



**Business Board of Directors Meeting Minutes
February 2, 2023**

Commission Members Present: David Anderson, Kizzy Bradford (arrived at 5:15pm), Coty Dunten, Patrese Griffin and Gwendolyn Hooker

Commission Members Absent: None

Kalamazoo County Commissioner Present: Tami Rey (arrived at 4:32pm)

Kalamazoo County Housing Director Present: None

Administrative Service Provider and Recording Secretary Present: Jamie Few and Lisa Willcutt

Call to Order and Approval of Meeting Agenda

The meeting was called to order at the Kalamazoo County Building, Board Chambers, 201 West Kalamazoo Avenue by President Griffin at 4:30pm. A motion was made to excuse Commissioner Bradford's absence; she will be arriving late due to getting out of work at 5:00pm.

Motion by Anderson

Support by Dunten

Motion approved

A motion was made to approve the meeting agenda with a request from Anderson to include additional discussion regarding expending Millage funds under New Business.

Motion by Hooker

Support by Anderson

Motion approved

Approve Minutes of the January 5, 2023, Meeting

Griffin asked for approval of the last meeting minutes from January 5, 2023. The minutes were approved as submitted.

Motion by Dunten

Support by Hooker

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None

Reports

Financial Reports

Willcutt summarized the January 2023 Financial Reports that were distributed prior to the meeting. She stated that the December and January income from the Portage condominium is included and can be found under the Foxfire Rents line item. Willcutt pointed out recent expenses for Bethany House included a year of property insurance, as well as extermination charges for removing animals that were found in the walls. Additional expenses included the outfitting of the Portage condominium for residency, and the 2022 fourth quarter costs from



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Integrated Services of Kalamazoo (ISK) for Keystone. Willcutt stated there is currently \$60,000 outstanding from Kalamazoo County, including the LGBTQ+ Initiative and the 2022 fourth quarter payment.

There was a motion to accept the January Financial Reports.

Motion by Anderson

Support by Dunten

Motion approved

Bethany House

Willcutt reported that the completion of the State of Michigan inspection has brought attention to repairs that are needed. Due to the age of the home, there are several cracked walls that are in the process of being repaired. Community Healing Centers (CHC) confirmed one shower cannot come clean. Willcutt stated that CHC recently told her they had been marked for the shower on several occasions. Other necessary items are taking priority over the shower replacement, but Willcutt confirmed she has received one bid of \$5,000 for the shower replacement and will need to seek additional bids if replacement is needed.

Veterans Initiative

Willcutt reported that she had spoken to the house manager, Tyrone Thrash, regarding the accepted motion from the January meeting on the usage of the \$1,000 donation. Thrash informed Willcutt of personal resident lockers that were in need of replacement. She did not authorize this due to it not being in line with the previously accepted motion, but she provided an example and an estimate of \$308.84 for the Commissioners to consider. After a brief discussion, the Commissioners agreed to use part of the funds to cover the locker expense.

There was a motion to authorize an estimated \$308.84 of the \$1,000 donation for replacing the resident lockers, with the remaining amount to be used in the same manner that was passed in the motion from the January meeting.

Motion by Anderson

Support by Dunten

Motion approved

FUSE

Willcutt reported that there were no updates at this time.

Portage Condominium

Willcutt shared that it has been reported the family that moved into the condominium in December has had several complaints and lease violations. Willcutt confirmed the validity of the complaints and concerns of lease violations during a recent inspection. The Foxwood Hills Condominium Association rules state that any tenant renting a unit must receive a termination notice after three lease violations; this family received a termination notice to move out by February 28, 2023. Willcutt stated the Association is creating criteria for criminal background restrictions and they still require documentation at least 21 days prior to the implementation of the lease agreement in order to approve or deny the potential residents, as discussed during the



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last meeting. Willcutt stated the process to find a new family to move into the condominium will need to begin; she recommended utilizing the Continuum of Care as a referral source.

Hooker expressed concerns of discriminatory actions within the Association and pointed out that the Association does not reflect the values of the KCPHC. Anderson agreed that the Association does not align with the KCPHC principles. He recommended selling the condominium or finding tenants that will meet Association's criteria. Dunten and Hooker agreed with Anderson's recommendation to sell the property, and Griffin stated that she is not comfortable moving in another tenant.

