



## **Business Board of Directors Meeting Minutes April 6, 2023**

**Commission Members Present:** David Anderson (arrived at 4:42pm), Kizzy Bradford (arrived at 5:16pm and departed at 5:56pm), Coty Dunten, Patrese Griffin and Gwendolyn Hooker

**Commission Members Absent:** Kizzy Bradford

**Kalamazoo County Commissioner Present:** Tami Rey (arrived at 4:40pm)

**Kalamazoo County Housing Director Present:** Mary Balkema

**Administrative Service Provider and Recording Secretary Present:** Jamie Few and Lisa Willcutt

**Guest:** Brian Krol, Seber Tans PLC

### **Call to Order and Approval of Meeting Agenda**

The meeting was called to order at the Kalamazoo County Building, Room 207A, 201 West Kalamazoo Avenue by President Griffin at 4:32pm.

A motion was made to approve the meeting agenda.

*Motion by Dunten*

*Support by Hooker*

*Motion approved*

### **Approve Minutes of the March 2, 2023, Meeting**

Griffin asked for approval of the last meeting minutes from March 2, 2023. Hooker inquired about the purpose of including arrival and departure times of Commissioners in the minutes. Willcutt explained that the times are necessary for the purpose of submitting attendance to the County, and they can also be utilized when referencing prior meeting minutes to help gauge whether a Commissioner was present during a specific discussion. The minutes were approved as submitted.

*Motion by Dunten*

*Support by Hooker*

*Motion approved*

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

None

### **2022 Audit Presentation by Seber Tans PLC**

Brian Krol presented the 2022 year-end audit. He stated that the KCPHC's audit is conducted in accordance with Government Auditing Standards, and that it is rolled into the County's audit report. Pages 2-5 of the audit contain the Management Discussion and Analysis, while pages 6-8 contain the Financial Statements. Krol pointed out that there are two amounts referenced as net position and recommended the Commissioners focus on the unrestricted net position amount of \$203,150. This amount is the net position that has no constraints placed by creditors, grantors,



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contributors, laws, regulations, etc. The largest change this year is the purchase of the Foxfire condominium which can be found in the current asset line item labeled asset held for sale. (Since the condominium was occupied as of December 2022, but the process to put it up for sale has started, he recommended the status of the condominium be clarified by 2023 year-end.) Pages 9-12 include the notes to the Financial Statements. Pages 13-16 include supplementary information regarding compliance, findings and responses, and the status of prior year findings.

Krol stated that no deficiencies in internal control that would be considered material weaknesses were found. Anderson asked for confirmation that the KCPHC's policy on capital assets is set at \$500. Krol confirmed that \$500 is the current policy and Balkema stated that the County policy is set at \$25,000. A brief discussion occurred about adjusting this policy in the future due to rising costs. Hooker expressed her gratitude to Willcutt and Lockhart Management & Consulting for all that they do for the KCPHC, and to Brian for presenting the audit to the group.

There was a motion to accept the 2022 year-end audit and to submit it to the County.

*Motion by Anderson*

*Support by Dunten*

*Motion approved*

## **Reports**

### Financial Reports

Willcutt summarized the March 2023 Financial Reports that were distributed prior to the meeting. Insurance refunds were issued for FUSE, the Millage, Bethany House, and the Foxfire condominium. Bethany House is still experiencing several ongoing repairs, including a ceiling replacement. Keystone incurred costs for additional extermination as well as tree branch removal from recent storm damage.

There was a motion to accept the March Financial Reports.

*Motion by Hooker*

*Support by Dunten*

*Motion approved*

### Bethany House

Willcutt reported that additional repairs that were discovered by maintenance are in the process of completion. Bethany House has experienced a change in staff; Stefanie Belote, who provided a presentation to the Commissioners in November, is now the House Manager.

### Veterans Initiative

Willcutt reported that a fire inspection was recently completed, but she had no further updates.

### FUSE

Willcutt reminded the Commissioners that Lockhart Management & Consulting incorporated the KCPHC properties into their maintenance technician position to prevent issues from arising that previously occurred from utilizing a contractor. A quote has been received for damaged and



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missing gutters at the 1318 Hays Park location. The estimated amount of \$866.11 includes removal of damaged gutters, closing of gaps and 52 feet of gutters for replacement.

