BATTLE CREEK HOUSING COMMISSION

MINUTES

Regular Meeting June 17, 2026

Approved

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 Guzzo
Commissioner Simmons, President
Commissioner Torrey
Commissioner Gray

Also present: John Paternoster, Deputy Director; Chris Lussier, Chief Executive Officer

Commissioner Gillette excused.

BUSINESS:

Approval of Agenda:

A motion was made by Commissioner Guzzo and seconded by Commissioner Gray to approve the agenda.

Vote: Ayes – Unanimous
Nays – None

Approval of Minutes:

A motion was made by Commissioner Guzzo and supported by Commissioner Gray to approve the Minutes of the May 27, 2026 regular meeting.

Vote: Ayes – Unanimous
Nays – None

Public Comment and Special Presentations:

No public comment was made.

Chief Executive Officer's Report

CEO Chris Lussier summarized his report, highlighting progress on the Georgetown Estates transition, including staff retention, recruitment efforts, system conversion planning, and ongoing work to stabilize the property ahead of a future sale. He also updated the Commission on the proposed Colliers listing agreement and the strategy to market the property to affordable housing developers.

Mr. Lussier further reported on the RAD Portfolio Rehabilitation project with Good Housing Partners, progress on the Northern Pines development, and the need for Board guidance regarding implementation of the Commission's new Paid Time Off policy. He concluded with a brief update on his onboarding activities and progress toward organizational goals.

A discussion was held regarding resident engagement, including recent plans to hire a Resident Services and Outreach Specialist and opportunities for resident involvement in developing the scope of work for the LIHTC-funded redevelopment of the RAD-converted properties. Commissioners reached a consensus to close the Resident Services and Outreach Specialist posting for now and revisit the position later in the year once the leadership transition and Georgetown Estates transition are further along.

Staff will continue holding monthly resident meetings and exploring partnership opportunities to expand resident services, including programs offered through CareWell Services and Senior Services. Commissioners emphasized that meaningful engagement of both residents and staff in shaping the redevelopment scope of work should remain a key priority.

Deputy Director's Report

Deputy Director Paternoster reported improved occupancy trends and positive results from ongoing pest control efforts. He also provided an update on discussions with HUD regarding the national closeout of the Turn Key III program. It was noted that the Battle Creek program is one of only three remaining Turn Key III programs in the country and has been recognized as a successful model. Deputy Director Paternoster will continue working with HUD to negotiate an agreement that would allow the Battle Creek Housing Commission to complete the program for its remaining participants.

Policy Review

A discussion was held regarding paid time off (PTO) and leave policies. Staff will develop and present proposed revisions, within the next month, that clarify the current policy's language regarding the accrual and earning of PTO. Other personnel policy matters will be deferred for future Board discussion and consideration.

UNFINISHED BUSINESS:

A discussion was held regarding the proposed LIHTC rehabilitation project at Liberty Commons and its request for project-based vouchers. Staff will follow up with Liberty Commons to obtain additional information regarding the LIHTC scoring criteria and to better understand the potential impact of awarding a reduced number of vouchers to the project. Staff will also develop a draft framework for Board consideration to guide future decisions regarding the allocation of project-based vouchers.

NEW BUSINESS:

Resolution 2026-12:

A motion was made by Commissioner Guzzo and seconded by Commissioner Torrey to approve the write-off of uncollectible accounts and unrecovered collections.

Vote: Ayes – Unanimous

Nays – None

A discussion was held regarding entering into a listing agreement with Collier's for the Georgetown Estates property. Commissioners were generally supportive of entering into the agreement and the strategy to reposition the property for sale to a LIHTC developer that would invest in the property and preserve affordability.

A discussion was held regarding bank accounts and authorized signers. The Board agreed that all five commissioners will be designated as authorized signers on all organizational bank accounts. Staff will also transfer the organization's purchasing card account from PNC Bank to a financial institution with which the Commission currently conducts regular business.

COMMITTEE REPORTS: None

OTHER BUSINESS:

Public Comments: None

Commissioner Comments:

Commissioner Gray shared information regarding the Wall that Heals and requested flyers be posted at the office, Kellogg Manor and Cherry Hill Manor.

Commissioner Gray also shared information for the Juneteenth Celebration at Claude Evans Park on June 20th.

ADJOURNMENT:

At 5:45 p.m. President Simmons adjourned the meeting.

Respectfully Submitted,

Chris Lussier
Secretary