Griffin asked whether the KCPHC can offer support to this family due to them being required to move. Willcutt stated that she participated in a recent Zoom meeting with CPS, Foster Care, Families First, and ISK regarding the family's situation, and that the family is not overly participatory, but has adequate supports available.

A motion was made to sell the condominium located at 4870 Foxfire Trail, and a subcommittee (comprised of Commissioners Dunten and Hooker) was authorized to oversee the events.

Motion by Anderson

Support by Hooker

Motion approved

Old Business

Update Regarding Funds (\$28,703.72) Returned to the County

Willcutt stated that Few will be assisting in receiving bids for the furniture replacement from Transformations Furniture and Sauder Furniture (both of which were provided by Dunten), as well as West Michigan Office Interiors and This End Up Furniture.

2015 Millage

Dunten provided additional information on the two multi-family properties (2907 and 2911 Redwood Ave, Kalamazoo, MI, 49006) that were discussed during the January meeting. She noted there was a potential leak at one of the roofs and reminded the Commissioners that in order to purchase these properties it would utilize a majority of the remaining available funds from the Millage.

The Commissioners were in agreement that they were not comfortable purchasing another property at this time due to the current outcome of the Portage condominium. Dunten pointed out the deadline for the KCPHC to purchase multi-family housing is no later than March 31, 2023, according to the Budget and Work Plan, and she asked if there was a requirement for the date to be updated. Vice Chair Rey stated that she will inform the Kalamazoo County Board of Commissioners that the KCPHC is temporarily postponing the action of purchasing multi-family housing; however, it is still being discussed during meetings and it is still an active goal of the KCPHC to complete.

Rey stated that the Kalamazoo County Board of Commissioners has discussed an additional amount to be incorporated into the KCPHC's \$200,000 for Amplifund to be utilized for the



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removal of barriers to housing. She could not specify an amount, but she estimated the additional amount to be between \$100,000 and \$200,000. She clarified that action has not been taken; the Board of Commissioners have only spoken of the idea. Rey recommended waiting until after February 17, 2023, to open the Millage portal in Amplifund to lessen potential confusion. Rey asked if the KCPHC plans to have separate RFPs, and there was a consensus among the Commissioners that separate RFPs would be best.

Dunten asked the Commissioners for clarification on what exactly the KCPHC will be requesting through Amplifund. Griffin stated that the criteria the KCPHC will be creating is for service providers to distribute the funding allocated for the purpose of removal of barriers to obtaining housing like application fees, first month's rent and security deposits. Griffin specified that the entirety of Kalamazoo County will be included. Further discussion will occur at the March meeting to determine criteria for the Amplifund application process.

New Business

Property and Liability Group Coverage Option

Willcutt summarized the information provided by Holly Hawks with Lake Michigan Insurance Agency (LMIA) that was distributed prior to the meeting. Willcutt clarified that the coverage with Foremost is significantly less than those with West Bend. Foremost policies are on a named-peril basis only, which means that if anything were to happen from a peril not specified, there would be no coverage. Hawks stated that West Best will not provide coverage beyond 2023; the KCPHC will need to determine a new carrier in the future for the two properties covered by this carrier. The Portage condominium currently has a policy with one of LMIA's carriers, Auto-Owners. Switching from Foremost and West Bend would allow the separate policies to combine into one policy with Auto-Owners. Willcutt stated that while a decision does not need to happen immediately, it needs to be on the radar of the KCPHC for the future.

Griffin asked Anderson if what he wanted to include in New Business had already been discussed. Anderson stated that it was incorporated in previous conversations during the meeting, and that no further discussion is necessary at this time.

Public Comment on Agenda and Non-Agenda Items

None

Commissioner Member Comments

Anderson congratulated Hooker on the success of the Fifth Annual Trailblazers of HOPE Tribute event and shared three episodes of kindness he recently witnessed. He is grateful to see different communities and organizations coming together for the greater good.

Hooker thanked Anderson and wished everyone a happy Black History Month; she requested everyone to support Black-owned businesses and organizations. She also shared information about a meth webinar scheduled for February 23, 2023, hosted by the Michigan Opioid Coalition.



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Griffin thanked everyone involved in the successful 2023 Point in Time Count. She expressed her sadness about the events that transpired with the Portage condominium family.

Meeting Adjourned: 5:45pm

Submitted by: Jamie Few