

**BATTLE CREEK HOUSING COMMISSION
MINUTES**

Regular Meeting December 17, 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 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
	Absent:	Commissioner Daniels

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

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 October 22, 2024 Regular Meeting as presented, and the Agenda with the addition of a discussion of the Housing Commission's Employee Benefits and the Health Savings Account.

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 then recognized Abe Alasaaf the pending new Deputy Director of Development who will begin on January 27, 2025. Talmage then updated the Commission on the status of the RAD Conversion process, and the HCV Funding shortage that has exacerbated the True Care Living PBV project.

The Commission then discussed the Human Resources Department notification that payments mistakenly made to the staff Health Savings Accounts and the continuation of

those contributions. Invoices from the City Finance Department reflecting both the unbilled HSA and the new fee for services were provided and added to the Commissioners Packets.

In the context of this discussion on benefits, President Simmons asked that the Commission move forward on updating the Commission's Personnel Policy by forming a Committee of President Simmons, Vice President Gillette, Director Talmage, and Deputy Director Paternoster to look together at the Personnel Policy.

Talmage added to the Board Packet a December 16, 2024 correspondence from the Detroit HUD Field Office notifying the Commission its 09/30/2024 SEMAP score for the Housing Choice Voucher program was 93 percent, High Performer.

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 2025-02 Revision to Housing Choice Voucher Administration Plan

The proposed revisions applied to Eligibility Requirements in the special VASH HCV program and adopting a program participant fee for missed HCV inspections.

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

The Commission discussed ways of reducing the number of "missed inspections" highlighted in the Revision.

Vote: Ayes- Unanimous
Nays- None

At 4:45 the Commission went into a CLOSED SESSION for the purpose of conducting the Annual A discussion followed about the annual Executive Director Evaluation.

At 6:00 the Commission came out of the CLOSED SESSION.

OTHER BUSINESS:

Public Comments: None

Commissioner Comments: None

ADJOURNMENT:

At 6:04 President Simmons adjourned the meeting. The next regular meeting of the Commission will be Tuesday, January 28, 2025 at 3:00 p.m.

Respectfully Submitted,

Lee Talmage
Secretary