Portage Condominium

Willcutt reported that the new condominium rules and regulations did not pass (the KCPHC submitted their vote in March 2023). A copy of the condominium association's special meeting minutes were provided for the Commissioners to review. The resident of the condominium has not returned Willcutt's phone calls or turned in their keys, but complaints from neighbors have lessened. It is possible that the resident has already moved out; Willcutt plans to visit the condominium to verify whether this is true.

**Old Business**

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

Few stated that the motion made during the March meeting approved RT London due to it being the lowest cost, but it did not specify an amount not to exceed regarding the cost of the furniture. The credit application form that must be submitted to RT London specifies a credit amount being requested. During the review of the bids in the previous meeting, it was recommended to approve an amount not to exceed \$16,000. The representative from RT London, Bill Terpstra, that Few has been in contact with advised the KCPHC to request a higher amount than needed to prevent exceeding the amount requested. Once the finishes and fabrics are selected, RT London will provide an invoice for a 50% deposit of the amount due, with the remaining amount due by the date of delivery. The current estimated time frame for delivery is 8-10 weeks.

There was a motion to approve an amount not to exceed \$16,000 for the common area furniture.

*Motion by Hooker*

*Support by Anderson*

*Motion approved*

2015 Millage

Anderson stated that MSHDA will be allocating money for Non-Congregate Shelter Acquisition and Development through the HOME American Rescue Plan (HOME-ARP). He discussed the idea of receiving grant money for this to create a non-congregate shelter, which could be transitioned into permanent housing after 10 years. Unfortunately, the deadline to apply for this is May 5, 2023. He noted that his employer, Integrated Services of Kalamazoo, would submit an application.

Both Anderson and Hooker shared proposals for the usage of the \$200,000 Millage funds. Upon hearing these proposals, Willcutt took a moment to reiterate that the 2023 Budget and Work Plan states that the KCPHC will utilize \$200,000 to remove barriers to housing. She stated that the approval of an Amplifund service provider application to allow for the distribution of the \$200,000 allocated for the purpose of removing barriers to housing was expected at this meeting.

Rey stated that it did not seem equitable for the Commissioners to present proposals, list providers, and dictate how organizations would utilize specific amounts. Willcutt suggested



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providing the Continuum of Care (CoC) with the \$200,000 balance due to their familiarity, or to open the application to the community.

It was decided that Balkema will submit the criteria of the Amplifund application based on the Millage guidelines, and a press release will be provided on Monday, April 10. She recommended the Commissioners inform her of any specific organization they know of that is interested in applying; she can reach out to them directly about the application becoming available.

Sale of Portage Condominium

Dunten reported that Hooker, Willcutt and herself met earlier in the week and determined the request for proposal (RFP) criteria and realtors to solicit. Willcutt will draft the RFP for the committee's review and then send bids to several realtors in order to move forward with the sale.

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

Meg Bauer shared insight regarding the barriers she has noticed her clientele experiencing. She said application fees are the largest barrier currently. She is unsure as to why the barrier has shifted away from security deposits and rental amounts for the first and last months of the lease term. She pointed out that there is a large group of people who need more assistance than vouchers allow.

**Commissioner Member Comments**

Rey stated that Commissioner Dunten's term has ended. There are currently five applications for the position and interviews will occur in May. The Commissioners discussed Dunten's presence and impact within KCPHC. All Commissioners agreed that they would prefer her to continue serving for another term.

There was a motion for Griffin to write a letter on behalf of the KCPHC regarding Dunten retaining her position.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

*Roll Call Vote:*

*Anderson – Yes*

*Dunten – Abstained*

*Griffin – Yes*

*Hooker – Yes*

*Motion approved*

Anderson shared his concerns about Pine Grove using payment standards for Section 8 in Kalamazoo County as opposed to fair market rents; he's witnessed rental increases of \$100 as a result of this practice.



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Griffin shared that the CoC's Coordinated Entry second meeting is April 18 from 12:30pm-2pm. The RentAble program is currently running; she requested those that have questions to reach out.

Meeting Adjourned: 6:15pm

Submitted by: Jamie Few