Willcutt said that the budget will be submitted to Director Balkema and we will follow her direction.

Anderson offered that in regard to family housing a different subsidy program could be implemented, housing could be constructed, or housing could be purchased. He went on to say that he is excited about moving away from subsidy programs and doing something permanent. Another possibility is to look at the County millage and ARPA applications that were submitted, but not funded, and see if there is something that the KCPHC would want to fund. Dunten asked of the KCPHC is interested in permanent housing or transitional housing and Griffin stated that it was for the KCPHC to decide. We should bring back information on projects that are underway in Kalamazoo and see where the KCPHC can fit in.



**Kalamazoo County  
Public Housing Commission**

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

None

**Commissioner Member Comments**

Bradford is excited to announce that in Oshtemo Township an ordinance is being formed that will affect housing and she will serve on the committee. The proposed ordinance will further antidiscrimination measures. Griffin stated that Bradford's comments are wonderful as we need to expand such housing protections.

Meeting Adjourned: 5:21 pm

Submitted by: Lisa Willcutt