BATTLE CREEK HOUSING COMMISSION

MINUTES

Regular Meeting January 28, 2025

Pending Board Approval

CALL TO ORDER:

The regular meeting of the Battle Creek Housing Commission (BCHC) was called to order at 3:01 p.m. by President Simmons in the Main Office of Kellogg Manor, 250 Champion Street, Battle Creek Michigan.

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

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

BUSINESS:

APPROVAL OF AGENDA & MINUTES
A motion was then made by Vice President Gillette and supported by Commissioner Gray to approve the Minutes of the December 17, 2024 Regular Meeting as presented, and the Meeting Agenda.

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.

Regarding the anticipated next steps to the Strategic Planning Event held for staff and Commissioners on November 26, 2024, the Commission directed Director Talmage to follow up with the Nonprofit Network facilitator regarding the expected assessment and strategic goals. Commissioner Gillette expressed disappointment with the survey. She believed a more intentional survey would have been responded to with more thought and depth by the respondents.

Talmage reviewed with the Commissioners the current status of the RAD conversion and the required steps the HUD Recapitalization Team and Federal Consulting have outlined for closing. Talmage then discussed the current status of the 9% LIHTC deals that the

Commission has made commitments, particularly the UPHoldings proposal for a MSHDA recommended Northern Pines Co-ownership. Talmage referred to a blank Memorandum of Understanding with a 4% LIHTC consultant/developer Good Housing Partners. This document outlines the 4% financing tool made available to PHAs for the purpose of updating their RAD properties. Talmage stated he will be speaking with Attorney Todd Van Eck regarding this document.

Talmage informed the Commission that its Property/Liability insurance scheduled to expire February 14, 2025 had been cancelled for the 2025-2026 year, but had been bound over by Decker Agency with Tokio Marine to March 1, 2025. Decker is working with BCHC staff and Housing Authority Insurance Group on the 2025-2026 renewal.

Regarding the Personnel Policy Committee work Talmage made available notes on the current policy by the staff.

The Commission discussed the usefulness of the added Financial Statement Balance Sheets for December 2024 to the packet along with the regularly provided statements.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

Resolution 2025-03 Collection Loss Write-Off

A motion was made by Commissioner Guzzo and supported by Commissioner Gray to adopt Collection Loss Resolution 2025-03 as prepared.

Vote: Ayes- Unanimous
Nays- None

Resolution 2025-04 Revised Operation Budget 09/30/2025-
Security Services-City of Battle Creek

After discussing the background for the proposed Budget Revision, President Simmons suggested due to the size of the increase, $11,587.00, that no action to revise the budget be made. Commissioner Guzzo pointed out that this is an example of how not having a new Resident Commissioner appointed makes it difficult to call for a vote when a conflict of interest exists. No action was taken.

OTHER BUSINESS:

Public Comments:	None
Commissioner Comments:	None

ADJOURNMENT:

At 4:24 President Simmons adjourned the meeting. The next regular meeting of the Commission will be Tuesday, February 25, 2025 at 3:00 p.m.

Respectfully Submitted,

Lee Talmage
Secretary