

**BATTLE CREEK HOUSING COMMISSION
MINUTES**

Regular Meeting October 22, 2024

Pending Board Approval

CALL TO ORDER:

The regular meeting of the Battle Creek Housing Commission (BCHC) was called to order at 3:00 p.m. by President Guzzo in the Main Office of Kellogg Manor, 250 Champion Street, Battle Creek Michigan.

ROLL CALL: Present: Commissioner Guzzo, President
 Commissioner Simmons, Vice President
 Commissioner Gray
 Commissioner Gillette
 Commissioner Daniels

Also present: Lee Talmage, Executive Director; John Paternoster, Deputy Director

Annual Election of Officers:

Before proceeding with any further business, the President then turned the meeting over to the Secretary for the Annual Election of Officers, President and Vice President.

A motion was then made by Commissioner Gillette supported by Commissioner Gray to nominate and elect Benita Simmons to the office of President. There were no other nominations. Commissioner Simmons accepted the nomination.

Vote: Ayes-Unanimous
 Nays-None

A motion was then made by Commissioner Simmons supported by Commissioner Gray to nominate and elect Marcie Gillette to the office of Vice President. There were no other nominations. Commissioner Gillette accepted the nomination.

Vote: Ayes-Unanimous
 Nays-None

BUSINESS:

APPROVAL OF AGENDA & MINUTES

A motion was then made by Vice President Gillette and supported by Commissioner Guzzo to approve the Agenda & Minutes as presented.

Vote: Ayes- Unanimous
 Nays- None

PUBLIC COMMENT & SPECIAL PRESENTATIONS: None

Directors Report & Financials:

The Directors Report including Bills and Communications, are presented, attached, and made a part of these minutes.

Director Talmage updated the Board on the process of the RAD Development Closings and reported that all parties had indicated they anticipated closing at the end of October or in November 2024.

Director Talmage reported the BCHC Strategic Planning event was scheduled for November 26, 2024 at the Miller Foundation. Dr. Crain, the event's facilitator was working with Talmage to prepare the agenda utilizing documents that had been forwarded to her. As November 26, 2024 was the scheduled Tuesday before the Thanksgiving holiday, and coincides with the November 2024 regular Commission meeting, it was suggested the regular meeting be moved back to November 17, 2024 or cancelled. As the Planning event is intended to support the regular mission of the Commission, the Board decided to cancel the regular November 2024 meeting.

Regarding the True Care Living Project Based Voucher initiative and the national HCV Shortfall situation, Talmage stated he had two phone meetings with Eli Gabay and Attorney Garrett McDaniel regarding Shortfall and the impact on this PBV proposal.

Deputy Directors Report:

The Deputy Directors Report on occupancy was presented, is attached and made a part of these minutes.

Deputy Director Paternoster reported on the recent occupancy challenges and let the Commission know he was working with the Asset Managers to prepare for removing the Commission's residents out of the HUD Real Estate Assessment Center (REAC) PHA Information Center (PIC) as soon as the last three sites are converted.

Committee Reports:

Director Talmage reported that interviews were being set up with the two potential candidates for the Deputy Director of Development position. Dates for the Commissioners were then narrowed down to the first two weeks in November, and then November 14, 2024. Director Talmage stated he would call the two candidates about their availability and then confirm with the Board.

UNFINISHED BUSINESS: None

NEW BUSINESS:**Resolution 2025-01 SEMAP Submission for FYE 09/30/2024**

A motion was made by Vice President Gillette and supported by Commissioner Gray to approve the prepared SEMAP Submission for FYE 09/30/2024.

Talmage informed the Commission the internal audit of the SEMAP indicators is about ready and recommended reviewing the Submission audit with President Simmons for submission in the HUD REAC website before the submission deadline on 11/30/2024.

Vote: Ayes- Unanimous
Nays- None

A discussion followed about the annual **Executive Director Evaluation**. Director Talmage was directed to prepare a written self-assessment of the Commissions goals by November 10, 2024.

OTHER BUSINESS:

Public Comments: None

Commissioner Comments:

Commissioner Roy Daniels stated he was resigning as of the December 2024. He was anticipating an opportunity for himself that would require him to leave Battle Creek.

Commissioner Sam Gray expressed his thanks for the opportunity to travel to the 2024 NAHRO National Conference in Orlando. He told the Commission about the sessions he was able to attend, such as a plan in Columbia South Carolina to combat homelessness, and one on Family Self Sufficiency. He also had an opportunity to take a tour of the Orlando Housing Authority's developments.

ADJOURNMENT:

At 4:41 President Simmons adjourned the meeting. The next regular meeting of the Commission will be Tuesday, December 17, 2024 at 3:00 p.m.

Respectfully Submitted,

Lee Talmage
Secretary

