



Business Board of Directors Meeting Minutes December 10, 2024

Commission Members Present: David Anderson, Patrese Griffin (present at 4:45pm), and Gwendolyn Hooker

Commission Members Absent: Kizzy Bradford, and Coty Dunten

Kalamazoo County Commissioner Present: None

Kalamazoo County Staff Present: Mary Balkema

Administrative Service Provider and Recording Secretary Present: Holly Dean, and 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 5:09p.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 as submitted.

Motion by Anderson

Support by Hooker

Motion approved

Approve Minutes of the November 14, 2024 Meeting

Griffin asked for approval of the meeting minutes from November 14, 2024. The minutes were approved as submitted.

Motion by Hooker

Support by Anderson

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

Kendra Campbell is concerned that the repairs to her home are not complete. The work started March 7, 2024, by one contractor. A different contractor has taken over, and repairs were supposed to be completed by October 23, 2024. The repairs are still not complete as of this meeting.

Reports

Financial Reports



**Kalamazoo County
Public Housing Commission**

The November 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

Support by Hooker

Motion approved

Bethany House – A written report was distributed prior to the meeting and noted that no significant work was performed during the month outside of a preventative maintenance furnace inspection. However, during the meeting it was noted that the furnace board was replaced.

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 noted that no significant work occurred during the month. However, during the meeting it was noted that the flue collector box has a crack in it. Lisa Willcutt authorized this work.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Establish a Reserve Replacement – A motion was made to approve an initial deposit into a reserve account in the amount of \$50,000.

Motion by Hooker

Support by Anderson

Motion approved

RFP for onsite Wraparound Services – Mary Balkema stated the Request for Proposal will be brought up at the next meeting. Commissioner Anderson said there will be approximately 10 hours a month of on-site support services at Sugarloaf.

Intake and Referral Process – Vice President Hooker presented a draft intake form, referral form, and release of information form. A discussion took place regarding the forms and the overall intake and referral process. Further discussions will be held at the next meeting.

Primary Contact Commissioner – President Griffin will add this to the next meeting's agenda.

Primary Homeless Liaison Name & Contact Information – President Griffin will add this to the next meeting's agenda.

Liability Insurance Bethany House, FUSE, and Keystone – Commissioner Anderson offered to obtain prices on the cost of insurance policies for these properties. President Griffin and Vice President Hooker agreed to this.

2025 Annual Budget – The 2025 Annual Budget was distributed prior to the meeting and summarized by Willcutt. A motion was made to accept the 2025 Annual Budget as submitted.

Motion by Anderson



**Kalamazoo County
Public Housing Commission**

*Support by Hooker
Motion approved*

New Business

Kalamazoo County Assignment of Sugarloaf Loan to KCPHC

Commissioner Anderson explained that the County loaned money to Sugarloaf Park for repairs, and that money will now be coming back as payments to KCPHC.

Assignment of Mortgage & Assignment of Promissory Note – A motion was made to approve both documents as submitted and authorize President Griffin to sign each one.

*Motion by Hooker
Support by Anderson
Motion approved*

2024 Work Plan and Budget – The 2024 Work Plan and Budget was distributed prior to the meeting and reviewed by Willcutt. A motion was made to accept the 2024 Work Plan and Budget as submitted.

*Motion by Anderson
Support by Hooker
Motion approved*

Public Comment on Agenda and Non-Agenda Items

Willcutt stated that Mary Balkema did the recording for the first four mobile homes at Sugarloaf. Willcutt had a check request for Griffin to sign.

Lewis Smith is the Corporation Counsel for Kalamazoo County Government. He is looking forward to working with the Kalamazoo County Public Housing Commission on Sugarloaf. He has been homeless three times.

Commissioner Member Comments

Hooker invited everyone to attend the ribbon cutting ceremony for the Tiny Houses of HOPE Project. The ribbon cutting is scheduled to take place at 2pm on December 12, 2024.

Griffin encouraged everyone to attend the Systems of Care meeting. The meeting is scheduled from 1-2pm via Zoom on December 17, 2024.

Meeting Adjourned: 6:33 pm

Submitted by: Holly Dean