



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

Commission Members Present: David Anderson, Coty Dunten, Patrese Griffin, and Gwendolyn Hooker (arrived 5:05p.m.)

Commission Members Absent: Kizzy Bradford

Kalamazoo County Commissioner Present: Tami Rey

Kalamazoo County Staff Present: Mary Balkema

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 5:00 pm. Willcutt conducted the roll call. A motion was made to excuse Bradford.

Motion by Anderson

Support by Dunten

Motion approved

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Anderson

Support by Dunten

Motion approved

Approve Minutes of the March 7, 2024 Meeting

Griffin asked for approval of the meeting minutes from March 7, 2024. The minutes were approved as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None.

Reports

2023 Audit Presentation

Ben Walker of Seber Tans, PLC presented the 2023 Independent Auditor's report that included an opinion of the financial statements as unmodified and clean. Walker reviewed the details of the financial report, including restricted and unrestricted funds, and the auditor's letter to the commission. Walker fielded questions from Anderson and Balkema. Walker concluded that there were no findings or questioned costs and no weakness in internal controls.



**Kalamazoo County
Public Housing Commission**

Millage Rapid Rehousing Progress Report

Brandon Mion of Integrated Services of Kalamazoo (ISK) provided an update on the ISK School Based Subsidy Program provided to homeless families with school-aged children. A written report was distributed to the commissioners during the meeting and Mion responded to a question from Dunten.

Financial Reports

The March 2024 financial reports were distributed prior to the meeting and were reviewed by Willcutt. A motion was made to accept the March 2024 financial reports as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Willcutt asked that the 2023 audit report be accepted by the commission. A motion was made to accept the 2023 audited financial statements:

Motion by Anderson

Support by Dunten

Motion approved

Bethany House – A written report of activity was distributed prior to the meeting. No additional action was taken.

Veterans Initiative – A written report of activity was distributed prior to the meeting. No additional action was taken.

FUSE – A written report of activity was distributed prior to the meeting. No additional action was taken.

Portage Condominium – A written report of activity was distributed prior to the meeting. No additional action was taken.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Hooker stated that the loan sought by Sugarloaf was approved by the Kalamazoo County Board of Commissioners on April 2, 2024. This approval allows the project to move forward. After discussion it was determined that the next steps are to enter into a purchase agreement for the homes that includes the water softeners and exterior upgrades, and a 20-year master lease agreement with Sugarloaf. Balkema will work with the KCPHC subcommittee on the master lease, provide the final product to Griffin and then pass it on to James Liggins, attorney at Warner Norcross & Judd for his review. A motion was made to approve legal fees from the Millage budget in the amount of \$5,000.

Motion by Anderson

Support by Dunten

Motion approved



**Kalamazoo County
Public Housing Commission**

Process for adding agenda items

After discussion, the topic was tabled to the May 2024 meeting with a request for all commissioners to provide Willcutt with their changes to the proposed process. Willcutt will also add a portion of the proposed process to the already existing Acquisition and Disposition Policy.

New Business

None.

Public Comment on Agenda and Non-Agenda Items

None.

Commissioner Member Comments

Anderson recognized Hooker for the groundbreaking of her tiny house project. He stated that this is a great project and if nothing else you walk away with the power of persistence.

Griffin extended her congratulations as well and reminded those present that funding is still needed for Hooker's tiny house project.

Meeting Adjourned: 5:43 pm

Submitted by: Lisa Willcutt