

## Executive Director Report

### BOD Meeting December 7, 2023

#### Facilities:

- A. Nothing new to report

#### Administrative:

- A. Current mortgage issues: Discussed in closed session
- B. ReStore business covered in ReStore Report
- C. I am attending the Rotary Club in Greenville meetings Tuesdays at noon.
  - a. I am also the student advisor, overseeing the Greenville High School Interact Club. This is the student chapter of the Rotary Club.
- D. I am attending the Montcalm Human Services Coalition meetings. Those meetings are the first Wednesday of the month at 9:00 am in Stanton.
- E. I participate in the Montcalm County Veterans Affairs meetings in Stanton.
- F. I am also attending the COGG meetings in Greenville
- G. I am also participating in 2 to 3 virtual meeting per month with Habitat leadership state wide.
- H. I am now a member of the Montcalm Solid Waste committee
- I. Katelynn Aggas has joined Family Selection to satisfy our Qualified Loan Originator requirement. I am hopeful that the board will accept her as part of our board to replace Jayme. Katelynn and I have meet to talk about the organization, our mission, and to tour our facility.

#### Fund Development:

- A. We Mailed out our year end appeal letters with the student made Christmas cards.
  - a. That brought in about \$2,675.00

#### Training:

- A. We are in the process of updating our employee handbook, creating a similar handbook for volunteers and third party workers. In addition to our current safety training, there will be additional training developed through this process that will be required for all paid and unpaid team members to better protect us from future liabilities. More on that to come.

#### Construction/Family update:

##### Current Habitat build project:

I am excited to report that the house is progressing at a steady pace. The home is fully insulated. Our drywall finishers expect to be done this Friday.

We were able to use the prison build program for our cabinets and countertops. Those are expected to be ready for pick up, at the Saint Louis Correctional Facility, next Friday. The family has picked out their flooring and paint colors from what we sell in the ReStore. We expect Painting will begin next weekend.

The appliances have been ordered through the Habitat International partnership with Whirlpool Corporation. The expected delivery date is mid February.

The Interact club is planning a Spring project to do the lawn and landscaping at the house for us.

I will be planning the home dedication ceremony for early March with plans to close on the home and move the Dewey family in by the end of March. They are right on track with their volunteer hours, and she has completed her financial training classes required by us and Rural Development.

I was unable to schedule a Muddy Boots Tour of this home due to the schedules of our contractors. It was a good thing the way it all came together so fast. There was no down time waiting for the next contractor to do their part.

Transitional Housing Project:

We are still waiting on a closing date for the house. Our offer was accepted and things are moving forward. However, the current owner had added all of her children to the deed, thinking she was doing the right thing. The problem has been that one of her children is an adopted, severely mentally handicapped adult. The homeowner has guardianship. However, because it is real-estate, the title company says she must petition the court for conservatorship in order to remove him from the deed.

To make things easier when the time comes, the board should reaffirm in this meetings minutes, who will be the authorized signer of the closing documents.

Career Center Student built home project:

I had come up with another proposal for Habitat and the Career Center to collaborate on this project. However, the Career Center was able to sell the home after the article in the Daily News was published. They are in the beginning phases of starting a new home that they expect to complete in late 2025.

A Brush with Kindness projects:

We constructed a wheelchair ramp in mid December. We also made four referrals to other agencies for home repair help.