



**Business Board of Directors Meeting Minutes
September 5, 2024**

Commission Members Present: David Anderson, Coty Dunten, and Gwendolyn Hooker

Commission Members Absent: Kizzy Bradford and Patrese Griffin

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 Vice President Hooker at 5:03p.m. Willcutt conducted the roll call.

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Anderson

Support by Dunten

Motion approved

A motion was made to excuse the absences of President Griffin and Commissioner Bradford's absences.

Motion by Dunten

Support by Anderson

Motion approved

Approve Minutes of the August 1, 2024 Meeting

Griffin asked for approval of the meeting minutes from July 11, 2024. The minutes were approved as submitted.

Motion by Dunten

Support by Anderson

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

Shonna Espinoza stated that we are in a housing crises and it seems like it needs more attention since the PODS project won't happen. There are so many on the street and so many who are homeless. This means that kids are homeless too. Seems like other housing is being built. We really need the housing crises to be taken seriously. Espinoza is living with her mom and has moved four times in the last year. Espinoza asked the KCPHC to reach out to every board there is and figure out this housing crises.



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Joana Babcock stated that she agrees with Espinoza and acknowledged that the KCPHC has seen both Babcock and Espinoza time and time again advocating. There are still thousands of evictions waiting to be done. There is no safety net in Kalamazoo. It is black, brown and indigenous people that are suffering. We are going to reach a boiling point.

Reports

Financial Reports

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

Motion by Anderson

Support by Dunten

Motion approved

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

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 program participants caused a second toilet backup and both will be exited from the program.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Master Lease Agreement draft – This agenda item will be moved to the October 2024 meeting.

Second Wave Media Article – Vice President Hooker highlighted this news coverage.

Property and Liability Insurance exposure

Willcutt was asked and agreed to send an email to Hub Insurance to determine if gap insurance coverage is available. She will include Commissioner Anderson on the communication. It was noted that Kalamazoo County's insurance provider will require renters insurance for Sugarloaf households. Hooker noted that the KCPHC will need to assist with the cost of such coverage.

Approve contract extension with Integrated Services of Kalamazoo and KCPHC for 2nd year of the school-based program

A motion was made to approve the contract as submitted.

Motion by Dunten

Support by Anderson

Roll call vote:

Dunten – Yes

Anderson – Abstain

Hooker - Yes



Motion approved

Policy for Providing Emergency Shelter for Program Participants

Prior to the meeting, the Independent Contractor Agreement signed between the KCPHC and Lockhart Management & Consulting, LLC was distributed with attention drawn to Section 7. of the Agreement. In line with this section, KCPHC President and Vice President were appointed to be the contractor's (Lockhart's) point of contact. Further, the President and Vice President were authorized to expend up to \$1,000 in a situation where a participant or participants need temporary housing.

A motion was made to appoint the KCPHC President and Vice President as Lockhart's points of contact as well as authorize them to spend up to \$1,000 for temporary housing for a program participant.

Motion by Anderson

Support by Dunten

Discussion occurred.

Motion approved

New Business

Wraparound Services for Sugarloaf

Prior to the meeting the Sugarloaf Community Rules & Regulations, Property Management Agreement and Board Agenda Request Form were distributed. Vice President Hooker addressed each document separately.

Sugarloaf Community Rules and Regulations – Vice President Hooker noted that this is good information to have.

Property Management Agreement – The document was discussed. Vice President Hooker summarized the origin of the Agreement.

Board Agenda Request Form – Vice President Hooker noted that she has changes to the Property Management Agreement that she will work with Balkema on to finalize. It was agreed that the final document should be reviewed by an attorney and will be on the agenda for the October 2024 meeting for approval.

The provision of wraparound services at Sugarloaf took place. Next steps included preparing a Request for Proposal for service providers to provide their interest and cost for services as well as preparing a budget.

Balkema noted that the criteria for who is eligible for the Sugarloaf homes needs to be determined as well as the application process. Commissioner Anderson noted that the pipeline



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for prospective residents is already in place through the School-based Program. Commissioner Anderson and Balkema will work on the resident selection process.

Public Comment on Agenda and Non-Agenda Items

Meg Bauer thanked the KCPHC for recognizing Mitch Misiasz because he was a wonderful person and did a lot for the community. In regard to the Property Management Agreement, Bauer strongly supports a legal review. Some items that Bauer noted included:

- The items listed on the Board Agenda Request Form are not included in the Agreement.
- The rules can be changed with 30 days' notice.
- Tenants are a third party beneficiary to the Agreement.
- There is no on-site contact in the state or in the county for tenants to reach.
- Is the landlord okay with partial payments?
- The name of the KCPHC is incorrect as it is not an LLC.

Bauer went on to say that these are observations, not legal advice. She appreciates the work KCPHC is doing.

Shonna Espinoza stated that senior citizens are living on \$1,100/month and that won't pay rent. People don't make enough to make rent. She went on to say how little there is to help us. Landlords take advantage of tenants. Espinoza asked the KCPHC to sit down with the organizations that are doing the work.

Commissioner Member Comments

Anderson appreciates working with everyone on the KCPHC.

Dunten appreciates the tiny homes project and wanted to give recognition to this project.

Hooker stated that next Wednesday at noon, Hope Thru Navigation, will present on the Housing Matters Zoom meeting. She extended congratulations to Chair Rey on the birth of her new son, KT. Hooker went on to state that a Gun Violence Resource & Resilience Rally will be held at Urban Alliance on September 7th at 2:00 pm. Finally, the 10th annual Wellness & Recovery Fair will be held on September 14th from 11:00 am until 3:00 pm in Bronson Park.

Meeting Adjourned: 6:17 pm

Submitted by: Lisa Willcutt