

**Kalamazoo Area Building Authority (KABA)
Board Meeting
November 5, 2015**

The KABA meeting was held at Cooper Township Hall. Board Chairperson Deb Everett called the meeting to order at 2:00 p.m.

PRESENT:

Deb Everett, Chair
George Cochran, Treasurer
Carol DeHaan, Secretary
Ann Nieuwenhuis, Member
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Mike Alwine, KABA Office Manager Jannette Poehlman, and Recording Secretary Kerrie LeClercq.

Approve Agenda

Executive Director Hellwege requested that an addition be made to the Agenda for a discussion about KABA's Fraud Risk Management Policy. Ms. Nieuwenhuis made a motion to include it in the agenda, and Ms. DeHaan seconded the motion. Motion carried, and it was entered as number 8 on the Agenda.

Consent Agenda

Approval of Minutes of October 8, 2015 Meeting
Receipts & Disbursements Report
Administrative Report
Executive Director Report
Revenue/Permit Report
Revised KABA Organizational Chart
Motion by Ms. DeHaan, second by Ms. Nieuwenhuis to approve the consent agenda items. Motion carried unanimously.

Citizen Comments on Non-Agenda Items – There were no citizen comments.

Introduction of new KABA Office Manager – Executive Director Hellwege introduced Jannette Poehlman to the Board members, and Ms. Poehlman then provided a brief description of her professional background. Ms. Poehlman expressed excitement to be coming on board as the newest KABA team member.

Building Official Update on Major Projects – Building Official Alwine informed the Board that there was a very large number of permits submitted to KABA during the Month of October, including a tremendous amount of residential, single-family, permits. He also went over a few of the large commercial projects recently submitted to KABA:

1900 Drake – Consumers Credit Union
6220 West Main – Bronson Fast Care
Krum – Impact Label
3625 Park Circle – Seneca Medical Facility

KABA Strategic Future Planning – Mr. Martlew distributed an outline of the information he feels is pertinent to the discussion of KABA's future goals. There was a very brief discussion about the outline, with Mr. Martlew pointing out those areas that he feels are particularly important. These include the question of whether or not growth is in KABA's best interest, as well as the need for a detailed position description for each position within KABA. Ms. Everett suggested that the strategic future planning be temporarily postponed until Ms. Poehlman has had an opportunity to settle in at KABA and evaluate the areas that she believes could use improvement. Ms. Nieuwenhuis requested that the search for a facilitator be started now, so that this person could be in place when the Board is ready to move forward with the planning. Ms. Nieuwenhuis volunteered to begin gathering information about potential facilitators. There was then a short discussion regarding whether or not the planning retreat should involve only the KABA Board members or if other KABA personnel should be present. There was no consensus on this issue at this time.

Fraud Risk Management Policy – Mr. Porter gave a brief overview of the content and purpose of the Policy. Mr. Cochran made a motion to adopt the policy, which was seconded by Ms. DeHaan. The motion carried unanimously.

Board Member Comments – Mr. Cochran asked if there was any additional information regarding KABA's housing situation. Ms. Everett explained that Oshtemo Township was continuing to pursue plans to create additional space for KABA within the Oshtemo Township Hall. Ms. Nieuwenhuis brought up the issue of rodents and insects that may be a side effect of demolition projects and asked if there was any requirement in the code that an exterminator be involved in demolition projects. There is no such requirement, and per Mr. Cochran, the time and effort involved would be totally prohibitive.

There was no further business and the meeting was adjourned at approximately 2:30 p.m.

Next Meeting – Regular Meeting December 3, 2015 at Comstock Township at 2:00 p.m.

Drafted: November 5, 2015

Approved: December 10, 2015