

**Kalamazoo Area Building Authority (KABA)
Board Meeting
September 10, 2015**

The KABA meeting was held at Kalamazoo Township Hall. Board Chairperson Deb Everett called the meeting to order at 2:07 p.m.

PRESENT:

Deb Everett, Chair
George Cochran, Treasurer
Carol DeHaan, Secretary
Anna Goodsell, Alternate Member
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Cooper Township Supervisor Jeff Sorensen, KABA Administrative Assistant Tracy Fricke, and Recording Secretary Kerrie LeClercq.

Approval of Agenda

No changes were made to the agenda.

Consent Agenda

Minutes of the August 6, 2015 meeting
Receipts & Disbursements Report
Administrative Report
Executive Director Report
Revenue/Permit Report
2016 Holiday Schedule
2016 Payroll Dates

Motion by Ms. DeHaan, second by Mr. Cochran to approve the consent agenda items. Carried.

2016 Budget Considerations – A) Office Manager: Consensus that the position should be considered a staff position, rather than a management position. Mr. Porter advised that the physical requirements of the position needed to be added to the job description, to adhere to the Americans with Disabilities Act. A motion was made by Ms. Goodsell, and seconded by Mr. Cochran to finalize the job description and move forward with the search to find a candidate to fill the position. Motion carried unanimously. **B) Building Official:** The Board agreed with the proposal as presented by Executive Director Hellwege. A motion to that effect was made by Mr. Martlew and seconded by Mr. Cochran. Motion carried unanimously. **C) Executive Director:** Mr. Martlew raised the question of whether the position should be a salaried or a contract position. Attorney Porter advised that it may be “safer” from an IRS point-of-view if the position were to be salaried, but that ultimately, KABA would be able to justify maintaining it as a contract position. It was noted that the wording under the “Terms of Agreement” section needed to be edited to reflect the correct year. With that caveat, a motion was made by Ms. DeHaan to enter into the contract and supported by Mr. Martlew. Motion carried unanimously. **D) Budget Path Forward:** A budgetary meeting has been scheduled at the Oshtemo Township Hall for September 24, 2015 at 2:00 pm.

Update on KABA Office Space/Location – Executive Director Hellwege advised the Board that he and Administrative Assistant LeClercq had toured potential office space at Holiday Terrace, but that at this point, Oshtemo Township has expressed a desire to have KABA stay at the Oshtemo Township Hall. He is in discussions with Oshtemo Supervisor Heiny-Cogswell about additional space that may become available for KABA's use.

Consideration of Authorization of Bank Accounts Signatories – KABA will be opening additional accounts at separate banking institutions in order to guarantee that funds are federally insured. A motion was made by Ms. DeHaan to continue to maintain a primary banking account at Consumers Credit Union, but to also authorize KABA to use any of the following: Mercantile Bank, Advia Credit Union, Chemical Bank, and First National Bank, with Executive Director Hellwege, Secretary DeHaan, and Treasurer Cochran as the authorized signatories. The motion was seconded by Ms. Goodsell and carried unanimously. Ms. Goodsell also recommended that KABA formalize an investment policy.

Conflict of Interest Policy – Attorney Porter provided the Board with an example of standard language for a Conflict of Interest policy as it applied to KABA. Ms. DeHaan suggested that the proposed policy be sent to Abraham and Gaffney for review, as they were the agency that suggested the implementation of such a policy as part of their audit. It was also recommended that KABA request that Abraham and Gaffney review a proposed Fraud Risk Management policy.

Board Member Comments – Mr. Martlew requested that Executive Director Hellwege, KABA employees, and the KABA Board begin long term strategic planning. Ms. Goodsell asked that the Board review the benefit packages offered to new/prospective KABA employees, keeping in mind that equitable benefit packages will assist KABA with recruiting and maintaining a highly qualified and ultimately loyal staff.

There was no further business and the meeting was adjourned at approximately 3:04 p.m.

Next Meeting – Special Budgetary Meeting: September 24, 2015 at Oshtemo Township at 2:00 PM.
Regular Meeting: October 8, 2015 at Oshtemo Township at 2:00 p.m.

Drafted: September 10, 2015

Approved: _____

DRAFT