



Business Board of Directors Meeting Minutes November 3, 2022

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

Commission Members Absent: Kizzy Bradford

Kalamazoo County Commissioner Present: Tami Rey

Kalamazoo County Housing Director Present: Mary Balkema

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

Guest: Stefanie Belote, Recovery Housing Supervisor, Community Healing Centers (Bethany House)

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 President Griffin at 4:38pm. A motion was made to approve the meeting agenda.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the October 6, 2022, meeting

Griffin asked for approval of the last meeting minutes, October 6, 2022. The minutes were approved as submitted.

Motion by Anderson

Support by Hooker

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None

Bethany House Program Presentation by Community Healing Centers

Belote summarized the purpose of Bethany House and provided statistics for this year. Bethany House is part of a continuum of care provided by Community Healing Centers that accepts women with children under the age of eight, as well as women without children. The current 90-day program is funded by the Southwest Michigan Behavioral Health; however, Belote stated that a program with a longer timeframe of 120 to 180 days (four to six months) would be more beneficial and preferred by Community Healing Centers. In total, 14 women received help from the Bethany House Program in 2022, with seven of them having successful exits. Of the seven successful exits, four are living on their own, and three are living with family or friends. Belote stated that within 90 days, 80% of the women are employed (women with newborns are excluded from this percentage; their timeline is closer to 120 days), 90% of the women obtain stable housing, including those who do not successfully exit the program, and 90% of the women have



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an increase in visitations with their children. There are currently three women completing their last month of the program, and three additional women are scheduled for future move ins.

Reports

Financial Reports

Willcutt summarized the October 2022 Financial Reports that were distributed prior to the meeting. She clarified that there will be an additional invoice in the amount of \$556.00 for October from Housing Resources, Inc. (HRI) that was received on November 1, 2022. There was a motion to accept the October Financial Reports.

Motion by Anderson

Support by Dunten

Motion approved

September and Final Housing Resources, Inc. Millage Reports (HRI)

The reports were distributed prior to the meeting. Willcutt pointed out the total amount for the subsidy types should be zero; HRI mistakenly posted a total of \$614.00 in this line item. Several Commissioners expressed their disappointment in the Millage Exit Report that was provided from HRI to the Commission. Dunten plans to draft a letter from the Commission to express this disappointment.

Bethany House

Willcutt reported there were no new updates.

Veterans Initiative

Willcutt reported there were no new updates.

FUSE

Willcutt reported there were no new updates.

Old Business

Determine Use of Funds Returned to the County (\$28,703.72)

Willcutt summarized the furniture proposals for the Veterans Initiative that were distributed prior to the meeting. Hooker thought the pricing for the furniture was high; Willcutt and Balkema explained that the furniture items listed are similar to medical-grade or industrial-grade furniture, as opposed to furniture you would find in a single-family home. The purpose of this is to ensure the furniture is long-lasting and can withstand a high-traffic environment, like this property endures.

Anderson asked if the KCPHC had adopted any procurement policies from the County. Balkema stated that through the Memoranda of Understanding, the KCPHC does follow the County policies, which means sealed bids are required for amounts above \$20,000. Willcutt clarified that specifications were not required prior to receiving bids; now that there is an understanding of how many items of furniture are needed, she will work to obtain sealed bids. A motion was made to move forward with selecting a furniture provider with durable and easy-to-clean furniture, and



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determining any additional improvements needed totaling less than \$28,703.72 to approve at the December meeting.

Motion by Anderson

Support by Dunten

Motion approved

2015 Millage – Family Housing Effort

There was a brief discussion on the usage of remaining Millage funds. Ideas included revisiting and assisting the participants in the Millage program that did not have successful exits, and the possibility of building or purchasing property.

Balkema reiterated that the deadline to submit the Budget and Workplan is 45 days prior to the end of the year, or November 15, 2022; a decision from the Commissioners is required no later than Friday, November 11, 2022. Anderson suggested scheduling a special meeting in order to have an in-depth conversation about each idea for the use of remaining Millage funds and to review the Budget and Workplan. A special meeting was arranged for Tuesday, November 8, 2022, at 1:00pm to determine the usage of remaining Millage funds and update the Budget and Workplan for 2023.

Portage Condominium Purchase

Balkema informed the group the closing on this property will be happening November 4, 2022.

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

Copies of the lease agreements were distributed prior to the meeting. The new lease proposal is for \$750.00 per month for both homes; both leases have a duration of October 1, 2022, to September 30, 2023. Anderson stated the lease agreements could be revised to end December 31, 2023. Willcutt confirmed she would adjust the lease end date; the lease term would begin October 1, 2022, and end December 31, 2023. A motion was made for the lease agreement extension with ISK for the FUSE/Hays Park properties.

Motion by Dunten

Support by Hooker

Motion approved

Review of KCPHC Bylaws

Hooker addressed the need to add specific attendance information in the bylaws, as well as including a policy or specifications on how the Commission informs the public about applying to the programs supported by the KCPHC and mentioned during the meetings. She asked how items get added to the agenda and commented that there needs to be more direction with what the meetings are involving. Willcutt explained that she creates the agenda and is always accepting suggestions, but there have been several topics repeated at meetings due to the number of Commissioners being absent. Balkema reminded the group that all Commissioners have the opportunity to make changes to the agenda at the beginning of each meeting before there is a motion to approve it.



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New Business

2023 Budget Draft

Willcutt summarized the 2023 draft budget that was distributed prior to the meeting. She stated the income funding will remain virtually the same as 2022. She identified the increase in expenses for Bethany House due to the scheduled roof replacement. She also pointed out the new management fee line item for Lockhart Management & Consulting and noted that these fees were previously listed under Accounting Expense. Finally, she noted that office supplies expenses have increased due to having in-person meetings and providing copies of meeting packets again.

2023 Meeting Schedule

A motion was made to accept the 2023 meeting schedule.

Motion by Anderson

Support by Dunten

Motion approved

Public Comment on Agenda and Non-Agenda Items

Willcutt shared a request to be added to the December meeting. The request was made by Jacques Harris with Senior Care Partners. He would like to present their program, explain their role in providing care to elderly persons in their homes to prevent them from needing to transfer to a nursing home or an assisted living facility, and how they are a resource to the community.

Commissioner Member Comments

Griffin said Jacques Harris may have five minutes at the December meeting to present Senior Care Partners' program.

Meeting Adjourned: 6:33pm

Submitted by: Jamie Few