



**Business Board of Directors Meeting Minutes
August 4, 2022**

Commission Members Present: David Anderson, Kizzy Bradford, Coty Dunten, Patrese Griffin (arrived at 5:26 pm), and Gwendolyn Hooker

Commission Members Absent: None

Kalamazoo County Commissioner Present: Tami Rey

Kalamazoo County Housing Director Present: Mary Balkema

LHAF Millage Monitor and Recording Secretary Present: Lisa Willcutt and Susan Trevino

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 4:32 pm. Dunten motioned to approve the agenda.

*Motion by Dunten
Support by Anderson
Motion approved*

Approve Minutes of the July 7, 2022, meeting

The minutes of the July 7, 2022 were approved as submitted.

*Motion by Dunten
Support by Anderson
Motion approved*

Public Comment on Agenda Items and Non-Agenda Items

None

Reports

Financial Reports

Willcutt summarized the August 2022 Financial Reports that were distributed prior to the meeting. She noted that the Veterans Homeless Initiative is over budget for the month but by year-end it should fall back in line. She explained that expenses for the month were for Integrated Services of Kalamazoo's services at the house through June 30th. She noted that otherwise income and expenses were generally as expected for the month. There were no questions on specific line items. There was a motion to accept the August reports.

*Motion by Anderson
Support by Dunten
Motion approved*



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July 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 participants exited during May who may not have had their rental subsidy paid (due to an uncertified unit or the need to provide information to HRI) had their landlords paid upon exit. There are no new participants being accepted and all are expected to be exited from the program by the end of September 2022.

Bethany House

Willcutt summarized the roofing bids, presented a brief pricing comparison and reported there should be money from Bethany House to replace the roof next year. Willcutt reported the animal intrusion was addressed with numerous raccoons caught and the point of entry was sealed. She also reported the range was replaced after learning it could not be serviced.

Willcutt stated that she contacted Community Healing Centers (CHC) to ask for feedback on their programming at Bethany House. CHC said that they would see what they could do and wondered how the data would be used given that funding from the KCPHC is not provided. CHC also asked Willcutt if funding could be considered by KCPHC and noted that noted Southwest Michigan Behavioral Health has cut their funding. The program at Bethany House has a \$25,000 loss as of June 2022 according to CHC. CHC felt that annual funding in the amount of \$35,000 would be adequate. A discussion ensued and the commissioners asked Willcutt to extend an invitation for CHC to attend a future meeting and share information and any available data about their program.

Dunten asked what the rent was for Bethany House. Willcutt answered that it is \$1,624.00 per month with a modest increase of two percent each year. Willcutt advised she would be happy to invite them at which time commissioners can ask more questions about their program and possible funding solutions.

Veterans Initiative

Willcutt reported only general property management issues are occurring, but everything seems to be going well at the property. Anderson stated that a sign was purchased to increase identification of the location, however, the sign was not approved. The commissioners discussed how the cost of \$850 for the sign should be paid. Bradford made a motion to split the cost of the sign, as it was not authorized. Rey commented that if the KCPHC is obligated to pay for the sign, then it should pay for it entirely and then have a conversation about making unauthorized purchases, since the KCPHC's funds are limited. It should be noted Anderson abstained from the vote. Willcutt noted she will amend the budget accordingly per the motion to add \$425 to this line item.

Motion by Bradford

Support by Dunten

All commissioners voted in favor with Anderson abstaining

Motion approved

FUSE

Willcutt reported that window covering replacement was budgeted for and included in the lease. She reported that this work was done, and curtains were used instead of blinds for a homier look.

Old Business

116 Fellows

Hooker advised that she and Anderson attended the Planning Commission meeting during which the variance was approved to allow 116 Fellows to be used for transitional housing. She has not spoken to anyone since the meeting. She noted that OutFront Kalamazoo is working on getting the house up and running. Hooker went on to state that she does not have any information about a grant closeout or reserves. Regarding the grant closeout, Hooker advised she called David Artley but has not heard from him. She will reach out again.

