



**Business Board of Directors Meeting Minutes
October 6, 2022**

Commission Members Present: David Anderson, Kizzy Bradford, Coty Dunten, and Gwendolyn Hooker (left at 5:22pm)

Commission Members Absent: Patrese Griffin

Kalamazoo County Commissioner Present: None

Kalamazoo County Housing Director Present: Mary Balkema

LHAF Millage Monitor and Recording Secretary Present: Lisa Willcutt and Jamie Few

Guest: Jacob Beach, Associate Director, Housing Resources, Inc.

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 4:31pm. A motion was made to adjust the meeting agenda and have Beach complete the Millage Presentation first.

Motion by Anderson

Support by Dunten

Motion approved

Approve Minutes of the September 1, 2022, meeting

Hooker asked for approval of the last meeting minutes, September 1, 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

Millage Presentation by Housing Resources, Inc.

Beach summarized the Millage Program End Report that was distributed prior to the meeting. He confirmed 445 families enrolled and exited the program. The majority of families in the program were experiencing homelessness for the first time, and the average time a family spent in the program was 326 days. When Hooker asked for more specific information on the exit destination of participants, Beach stated he will provide Willcutt with statistics including who stayed in permanent housing and how many discharged into homelessness.

Reports

Financial Reports

Willcutt summarized the September 2022 Financial Reports that were distributed prior to the meeting. There was a motion to accept the September Financial Reports.

Motion by Dunten

Support by Bradford

Motion approved

August 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 explained the monthly reports Beach referenced during his presentation are the reports she receives every month, but that the Exit Report is not distributed to the Commission.

Bethany House

Willcutt stated that tree roots in the plumbing lines caused a flood on Tuesday, October 4, 2022. The contractor, Roto Rooter, successfully removed all tree roots, but they recommended it be rechecked in two years. She has a reminder in her calendar to recheck the issue in 2024.

Veterans Initiative

Willcutt reported there were no new updates.

FUSE

Willcutt reported there were no new updates.

Old Business

116 Fellows

Balkema requested the funds go towards the Veteran's House for new furniture. Dunten agreed with Balkema, and Anderson stated bids for a proposal would be required. Willcutt suggested investing in medical office furniture due to its longevity and durability. Balkema specified the deadline would be by the first Kalamazoo County Board of Commissioners agenda in December, and that an estimated amount would be acceptable.

2015 Millage – Family Housing Effort

Anderson advised Willcutt to send reminders prior to the next meeting to start the discussion of what the vision is for spending the money. Willcutt confirmed she will.

Attendance of KCPHC Members

Dunten brought to everyone's attention that there is no attendance policy in the by-laws. It was discussed to amend the by-laws to include a specific attendance policy to prevent members from missing meetings on a regular basis.



**Kalamazoo County
Public Housing Commission**

New Business

Real Estate Acquisition for Emergency Crises Housing

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

Motion by Anderson

Support by Duntun

Motion Approved

Commissioners, Willcutt, Few and Balkema stayed in board chambers for the closed session.

There was a motion to come out of closed session.

Motion by Duntun

Support by Bradford

Motion Approved

There was a motion to authorize and offer to purchase a piece of real estate and to give the Vice Chair authorization to sign and close with the following stipulations: that the purchase price is \$155,000; that the inspection of the property is successful; that termite and radon inspections are conducted; that an attorney looks at the condominium association rules to ensure compliance with transitional housing for the Millage program; confirmation that the zoning of the real estate complies with use as transitional housing for the Millage program; allow a \$500 earnest money deposit to be paid; issue a payment for a \$35 rental registration fee to the City of Portage; and that the costs for the purchase price, fees, inspections, closing costs, etc. do not exceed \$160,000.

Motion by Anderson

Support by Duntun

Roll Call Vote:

Anderson – Yes

Duntun – Yes

Hooker – Yes

Bradford – Yes

Motion approved

Lease Extension for FUSE/Hayes Park Houses with Integrated Services of Kalamazoo (ISK)

Anderson stated the new lease proposal is for \$750.00 per month for both homes. Support services will continue, but rent will not be paid until the following meeting when a motion can be made to offer a new lease to ISK – a motion cannot be approved with Hooker absent and Anderson needing to abstain due to working for ISK.



**Kalamazoo County
Public Housing Commission**

Public Comment on Agenda and Non-Agenda Items

Meg Bauer shared a concern regarding the closed session that occurred; the specific reasoning for the closed session was not stated prior to the public leaving the board chambers. Although she appreciated the copies of the public agenda provided during the meeting, she inquired as to where the public agenda meetings are posted.

Commissioner Member Comments

Anderson recommended having an attorney present during future meetings to avoid potential violations.

Balkema confirmed Meg Bauer is correct; any reason for a closed session must be reviewed with the public prior to formally closing the session.

Meeting Adjourned: 5:49pm

Submitted by: Jamie Few