



## **Business Board of Directors Meeting Minutes September 7, 2023**

**Commission Members Present:** David Anderson, Coty Duntun, Gwendolyn Hooker, and Patrese Griffin

**Commission Members Absent:** Kizzy Bradford

**Kalamazoo County Commissioner Present:** Tami Rey

**Kalamazoo County Housing Director Present:** None

**Administrative Service Provider and Recording Secretary Present:** Lisa Willcutt

### **Call to Order and Roll Call**

The meeting was called to order at the Kalamazoo County Building, Board Chambers, 201 West Kalamazoo Avenue by President Griffin at 5:04pm. Willcutt conducted the roll call. A motion was made to excuse Bradford's absence.

*Motion by Anderson*

*Support by Duntun*

*Motion approved*

### **Approve Meeting Agenda**

The meeting agenda was approved as submitted.

*Motion by Hooker*

*Support by Anderson*

*Motion approved*

### **Approve Minutes of the August 17, 2023 Meeting**

Griffin asked for approval of the meeting minutes from August 17, 2023. The minutes were approved as submitted.

*Motion by Duntun*

*Support by Hooker*

*Motion approved*

### **Public Comment on Agenda Items and Non-Agenda Items**

None

### **Reports**

#### **Financial Reports**

Willcutt summarized the August 2023 Financial Reports that were distributed prior to the meeting noting that the Foxfire Rents line item now falls within budget. She stated that the quarterly payment from Kalamazoo County had been received during the month. For the most part expenses were regular for the month except that the quarterly payment for Integrated Services of Kalamazoo's (ISK's) work at Keystone House was paid along with the 50% payment



for replacement furniture at the house. A motion was made to accept the August 2023 financial report.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

Bethany House – A written report of activity was distributed prior to the meeting.

Veterans Initiative – A written report of activity was distributed prior to the meeting.

FUSE – A written report of activity was distributed prior to the meeting.

Portage Condominium – A written report of activity was distributed prior to the meeting along with an updated spreadsheet with costs incurred to prepare the condominium for sale.

### **Old Business**

#### Veterans Homeless Initiative – Common Area Furniture

Willcutt distributed a spreadsheet that described the needs identified by staff at Keystone House prior to the meeting. There was discussion prior to the motion then a motion was made to complete the last five items on the listing (clean carpet throughout, install shelving units in basement to store donations, purchase a Ring camera to view the backyard, purchase an extra table for holiday/special event dining, and silverware and cups) at a cost not to exceed \$3,000.

*Motion by Dunten*

*Support by Hooker*

*Motion approved*

#### 2015 Millage

Griffin stated that the discussion regarding Creating Transitional Housing is on hold. Hooker and Anderson will meet to move this forward.

A draft Grant Agreement between the KCPHC and ISK for Removing Barriers to Housing was distributed prior to the meeting. A motion was made to approve the grant agreement with any subsequent changes made by Kalamazoo County's legal counsel, a change to the heading of the document, and to authorize President Griffin to sign the final Agreement.

*Motion by Dunten*

*Support by Hooker*

*Motion approved*

### **New Business**

None.



**Kalamazoo County  
Public Housing Commission**

**Public Comment on Agenda and Non-Agenda Items**

None.

**Commissioner Member Comments**

None.

Meeting Adjourned: 5:24 pm

Submitted by: Lisa Willcutt