



## **Business Board of Directors Meeting Minutes October 3, 2024**

**Commission Members Present:** David Anderson, Kizzy Bradford (arrived 5:04p.m., departed 6:05p.m.), Patrese Griffin, and Gwendolyn Hooker

**Commission Members Absent:** Coty Dunten

**Kalamazoo County Commissioner Present:** None

**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 5:00p.m. Willcutt conducted the roll call.

A motion was made to excuse Dunten's absence.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

### **Approve Meeting Agenda**

The meeting agenda was approved with an addition to New Business to allow for the discussion of the Sugarloaf rent structure.

*Motion by Hooker*

*Support by Anderson*

*Motion approved*

### **Approve Minutes of the September 5, 2024 Meeting**

Griffin asked for approval of the meeting minutes from September 5, 2024. The minutes were approved as submitted.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

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

None.

### **Reports**

#### **Financial Reports**

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

*Motion by Anderson*



**Kalamazoo County  
Public Housing Commission**

*Support by Hooker  
Motion approved*

Bethany House – A written report was distributed prior to the meeting and noted that a leak was fixed, a ceiling painted and that funding from the Kalamazoo Community Foundation endowment would be requested to offset funds that were expended for the roof replacement.

Veterans Initiative – A written report was distributed prior to the meeting and noted that no significant work occurred during the month.

FUSE – A written report of activity was distributed prior to the meeting and included the fact that the expense incurred for a hotel stay for program participants was reflected in the financial report for September.

**Old Business**

2015 Millage – Creating Permanent Housing – Sugarloaf

Master Lease Agreement – Anderson summarized the current version of the Agreement that had been redlined by the KCPHC attorney. He stated that the next step in the process was for the KCPHC and Sugarloaf attorneys to work together and finalize the Agreement.

A motion was made to authorize Hooker and Anderson to complete and finalize the lease agreement between the KCPHC and Sugarloaf, LLC, as well as the lease that will be used between the KCPHC and the occupants of the mobile homes and authorize Griffin or Hooker to sign the lease agreement between the KCPHC and Sugarloaf.

*Motion by Anderson  
Support by Hooker*

*Roll call vote:  
Bradford – Yes  
Hooker – Yes  
Griffin – Yes  
Anderson – Yes*

*Motion approved*

Property Management Agreement – A motion was made to authorize Hooker and Anderson to work with the KCPHC attorney to finalize the Property Management Agreement and authorize Griffin or Hooker to sign the agreement.

*Motion by Hooker  
Support by Anderson  
Motion approved*

Operating Budget – Anderson stated that the rents charged must allow for the project to be self-sustaining. Anderson described a possible rent structure and listed the expenses that could be



**Kalamazoo County  
Public Housing Commission**

expected. The subcommittee that will work on the operating budget will consist of Griffin and Anderson.

RFP for Supportive Services – Hooker and Anderson will form the subcommittee to work on the RFP for Supportive Services.

Resident Selection Criteria – Anderson and Griffin will form the subcommittee to work on the resident selection criteria.

Renters Insurance – Dunten has researched this already so further discussion will be had at the next meeting when Dunten is present.

Property and Liability Insurance exposure

Anderson explained the exposure as was explained to him by the county administrator. While the property insurance deductible is \$1,000, the liability deductible is \$150,000 and a policy to cover this exposure does not seem to be available. The county will not cover this expense should it be incurred by the KCPHC.

Approve contract between KCHPC and Integrated Services of Kalamazoo with Attachment B (budget) written at original funding levels (this will replace the contract approved during the September 2024 KCPHC meeting)

Willcutt explained that funding for personnel was needed, but that Kalamazoo Public Schools has done some fundraising and expects to do more. The replacement agreement is requested for approval to allow for personnel funding but may need to be amended later once all the funding sources are identified.

A motion was made to approve the replacement contract as submitted.

*Motion by Hooker*

*Support by Anderson*

*Roll call vote:*

*Anderson – Abstain*

*Griffin - Yes*

*Hooker – Yes*

*Motion approved*

**New Business**

Sugarloaf Rent Schedule

This topic was discussed earlier in the meeting and additional discussion did not occur.

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

Brandon Mion and Selina Burks from Integrated Services of Kalamazoo are McKinney-Vento Homeless Navigators. Mion distributed a flyer that contained information on the School-Based Program that assists families with children in school who are experiencing homelessness. He



**Kalamazoo County  
Public Housing Commission**

stated that they have assisted 48 adults and 108 children. Burks stated that they assist families in many ways to get them into permanent housing.

Shonna Espinoza wants to know what 30% of income is being used to define rents at Sugarloaf. She brings home \$1,400 and the \$800 per month in rent is more than 30% of her income. Her mother gets \$1,100 in income making \$800 more than 30% of her income. She went on to say that Housing Resources, Inc. is problematic – you cannot get ahold of them. People are left with nowhere to turn; the communication piece is not there. 211 is problematic. Doing it yourself is problematic. No one calls back.

Joanna Babcock stated that she was at a Housing Matters meeting and learned about the tiny houses project. She stated that the 40% number that was given during the meeting seems like it is on the high side of 40%. She said that there are several laws being discussed at the state level including HB4919, which is a homeless rights bill, and Bill 4947, which would rescind the ban on rent control. We need to use all this knowledge to create more housing. We needed more housing 5 years ago. She appreciates the work that is being done.

**Commissioner Member Comments**

Griffin stated that housing navigators are available on a smaller scale, but they are needed on a larger scale. She appreciates those that are coming to the KCPHC meetings and advocating.

Hooker thanked everyone for coming and advocating for themselves and the community. It will take a lot to address the housing issue; creating housing doesn't happen overnight. On October 4, 2024 JABS and the Vine Neighborhood Association will celebrate National Bullying Prevention Month. She also noted that October is National Breast Cancer Awareness Month.

Meeting Adjourned: 6:38 pm

Submitted by: Lisa Willcutt