



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

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

Commission Members Absent: Gwendolyn Hooker

Kalamazoo County Commissioner Present: None

Kalamazoo County Housing Director Present: Mary Balkema (left at 5:10pm)

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

Guest: Ryan Miller, Associated Director of Marketing and Enrollment, Senior Care Partners P.A.C.E.

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 4:30pm. A motion was made to excuse Commissioner Hooker's absence.

Motion by Anderson

Support by Dunten

Motion approved

A motion was made to approve the meeting agenda.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the November 3, 2022, meeting

Griffin asked for approval of the last meeting minutes from November 3, 2022. The minutes were approved as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the Special November 8, 2022, meeting

Griffin asked for approval of the special meeting minutes from November 8, 2022. The minutes were approved as submitted.

Motion by Dunten

Support by Bradford

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None



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Senior Care Partners P.A.C.E. Presentation by Ryan Miller

Miller summarized Senior Care Partners' Program of All-Inclusive Care for the Elderly (P.A.C.E.), the eligibility requirements, and the services that are provided to those who are enrolled in the program. P.A.C.E is a long-term comprehensive health care program that enables elderly persons to remain living in the comfort of their community for as long as medically and socially possible. If an eligible participant has a gross monthly income less than \$2,523.00, they qualify for Senior Care Partners P.A.C.E Medicaid where there is no out-of-pocket cost.

Reports

Financial Reports

Willcutt summarized the November 2022 Financial Reports that were distributed prior to the meeting. She recommended the following to avoid being over budget: adjust the FUSE Subsidy downward in the amount of \$3,000 and transfer to it the Veterans' Homeless Initiative, and move \$300 from Miscellaneous Administrative Expense to cover the increase in Office Supplies due to resuming in-person meetings. There was a motion to accept the November Financial Reports with the stated amendments to remain within budget.

Motion by Anderson

Support by Dunten

Motion approved

October Housing Resources, Inc. Millage Reports (HRI)

Willcutt summarized the reports that were distributed prior to the meeting. The final billing amount of \$556.92 has been provided in the October report.

Commissioner Dunten reviewed the letter she drafted to Housing Resources, Inc. (HRI) on behalf of the Commission to express their disappointment and to request information that was not provided by HRI in the Millage Exit Report. Balkema reminded the Commissioners that the Kalamazoo County Board of Commissioners has a meeting scheduled for December 20, 2022, and that it would be beneficial to have Public Housing Commissioners present during the meeting, if possible. She recommended the drafted letter be shared with KCPHC's liaison, Tami Rey. Dunten confirmed the years of funding stated in the letter will be updated to six, and the deadline for HRI to provide the requested information will be specified for December 20, 2022, at 4pm.

There was a motion to authorize Chair Griffin to sign the amended letter, and to have the amended letter sent to HRI.

Motion by Dunten

Support by Bradford

Motion approved

Bethany House

Willcutt reported that seasonal preventive maintenance has been completed on the HVAC equipment for this property, and locks have been changed due to previous residents using their keys. Lockhart Management hired a new maintenance technician who will be servicing Bethany



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House, the Veterans Initiative, and the FUSE properties to prevent issues from arising that previously occurred from utilizing a contractor.

Veterans Initiative

Willcutt reported that seasonal preventive maintenance has been completed for this property as well, and that the extermination issues have been resolved.

FUSE

Willcutt reported that seasonal preventative maintenance has been completed for these properties; there are no additional updates at this time.

Old Business

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

Willcutt confirmed that the request for the allocation of funds is on the agenda for the December 6, 2022 Kalamazoo County Board of Commissioners meeting. Willcutt summarized the Procurement Procedures (Section 5.02) of the Kalamazoo County Purchasing Policies and Procedures Manual, stating that purchases of \$10,000.00 to \$24,999.99 are made by formal or informal bids. Due to Commissioner Hooker's suggestion that the KCPHC buy their own furniture, Willcutt and Few proceeded to find alternative options other than Custer Inc., and West Michigan Office Interiors. Few summarized the estimated costs of utilizing This End Up Furniture compared to using Custer, Inc., or West Michigan Office Interiors. Willcutt verified the estimates received from Custer Inc., West Michigan Office Interiors, and This End Up Furniture all qualify under the definition of informal bids within the Procurement Procedures.

