

## **KCCA Board Advisory committee**

**November 10, 2022**

### **Minutes**

KCCA Board member present: N/A

Advisory Board members present: Benson Meyers, Debbie Hartvickson, Sandi Fuhrman, Elaine Simms, and Julie Strand.

Laurie Petrie (former KCCA board member) joined the discussion to provide a historical context about the recruitment of a property management company. Some members from our community also attended and participated in the discussion.

Sandi was voted as the vice-chair of this committee.

The committee charter was reviewed. Sandi suggested some editing suggestions that will go to the KCCA board for consideration. Otherwise the charter is as the board approved.

This committee's task is to offer a recommendation to the board about a preferred KCCA organizational design and which property management company to offer a contract to.

Laurie shared a recent history about the choice of a property management company to contract with KCCA. A request for proposal (RFP) was developed and sent to 5 companies. The Shamrock company was considered too small for KCCA.

A job description for a management company/administrator was developed by a KCCA task force. The following primary criterion for a management company to contract with KCCA were considered: 1) financial management, 2) administrative management, and 3) property/facility management. The intent is to hire the expertise to help KCCA make decisions for the benefit of our community. An organizational design was being explored that would work well with the management company. That was never finalized. The board had approved

moving ahead with a management company and to pursue a company. The process resulted in 2 of the 5 companies were seriously considered to contract with KCCA. AMS and Management Trust were the companies KCCA was interested in. A contract was executed with AMS but after the first meeting with the new Board, AMS declined to proceed because KCCA was unclear about exactly what we wanted a company to perform and at what cost.

At this point KCCA must decide what a property management company would be expected to do and what organizational design we want. The advisory committee needs to recommend an organizational design that includes all of the tasks we expect a management company to perform for the benefit of KCCA.

There was an open conversation about what might be a preferred personnel model to adopt.

The next advisory board meeting will be 11/14 @4:00.

These minutes were recorded by Benson Meyers.