



**Business Board of Directors Meeting Minutes
January 5, 2023**

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

Commission Members Absent: Kizzy Bradford

Kalamazoo County Commissioner Present: None

Kalamazoo County Housing Director Present: Mary Balkema

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

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 Bradford's absence.

Motion by Hooker

Support by Dunten

Motion approved

A motion was made to approve the meeting agenda.

Motion by Anderson

Support by Dunten

Motion approved

Approve Minutes of the December 1, 2022, meeting

Griffin asked for approval of the last meeting minutes from December 1, 2022. The minutes were approved as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the Special December 8, 2022, meeting

Griffin asked for approval of the special meeting minutes from December 8, 2022. The minutes were approved as submitted. It was noted that Hooker abstained from voting.

Motion by Anderson

Support by Dunten

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None



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Reports

Financial Reports

Willcutt summarized the December 2022 Financial Reports that were distributed prior to the meeting. She stated that the \$28,703.72 from the County had been received and deposited and is to be used for furniture and other common area improvements at Keystone House. The rental amount received for the FUSE properties is larger than expected due to the lease that was effective October 2022 but was just recently signed and rent paid. Integrated Services of Kalamazoo (ISK) also mistakenly re-paid the security deposits with their rent; a refund will be processed for the overpayment. Willcutt shared that Keystone received a donation of \$1,000 from an organization on the East Coast. She also highlighted some of the Administrative Expenses, including a deck needing to be repaired at Bethany House. Willcutt reminded the Commissioners of a previous program where the KCPHC provided \$10 gift cards to those who completed a survey. She noted that Lockhart Management & Consulting bought any gift cards from the KCPHC that came back in the mail returned.

Anderson asked for ideas to utilize the \$1,000 donation that had been received by Keystone, and if it was required for the KCPHC to make a motion. Willcutt suggested prioritizing individuals in the process of moving out who need assistance with application fees and security deposits.

There was a motion to authorize the usage of the \$1,000 donation with the following stipulations: that any expenditure is recommended by the House Manager, Tyrone Thrash, and approved by Lockhart Management & Consulting, LLC; that there is limit of up to \$100 per person to allow the donation to help as many individuals as possible; and that it directly benefits Keystone residents attempting to move out on their own.

Motion by Anderson

Support by Dunten

Motion approved

Willcutt stated that there is a budget variance due to the approval of the Management and Accounting Fees in October of 2022. Willcutt recommended reducing the fund balance by \$6,644.50 in order to balance the budget. There was a motion to accept the December Financial Reports with the stated amendment to balance the year-end budget.

Motion by Hooker

Support by Dunten

Motion approved

Housing Resources, Inc. (HRI) Final Millage Report

Willcutt summarized the final report received from HRI that had been distributed prior to the meeting. Willcutt's edits to the final report were also provided to the Commissioners prior to the meeting; she requested feedback from the Commissioners to provide to HRI. Any additional corrections would be due January 6, 2023, to HRI's Executive Director, Michelle Davis.

All Commissioners expressed the level of disappointment they had for how HRI managed the program. Hooker stated that HRI is the gatekeeper for housing in the area, and that the services contracted through HRI did not match what the taxpayers had paid for regarding the 2015



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Millage. She stated that persons who are marginalized, including families, women, and children, are those who are most affected by this. Dunten agreed with Hooker and pointed out a phrase towards the end of the report that stated: “445 Families were housed!” Dunten specified that in addition to the numerous grammatical errors in the report, this phrase is completely inaccurate; she asked if the KCPHC could have it be omitted from the report due to it being false. Anderson made the point that he did not feel comfortable having the KCPHC take responsibility for this report by editing it.

Griffin asked what had been asked of HRI by the County. Balkema stated they had requested a more comprehensive report due by 4:00pm on January 17, 2023. Griffin voiced that the KCPHC should not get involved in editing HRI’s final report; it should be submitted and presented only by HRI. Hooker agreed with Griffin and asked if the KCPHC should submit something to the Kalamazoo County Board of Commissioners stating that the final report is not adequate; the KCPHC does not want the County Board to believe they thought this was acceptable. Balkema recommended providing Tami Rey, now Vice Chair, with something to read to be included in the public record.

Griffin asked what the precedent is for reports such as this. Anderson explained that the KCPHC has previously completed several reports for the County, but this is an unusual situation due to the contract being between the KCPHC and HRI. Balkema stated that the County is behind schedule due to the COVID-19 pandemic, but reports are planned to resume in the future. Willcutt stated that the Memorandum of Understanding (MOU), as well as the Budget and Work Plan, were incorporated into the contract with HRI. She reiterated that due to the KCPHC being required to follow the guidelines set forth in the MOU and the Budget and Work Plan, that any contractors are required to as well.

It was determined that in the best interest of remaining transparent with the citizens of Kalamazoo County, a letter should be formally passed on to Tami Rey expressing the disappointment in the services and final report that HRI provided. A motion was made for Willcutt to formally provide the letter (from the KCPHC to HRI on December 9, 2022) to Rey.