All Commissioners agreed that it was unnecessary to utilize a formal company to purchase the furniture. Although Anderson agreed This End Up has durable, long-lasting furniture, he pointed out a valid concern: the way in which their furniture is built leads to crevices, which can prevent exterminations for bed bugs from being effective. Anderson stated Integrated Services of Kalamazoo had previously used This End Up, but they have since switched to a different company due to this issue. Dunten agreed with Anderson, stating that she also knows an organization that no longer uses This End Up for the same reason. Both Anderson and Dunten stated they would research which companies the organizations chose to work with when they no longer employed This End Up.

2015 Millage – Family Housing Effort

Balkema stated the initial offer of \$725,000 for the property located at 3125 W Michigan Avenue had been countered at \$1,100,000. Due to the counteroffer being in close proximity to the total remaining Millage fund balance, she does not recommend progressing with the purchase. Anderson believes a similar project within budget would be more appropriate. Dunten and Griffin agree that they're both uncomfortable moving forward at this time. After a brief discussion, the Commissioners decided to continue the search to purchase existing multi-family housing.



4870 Foxfire Trail (Portage Condominium)

Balkema stated that in order to receive tax exemptions for the following year, the condominium must be occupied no later than December 31, 2022. Willcutt confirmed the assessor will verify occupancy of the condominium; it is imperative that someone is physically living at 4870 Foxfire Trail by the deadline Balkema provided. In order for occupancy to occur, furnishings and repairs need to be completed. Balkema summarized the specifications of the repairs that are needed, as well as furnishings requested for the condominium that were distributed prior to the meeting.

A motion was made to approve a budget for furnishings not to exceed \$4,999.99 for 4870 Foxfire Trail.

Motion by Anderson

Support by Dunten

Motion approved

A motion was made to approve a budget for repairs not to exceed \$4,999.99 for 4870 Foxfire Trail.

Motion by Anderson

Support by Dunten

Motion approved

A motion was made to authorize Chair Griffin to sign a year contract with Lockhart Management & Consulting for \$100.00 per month for the management of 4870 Foxfire Trail.

Motion by Dunten

Support by Anderson

Motion approved

It was discussed that no later than Friday, December 2, 2022, Willcutt would provide names of those she received recent inquiries from, while Commissioners would provide possible organizations to reach out to in order to determine a family that could be rented to.

Review of KCPHC Bylaws

Due to Hooker's excused absence, Griffin directed this portion of the meeting. Willcutt provided an example of amended language of the Bylaws prior to the meeting which states: "If any Board of Director is absent three (3) consecutive meetings, without approved reason, upon majority vote by the Board, a letter shall be sent to that member and their appointing agency informing both of them of their appointee's non-attendance." The Commissioners reviewed the amended policy provided by Kalamazoo County's Corporate Counsel that was distributed prior to the meeting. Griffin stated she preferred the version Willcutt provided. It was decided to have further discussions on the attendance policy at the January 2023 meeting.

2023 Budget Draft

Willcutt summarized the 2023 draft budget that was distributed prior to the meeting. She explained the rental amounts for the FUSE properties has been updated to reflect the \$750.00 price per house. Willcutt verified she reduced the Kalamazoo Community Foundation (KCF)



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endowment to what KCPHC would require. She also informed the Commissioners to disregard the Transitional Housing section where 3125 W Michigan Avenue was listed due not moving forward with this project. The values listed for 4870 Foxfire Trail are only estimates; amounts are unknown for utilities, services, and rental income at this time. However, an amendment to the budget can be made in the future, if needed.

A motion was made to approve the 2023 Kalamazoo County Public Housing Commission budget.

Motion by Dunten

Support by Bradford

Motion approved

New Business

None

Public Comment on Agenda and Non-Agenda Items

None

Commissioner Member Comments

Griffin thanked Ryan Miller for his presentation and the Commissioners for their time.

Meeting Adjourned: 5:45pm

Submitted by: Jamie Few