



**Business Board of Directors Meeting Minutes
January 9, 2025**

Commission Members Present: David Anderson, Kizzy Bradford, Coty Dunten, Patrese Griffin (Present at 4:45pm.), and Gwendolyn Hooker

Commission Members Absent: None **Kalamazoo County Commissioner Present:** Tami Rey
Kalamazoo County Staff Present: Lewis Smith **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 5:01p.m. Willcutt conducted the roll call.

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Hooker

Support by Dunten

Motion approved

Approve Minutes of the December 10, 2024 Meeting

Griffin asked for approval of the meeting minutes from December 10, 2024. The minutes were approved as submitted.

Motion by Dunten

Support by Hooker

Motion approved

Public Comment on Agenda Items and Non-Agenda Items None.

Reports

Financial Reports

The December 2024 financial reports were distributed prior to the meeting and were summarized by Willcutt. Willcutt recommended an increase in the Millage Office Expense budget for 2024 from \$60 to \$282 for the year. Willcutt also recommended an increase in the Millage Housing Legal Expenses from \$5,000 to \$15,000 for the year. A motion was made to increase the Millage Office Expense budget and the Millage Housing Legal Expenses as recommended.

Motion by Anderson

Support by Dunten

Motion approved



Further discussion regarding the December 2024 Financial Reports took place. Commissioner Anderson would like to speak with an accountant regarding the Sugarloaf Miscellaneous Income before accepting the financial reports.

Bethany House – A written report was distributed prior to the meeting and noted that the furnace control board was replaced. The furnace also needed a new condensate pump as it was not cleaned during the preventative maintenance performed by the contractor. The contractor will replace the pump at their cost. One of the upstairs bathrooms had the tub/shower plumbing in the wall fail. The plumbing will be replaced and work to remove the wall (in order to access the plumbing) will be performed by a lead contractor during January. One of the other bathrooms had needed a crack sealed in the bathtub and then one of the plumbing parts was loose and had to be replaced. All work was performed by Lockhart staff. Finally, there is a light fixture in one of the bedrooms that will be replaced in January. This fixture also has wiring issues that will be corrected at the same time.

Veterans Initiative – A written report was distributed prior to the meeting and noted that the dryer was serviced to clear a plugged blower on the unit.

FUSE – A written report of activity was distributed prior to the meeting and noted that the furnace preventative maintenance was performed, an actively leaking collector box was found and then replaced at 1220. The flame sensor at the 1318 location needed to be cleaned.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

RFP for onsite Wraparound Services – Vice President Hooker listed a few examples of the types of services she would like to see Wraparound Services provide. President Griffin stated \$250 per month was set aside in the budget for Wraparound Services, and she would like to see this number increased.

Intake and Referral Process – Vice President Hooker presented a draft intake form, referral form, release of information form, and a resident selection criteria. A discussion took place regarding the forms and overall intake and referral process. Vice President Hooker stated the McKinney Vento definition of homelessness can be used for the intake and referral process.

Primary Contact Commissioner – A discussion took place regarding the resident selection criteria. Lewis Smith, corporate counsel, would like to review this document. Commissioner Anderson wants to make sure Fair Housing practices are followed and would like Fair Housing to review the program application.



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Primary Homeless Liaison Name & Contact Information – Vice President Hooker would like to seek a motion to revise the workplan, taking out the homeless liaison and replacing it with any organization that works with children in schools facing homelessness.

Liability Insurance Bethany House, FUSE, and Keystone Commissioner Anderson will go over this at the next meeting.

2025 Annual Budget

FUSE Lease – Integrated Services Request for month-to-month lease – The 2025 annual budget was reviewed by Willcutt. A request from ISK was made to enter into a month-to-month lease with the Hays Park houses instead of a yearly lease.

A motion was made to approve the agreement to enter into month-to-month lease with ISK for Hays Park houses, and adjust the budget accordingly.

*Motion by Duntun
Support by Bradford*

*Roll call vote:
Duntun – Yes
Anderson - Abstain
Griffin – Yes
Hooker – Yes
Bradford - Yes*

Motion approved

New Business

There was no new business discussed.

Public Comment on Agenda and Non-Agenda Items

Willcutt encouraged the Board to consider obtaining anti-discriminatory insurance and participate in Fair Housing training. Willcutt advised that the State of Michigan will always ask for a list of training if a Fair Housing claim is made.

Commissioner Member Comments

Duntun reminded everyone that today is the National Day of Mourning for President Carter.

Bradford is happy to be back. She had considered giving her resignation because she wasn't sure if she was serving her purpose on the Board. She stated her landlord is not doing anything about



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the cockroaches in her unit. She also went without heat for two weeks. Bradford states that she realizes she still has so much more work to do within the county. She has been receiving multiple phone calls from residents asking for help with their housing issues.

Griffin thanked Bradford for her transparency. Griffin also reminded everyone that the annual Point-In-Time Count is on January 23, 2025.

Meeting Adjourned: 6:18 pm

Submitted by: Holly Dean and Lisa Willcutt