Motion by Anderson

Support by Hooker

Motion approved

Bethany House

Willcutt reported that there were no updates in addition to the deck repair that was mentioned during the Financial Reports.

Veterans Initiative

Willcutt reported that there were no updates at this time.

Anderson took a moment to thank the Veterans of Foreign Wars (VFW) of Kalamazoo County for providing Christmas dinner; it was greatly appreciated by the residents at Keystone.

FUSE



Willcutt reported that there were no updates at this time.

Portage Condominium

Willcutt shared that she received an email forwarded from Balkema on January 4, 2023, containing the welcome packet for the Foxwood Hills Condominium Association. Approval of the rental application and criminal background check from their Association Board is required for the rental of any unit. The Board also requires a copy of the lease agreement to be submitted, as well as contact information for the tenant. The required timeframe for submitting this documentation to their Board is at least 21 days prior to the implementation of the lease agreement. Willcutt stated she will be reaching out to the managers listed in the welcome letter; the goal is to receive retroactive approval for the tenant who moved in December 19, 2022. She is hoping that the KCPHC will be forgiven for the mistake as opposed to the Association Board denying the family that already moved in or denying the opportunity for the KCPHC to rent the unit.

Old Business

Update Regarding Funds (\$28,703.72) Returned to the County

Willcutt stated that Dunten had provided her with two potential companies from which to receive furniture bids. Anderson pointed out the importance of furniture that is resistant to bed bugs. Willcutt specified only living room and dining furniture will be purchased with these funds, and that any remaining funds will be utilized for minor updates such as painting. Willcutt will move forward in receiving bids from the two furniture companies provided by Dunten.

2015 Millage

Dunten provided information on two multi-family properties: 2907 and 2911 Redwood Ave, Kalamazoo, MI, 49006. Both properties have been on the market since September 2022, so there may be a potential for a price negotiation. The properties include a total of 18 bedrooms and 12 bathrooms in a neighborhood setting with enough parking and a possibility of outdoor space. Hooker stated a policy must be in place first to ensure the KCPHC is being transparent about operating decisions.

Griffin suggested a goal for the February meeting would be to have a conversation about the timeline of the Amplifund application process and for Commissioners to be prepared with ideas to discuss. Anderson reiterated the importance of Commissioners working individually to ensure collaboration is not occurring outside of a public meeting.

KCPHC Bylaws – Adoption of Attendance Policy

Griffin read the sample of the Bylaws amended language which was distributed prior to the meeting. The Commissioners also reviewed the amended policy provided by Kalamazoo County's Corporate Counsel that was distributed prior to the meeting. (Both amended samples were provided at the December 1, 2022, meeting as well.) Willcutt suggested adjusting the wording in order for it to flow with the current language of the Bylaws.

A motion was made to include the amended language of the Bylaws as follows: "If any member of the Commission is absent three (3) consecutive meetings, without approved reason, upon



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majority vote by the Commission, a letter shall be sent to that member and the Kalamazoo County Board of Commissioners informing both of them of their appointee's non-attendance."

*Motion by Hooker
Support by Dunten
Motion approved*

Anderson clarified that the KCPHC does not retain the right to decide if a Commissioner is removed from the Board; the information is passed on to the Kalamazoo County Board of Commissioners, who will then be responsible for making a decision regarding the status of the Commissioner.

New Business

Acquisition and Disposition of Properties Policy

Griffin summarized the Acquisition and Disposition of Properties Policy that was distributed prior to the meeting. Anderson stated the policy must be clear; a purchase can only be made during a public meeting, after public voting has ensued. Balkema clarified that a closed session could occur to discuss the details of the purchase/sale, but the closed session must be ended prior to making a motion to purchase the property.

A motion was made to amend the Acquisition and Disposition of Properties Policy as follows: adding prior to the policy, "All acquisitions and dispositions of property must be approved by the Kalamazoo County Public Housing Commission at a publicly scheduled meeting," and then adding at the end of The Acquisition of Properties section, "Prior to making an acquisition the use of the property must be determined. In the case of making an offer to purchase, the offer shall not be made until the use of the property is determined and deemed to be allowable."

*Motion by Hooker
Support by Dunten
Motion approved*

Public Comment on Agenda and Non-Agenda Items

None

Commissioner Member Comments

Hooker wished everyone a Happy New Year. She requested an update about Lodge House, and to see the Veteran's Initiative and the condominium at 4870 Foxfire. She provided information on the Fifth Annual Trailblazers of HOPE Tribute on January 27, 2023, at 5:45pm and invited everyone to attend.

Griffin announced that volunteers are still needed for the 2023 Point in Time Count. It is scheduled for January 23, 2023, from 6:30pm to 12:30am.

Balkema requested to volunteer for the Point in Time Count, as well as providing a tour of the properties to Hooker and to any additional Commissioners that were interested.



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Meeting Adjourned: 5:53pm

Submitted by: Jamie Few