



**Business Board of Directors Meeting Minutes  
February 6, 2025**

**Commission Members Present:** David Anderson, Patrese Griffin (present at 4:58pm), and Gwendolyn Hooker

**Commission Members Absent:** Kizzy Bradford, and Coty Dunten

**Kalamazoo County Commissioner Present:** Tami Rey

**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 5:02p.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 Hooker*

*Support by Anderson*

*Motion approved*

**Approve Minutes of the January 9, 2025 Meeting**

Griffin asked for approval of the meeting minutes from January 9, 2025. 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 January 2025 financial reports were distributed prior to the meeting and were summarized by Willcutt. A motion was made to accept the December 2024 and January 2025 financial reports as submitted.



**Kalamazoo County  
Public Housing Commission**

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

Bethany House – A written report was distributed prior to the meeting and noted a no heat call for which service was restored by a contractor. The thermostat needed to be changed, and this work was performed by Lockhart Management staff. Lockhart Management staff also noted that the registers contain a lot of debris. They removed some, but a vent cleaning contractor will do a more thorough job in February. The furnace also needed a condensate pump because it was not cleaned during the preventative maintenance performed by the contractor. The contractor is making the replacement at their cost. In addition, it was noted during the meeting that the refrigerator and washing machine have failed beyond repair. Both will be replaced.

Veterans Initiative – A written report was distributed prior to the meeting and noted that safety testing of the smoke detectors and the fire extinguishers were completed in January.

FUSE – A written report of activity was distributed prior to the meeting and noted that one of the bedrooms that previously had a lock with a programmable code was found to be removed and missing. A new one was ordered and received during the month.

**Old Business**

2015 Millage – Creating Permanent Housing – Sugarloaf

Resident Selection Criteria – Vice President Hooker presented a draft housing application which includes a resident selection criteria. A discussion took place regarding the application and resident selection criteria. Commissioner Anderson would like to see verification of certain criteria (ex: criminal history, multiple evictions, etc). Additional suggestions were given such as adding children's names and ages to the application to verify school age and to collect the data for the schools. Vice President Hooker stated she is working on a form to keep at Sugarloaf for applicants would like to appeal their denial for the program.

RFP for onsite Wraparound Services – A discussion took place regarding the Request for Proposal. Vice President Hooker would like to see on-site staffing required with regular on-site services and office hours. The Board decided to increase the amount set aside in the budget for Wraparound Services from \$250 per month to \$1,000 per month. Sugarloaf's current application fee is \$50. President Griffin would like to see it reduced or eliminated. Vice President Hooker and Commissioner Anderson will follow up with Sugarloaf's property manager.

Intake and Referral Process – Vice President Hooker presented a draft intake form and coordinated entry agreement. A discussion took place regarding both documents. President Griffin suggested removing the Race and Sexual Orientation questions from the intake form. Balkema suggested moving the Re-Entry question down to the Referrals Needed section of the intake form. Lastly, Balkema suggested changing the Health Profile question to Needing Reasonable Accommodation on the intake form.



**Kalamazoo County  
Public Housing Commission**

Primary Contact Commissioner – Vice President Hooker volunteered to be the primary contact between the property manager at Sugarloaf and the Kalamazoo County Public Housing Commission.

Primary Homeless Liaison Name & Contact Information – Vice President Hooker stated that Brandon Mion and Selina Burks from Integrated Services of Kalamazoo will most likely be the primary homeless liaisons as they are both McKinney-Vento Homeless Navigators.

A motion was made to approve the application with resident selection criteria and the intake form with the changes suggested.

*Motion by Anderson  
Support by Hooker  
Motion approved*

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

**New Business**

Sugarloaf Administration – Approve Lockhart Management & Consulting, LLC service contract  
The Independent Contractor Agreement between Kalamazoo County Public Housing Commission and Lockhart Management & Consulting, LLC, was distributed prior to the meeting and summarized by Willcutt. A discussion took place, and a motion was made to approve the agreement as submitted.

*Motion by Anderson  
Support by Hooker  
Motion approved*

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

None

**Commissioner Member Comments**

Commissioner Anderson stated that he was glad to make progress on Sugarloaf today.

Meeting Adjourned: 6:09 pm

Submitted by: Holly Dean