

**Kalamazoo Area Building Authority (KABA)
Board Meeting
November 17, 2016**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Ann Nieuwenhuis called the meeting to order at 2:03 P.M.

PRESENT:

Ann Nieuwenhuis, Chair
George Cochran, Treasurer
Barney Martlew, Secretary

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, In-coming Kalamazoo Township Treasurer Sherine Miller, KABA Administrative Assistant Penny Cassidy and Recording Secretary Kerrie LeClercq.

Approval of Agenda - A motion was made by Mr. Cochran to approve the agenda, seconded by Mr. Martlew and carried with a vote of 3-0.

Approval of Consent Agenda - Mr. Martlew made a motion to approve the consent agenda, seconded by Mr. Cochran, and carried with a vote of 3-0.

Citizen Comments – There were no citizen comments.

2017 KABA Board Meeting Schedule – Ms. LeClercq requested guidance from the Board regarding frequency and scheduling of Board meetings in 2017 so that she could create the 2017 Board Meeting Schedule and send it to each Township for posting. Mr. Cochran recommended that KABA continued to have monthly Board meetings and Ms. Nieuwenhuis suggested that a proposed Board Meeting Schedule be brought to the next Board meeting for approval. There appears to be no conflict with having the meeting on the second Thursday of each month at 2:00 PM.

2017 KABA Holiday Schedule – Mr. Alwine passed out a list of the current KABA holidays. A motion was made by Mr. Martlew to accept the Holiday Schedule as proposed, seconded by Mr. Cochran and carried with a vote of 3-0.

KABA Financial Control Policy – A copy of the final draft of the Financial Control Policy was reviewed by the Board. Mr. Cochran moved to approve the Financial Control Policy as presented, Mr. Martlew seconded the motion, and it carried with a vote of 3-0.

Stipend in Lieu of Medical Benefits – Mr. Alwine advised that the Board votes annually on the amount allocated to the stipend offered to KABA employees who do not take KABA insurance. The current stipend amount is \$55.00. Mr. Cochran made a motion to maintain the current stipend amount. It was seconded by Mr. Martlew and carried with a vote of 3-0.

KABA 2017 Budget Amendment – Mr. Alwine provided an overview of the changes made to the 2017 KABA Budget. Ms. Nieuwenhuis made a motion to approve the amendments to the 2017 KABA Budget as presented. Mr. Cochran seconded the motion and it carried with a vote of 3-0.

Interlocal Agreement – Mr. Krueger provided a copy of the proposed Interlocal Agreement to each Board member and touched on the salient aspects of the Agreement, particularly those sections that are altered from or added to the Interlocal Agreement that was created at the time of KABA's inception. He also advised that the By-Laws will be presented to the Board after the Interlocal Agreement has been approved by the individual Township Boards. Ms. Nieuwenhuis suggested that Mr. Alwine attend the Comstock and Kalamazoo Township Board Meetings and present the Agreement to Board members at that time. Mr. Cochran moved that the Agreement be presented to the Township Boards for Approval. Mr. Martlew supported the motion and it carried with a vote of 3-0.

SWOT Analysis – All meeting attendees participated in a Strengths, Weaknesses, Opportunities and Threats Analysis of KABA as it moves forward. A chart of the results of that analysis will be created by Ms. LeClerc and forwarded to all participating members and KABA staff.

KABA Board Member Comments – There were no Board member comments.

KABA Staff Comments – There were no staff comments.

There was no further business and the meeting was adjourned at approximately 4:30 PM.

Next Meeting – December 8, 2016 at the KABA Offices at 2:00 p.m.

Drafted: November 22, 2016

Approved: