



**Business Board of Directors Meeting Minutes  
September 1, 2022**

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

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

**Kalamazoo County Commissioner Present:** None

**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 August 4, 2022, meeting**

Hooker asked for approval of the last meeting minutes, August 4, 2022. The minutes 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. There was a motion to accept the August Financial Reports.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

July 2022 Housing Resources, Inc. Millage Reports (HRI)

The reports were distributed prior to the meeting. Willcutt continues to review HRI reports and monthly activity. She noted that a presentation would be given by HRI staff at the October meeting to provide a closeout of the project.



**Kalamazoo County  
Public Housing Commission**

Bethany House

Willcutt reported that there continues to be racoon activity. Now that the access points have been sealed, the racoons have been on the roof the building looking for new ways to get in. The animal removal company has returned to deal with the ongoing issue. She also noted that a new range was purchased and installed as the previous one had failed.

Veterans Initiative

Willcutt provided the update when she reviewed the financial reports that included payment of the building sign and extermination services. There were no further updates.

FUSE

Willcutt reported there were no new updates.

**Old Business**

116 Fellows

Willcutt stated that the funds that remained from renovation in the amount of \$28,703.72 were returned to Kalamazoo County upon their request. The funds can be requested for use from the County, but Balkema explained that a specific use must be identified when making the request.

2015 Millage – Family Housing Effort

Anderson stated that the Millage program that HRI was responsible for is nearing its end and distributions are becoming much less – soon we will have a clear idea of how much money is left to spend. He suggested setting aside time to discuss what to do with the remaining funds. Hooker suggested adopting a clear process for housing initiatives/proposals. Balkema suggested a Request for Proposal process to identify opportunities. Dunten asked that the idea of purchasing the sorority house for a family shelter not be taken off the table. It was decided to add this topic to the agenda for next month's meeting.

Lockhart Management & Consulting Services Contract

Hooker stated that she understood that the contract with Lockhart Management & Consulting had been renewed. Willcutt explained that the recent renewal was for services related to the Millage program. That contract will end October 15, 2022 because the work is expected to be complete. A contract had been requested to continue the administrative duties provided to the KCPHC by Lockhart and Willcutt has provided that. She noted that a current contract is in place for bookkeeping services, and it is this contract that is being expanded; the Millage contract will be allowed to expire. Willcutt referenced the original Independent Contractor Agreement for bookkeeping services and the First Amendment to Independent Contractor Agreement, both of which were included in the packet; the First Amendment is requested to be approved. She explained Lockhart's services and fees and noted that the First Amendment includes services provided in addition to those in the original Independent Contractor Agreement. She explained that the contract term is for one year and can be terminated with a 30 day notice. Balkema suggested leaving the contract open-ended. Willcutt added that the contract can be terminated with 7 days' notice if a material breach occurs. There was a motion to approve the first amendment.



*Motion by Anderson*  
*Support by Dunten*  
*Motion approved*

### **New Business**

Balkema shared her concerns regarding attendance for the KCPHC meetings and suggested that the KCPHC may want to consider replacing those members with poor attendance. Anderson reminded the group that the KCPHC does not have the capacity to remove a board member based on attendance, but can make a recommendation to the county board. Willcutt confirmed she keeps attendance records. A discussion followed regarding the attendance policy. Hooker suggested that the by-laws be reviewed and that a follow-up discussion be held at the next meeting.

Hooker asked that at next month's meeting a discussion about adding the capability for Zoom meetings be added to the agenda. Willcutt responded that she asked the county about remote access and learned that the system used during Kalamazoo County Board of Commissioners meetings is very difficult to use. The county representative said that it took her months to learn how to use it because it is not a user-friendly system. Balkema informed the group that the county has asked for increased technology that will be installed in room 207A, so if the KCPHC is willing to meet in the room behind this one, then the technology will be available there, but for the current room, someone would have to manually set it up.

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

None

### **Commissioner Member Comments**

Anderson expressed his gratitude toward Commissioner Gwendolyn Hooker for chairing the meetings.

Hooker expressed her condolences to the families who have been impacted by violence in the last 10 days and to hold them in our prayers and provide supportive services.

Balkema shared that OutFront Kalamazoo is having their grand opening of Legacy House soon and will send the information to everyone so that they can attend.

Meeting Adjourned: 5:02 pm

Submitted by: Lisa Willcutt