Regarding the reserves, Willcutt stated that these are funds in the amount of \$28,703.72 that remain after all work is completed. Willcutt summarized options available for the funds to support the house. A discussion ensued about maintaining a restricted reserve account for 116 Fellows. Willcutt shared that, from her view, all the grant money was spent, and the donation money was left over because the funding was specific to the LGBTQ+ program. A discussion followed on what to use the remaining funds for.

Balkema noted that the remaining funds could be reallocated to the 2023 budget. This would replace asking for increased funding in the budget process. She volunteered to ask the Kalamazoo County Board of Commissioners to reallocate the money from the LGBTQ+ House (116 Fellows) at the Kalamazoo County Budget Retreat scheduled for August 30th and 31st where she will give a budget presentation. Balkema and Willcutt agreed to work on this prior to the retreat.

2015 Millage

From last meeting, Anderson commented the Millage is ending soon and it will be clear how much money is left. He reminded the group to start thinking about permanent housing for families and efficient funding options.

Budget Request to Kalamazoo County for 2023

Willcutt indicated that Balkema provided the update earlier in the meeting.

New Business

Request for Proposal for Contract Services – Process discussion and communications

Willcutt reminded the group that they wanted to obtain proposals to determine their administrator and whether they will continue to use Lockhart Management & Consulting, LLC's services or hire another administrator by issuing a Request for Proposal (RFP). The current contract goes through October 2022. She explained the fees decreased in July due to the Millage program winding down.



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Hooker summarized the options in terms of renewing Willcutt's contract. Anderson commented there is not enough time to put together an RFP. He pointed out the workload will change once the millage ends; a pricing adjustment is recognized, and it would make sense to extend the contract for six months.

Balkema pointed out that Lockhart has not had any audit comments in several years and stressed the importance of that as well as passing audits by making sure each dime is accounted for. She commented the county recognizes the high level of attention Willcutt provides including a report the county reviewed recently with no significant findings for both the Kalamazoo Housing Commission and its component units. This was noteworthy. Willcutt shared she appreciates the work and the comments.

Dunten suggested extending Willcutt's contract for a year as opposed to six months. Anderson suggested Willcutt submit a contract which will reflect ongoing costs starting in October and act on it at September's meeting. Balkema encouraged Willcutt to add a scope of services to the proposed contract in preparation for the October 2022 meeting. Hooker asked Willcutt to add this to the September meeting agenda and clarified to make the contract term for one year.

Public Comment on Agenda and Non-Agenda Items

None

Commissioner Member Comments

Dunten shared she made a shift in employment from Kalamazoo Valley Community College to The Kalamazoo Promise but is still living in the City of Kalamazoo and is excited to be on the Housing Commission.

Bradford shared that after watching the national news, she happy to see that the housing situations that are facing Kalamazoo are being faced elsewhere; that this is a national epidemic and that housing concerns are being taken more seriously. It is evident that housing issues are on the forefront, and she is pleased about that. She is happy to serve on the KCPHC to help make changes.

Hooker congratulated all those who won their primary and who are going on to the general election including Commissioner Rey, Josh Hilgart and Ken Barnard. She thanked the county neighborhood associations that had great turn out and non-eventful National Night Out. Hooker commented she would like to see future KCPHC meetings accessible online if possible.

Griffin thanked Hooker for excusing her tardiness and taking care of what needed to be taken care of.

Balkema shared that she sent an informative Housing Study Report to everyone. It shows the county is about 7,750 units short of housing units. She asked everyone to read and give feedback on it. Hooker asked Balkema to bring copies to next meeting for a point of reference. Balkema shared that a 15-minute presentation can be scheduled to review the report with the W.E. Upjohn Institute if desired.



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Dunten stated that that input is being sought on the street redesign for Kalamazoo Avenue.

Meeting Adjourned: 5:33 pm

Submitted by: Susan Trevino