



**Business Board of Directors Meeting Minutes  
January 4, 2024**

**Commission Members Present:** David Anderson, Kizzy Bradford (5:04p.m arrival), Patrese Griffin, and Gwendolyn Hooker

**Commission Members Absent:** Coty Dunten

**Kalamazoo County Commissioner Present:** Tami Rey

**Kalamazoo County Staff Present:** Lyndi Smith

**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 5:00pm. Willcutt conducted the roll call. A motion was made to excuse Dunten’s absence.

*Motion by Hooker*

*Support by Anderson*

*Motion approved*

**Approve Meeting Agenda**

The meeting agenda was approved as submitted.

*Motion by Hooker*

*Support by Anderson*

*Motion approved*

**Approve Minutes of the December 7, 2023 Meeting**

Griffin asked for approval of the meeting minutes from December 7, 2023. The minutes were approved as submitted.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

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

None.

**Integrated Service of Kalamazoo (ISK) Millage Presentation**

Brandon Mion of ISK distributed a handout for the program called “School Based” with statistics on those assisted with funds from the Millage. He noted that all Kalamazoo County schools are able to access assistance through him and explained what costs the funds are used to pay for. He went on to request that an additional \$100,000 be approved for the 2023-2024 school year because, based on the use of funds during the first three months, it does not appear that funds



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will be adequate to continue to assist families at the same level through the end of the contract period (September 2024).

Hooker asked for clarification on the funding request, which Mion provided.

Anderson asked for clarification on how much has been spent on direct client assistance, which Mion provided.

Rey asked for clarification on how much the two month subsidy was. Mion stated that families have their first two months of rent paid for with Millage funds.

Griffin summarized that \$200,000 has been allocated, then another \$200,000 has been allocated and asked if the \$100,000 is in addition to the formerly approved funds. Mion stated that it was in addition but would cover direct client assistance for the remainder of the 2023-2024 contract.

## **Reports**

### Financial Reports

Willcutt summarized the December 2023 Financial Reports that were distributed prior to the meeting. A motion was made to accept the December 2023 financial report.

*Motion by Anderson*

*Support by Bradford*

*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. A motion was made to authorize the purchase of 12 sets of new twin sized sheet and 12 new pillows at a cost not to exceed \$600.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*

FUSE – A written report of activity was distributed prior to the meeting. A motion was made to authorize the installation of a new section of ceiling to eliminate water damage at a cost of \$1,300.

*Motion by Anderson*

*Support by Bradford*

*Motion approved*



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Portage Condominium – A written report of activity was distributed prior to the meeting. A motion was made to authorize President Griffin and Vice President Hooker to sign the listing agreement addendum and any future addenda that are recommended by Jennell Robinson that they are in agreement with, which could include a price reduction.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

**Old Business**

2015 Millage

Creating Permanent Housing – Hooker provided an update on the progress made.

Review and approve 2024 Budget – A motion was made to approve the 2024 Budget.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

Review and approve Memorandum of Understanding with Kalamazoo County for the Millage –

A motion was made to approve the Memorandum of Understanding with Kalamazoo County for the Millage and approve President Griffin to sign it.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

**New Business**

None.

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

None.

**Commissioner Member Comments**

Hooker asked how the KCPHC is going to finalize a process to allow organizations to present proposals to process funding requests. She does not see this as an equitable process currently. If there is not a process then we should let organizations know that they can come anytime to request funding. She went on to extend an invitation for the annual Trailblazers of HOME Tribute and banquet scheduled for 5:30 pm at the Douglass Community Association on January 26, 2024.

Branford asked if the KCPHC help only organizations or individuals with funding if they are being evicted. She receives a lot of requests for assistance.

All Commissioners extended their individual congratulations to Tami Rey for being unanimously elected as the Chair of the Kalamazoo County Board of Commissioners.

Meeting Adjourned: 5:46 pm; Submitted by: Lisa Willcutt