

# **BATTLE CREEK HOUSING COMMISSION MINUTES**

**Regular Meeting August 26, 2025**

*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  
Commissioner Torrey

Also present: Lee Talmage, Executive Director; John Paternoster, Deputy Director; Abe Alassaf, Deputy Director; Tiyanne Payne, VA Health Care for Homeless Veterans Supervisor (Virtual)

## **BUSINESS:**

### **PUBLIC COMMENT & SPECIAL PRESENTATIONS:**

Tiyanne Payne, who oversees the HUD-VASH program for the VA, presented information regarding voucher processing timelines and coordination between the VA and VASH PHAs. The data presented showed that in Battle Creek the time from voucher issuance to lease-up is 77-108 days. Payne discussed the need for better coordination and communication between the VA and area PHA VASH administrators. Discussion included the status of allocations of frozen vouchers, strategies for improving the orientation process, and the need for better coordination between BCHC and VA services to streamline the voucher process for veterans.

As a part of the Commission's ongoing Strategic Planning, the group then turned to a scheduled presentation, **Georgetown Estates Development- 6 Year Analysis & Strategic Recommendations** by Deputy Director of Development, Abe Alassaf. Alassaf presented a comprehensive analysis of Georgetown Estates operations and reviewed strategic recommendations. Discussion centered on potential revenue opportunities and long-term planning strategies for the property. The Commission thanked Alassaf for his work.

## **APPROVAL OF AGENDA & MINUTES**

The motion was then made by Commissioner Gray and supported by Commissioner Torrey to approve the Agenda & Minutes of the July 22, 2025 Regular Meeting.

**Vote:** Ayes- Unanimous  
Nays- None

Before moving to Business and New Business the Commission discussed the need to set aside time to discuss new opportunities and challenges the Commission is currently facing. After checking their calendars, the Commission decided on two dates for this workshop, September 16, 2025 and September 23, 2025.

## **Directors Reports & Financials:**

The Directors Report including Bills and Communications, are presented, attached, and made a part of these minutes. The report provided updates on the RAD PBV On Call assistance with Du & Associates, the 15 Day Letter from MSHDA to UPHoldings regarding Northern Pines and the progress that had been made on the Kellogg Manor fallen tree incident that occurred on August 5, 2025. In addition to these items on the written report, Talmage announced one of the new Maintenance Techs had resigned.

## **Deputy Directors Reports:**

Deputy Director Paternoster's Reports on occupancy and Pest Control were presented, are attached and made a part of these minutes. Deputy Director Alassaf's Report on Development was omitted from the packet.

## **NEW BUSINESS:**

### **Resolution 2025-09 - FYE 2026 Housing Choice Voucher Payment Standard**

Following review and discussion, a motion was made by Commissioner Guzzo and supported by Commissioner Gray to adopt the FYE 2026 Housing Choice Voucher Payment Standard.

**Vote:** Ayes- Unanimous  
Nays- None

### **Resolution 2025-10 - FYE 2026 PH-RAD-HCV Operating Budget**

Following review and discussion of the proposed budget, a motion was made by

Commissioner Gray and supported by Commissioner Gillette to approve the FYE 2026 PH-RAD-HCV Operating Budget.

**Vote:** Ayes- Unanimous  
Nays- None

**Resolution 2025-11 - FYE 2026 Utility Allowance**

After review of the utility allowance calculations and supporting documentation, a motion was made by Commissioner Gray and supported by Commissioner Guzzo to approve the FYE 2026 Utility Allowance schedule.

**Vote:** Ayes- Unanimous  
Nays- None

**Resolution 2025-12 - FYE 2026 Flat Rent Schedule**

Discussion included how the flat rent schedule aligns with market rates and the impact on residents. A motion was made by Commissioner Gray and supported by President Simmons to adopt the FYE 2026 Flat Rent Schedule.

**Vote:** Ayes- Unanimous  
Nays- None

Before adjourning Director Talmage asked the Board to look at page 39 in the packet following his report. This contained a second funding request of \$1000 under the BCHC Community Contributions Policy for the upcoming Diapers to Diplomas event to be held on August 27, 2025 at Parkway Manor. A discussion then followed about the brief history of the policy and how it was being utilized in the community. Commissioner Guzzo expressed concern that a previous recipient, the Parkway Food Pantry, had not been making requests for the funds. Commissioner Gillette questioned the fact that the same Organizations are making these requests each year and further steps need to be followed to guard against inequity.

Regarding the request at hand, a motion was made by Commissioner Gray and supported by Commissioner Guzzo to approve this request by BCDIAPER for an additional \$1000 for this event.

**Vote:** Ayes- Unanimous  
Nays- None

**UNFINISHED BUSINESS:**

None

**OTHER BUSINESS:**

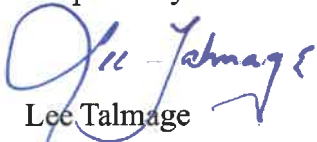
**Commissioner Comments:**

Commissioner Gray announced that the NAACP of Battle Creek is hosting a Housing Summit on Tuesday, September 9, 2025 at 5:00-7:30 PM, at the Kool Family Community Center.

**ADJOURNMENT:**

At 5:14 President Simmons adjourned the meeting. The next regular meeting of the Commission will be Tuesday, September 23, 2025 at 3:00 p.m.

Respectfully Submitted,



Lee Talmage  
Secretary