



## **Business Board of Directors Meeting Minutes March 6, 2025**

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

**Commission Members Absent:** None

**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 5:18p.m. (immediately following the annual meeting). Willcutt conducted the roll call.

### **Approve Meeting Agenda**

The meeting agenda was approved as submitted.

*Motion by Anderson*

*Support by Hooker*

*Motion approved*

### **Approve Minutes of the February 6, 2025 Meeting**

Griffin asked for approval of the meeting minutes from February 6, 2025. The minutes were approved as submitted.

*Motion by Bradford*

*Support by Hooker*

*Motion approved*

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

None

### **Reports**

#### Financial Reports

The February 2025 financial reports were distributed prior to the meeting and were summarized by Willcutt. A motion was made to accept the February 2025 financial reports as submitted.

*Motion by Duntun*

*Support by Bradford*

*Motion approved*



**Kalamazoo County  
Public Housing Commission**

Bethany House – A written report was distributed prior to the meeting and noted that the washing machine for the home failed and was replaced with a new one. All heating ducts were cleaned. Several minor repairs were made including the replacement of a couple of light fixtures, installing a lock on the basement door, bifold door work, ceiling fan replacement, etc. Finally, the work to repair the tub/shower piping was completed by a contractor, and the drywall access was repaired by staff.

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

FUSE – A written report of activity was distributed prior to the meeting and noted that no significant work took place during the month.

**Old Business**

2015 Millage – Creating Permanent Housing – Sugarloaf

Resident Selection Criteria – Vice President Hooker shared that applications are now being accepted, and three have been received so far. She also shared that the remaining units have had the electricity turned on. Vice President Hooker also stated that she would like to have a designated phone number, computer and email address for the Sugarloaf project. Commissioner Anderson would like to follow up on the renter’s insurance for the first four tenants of the Sugarloaf project.

RFP for onsite Wraparound Services – Vice President Hooker said the RFP is ready to go and that Mary Balkema will send it out to all the Commissioners.

Liability Insurance Bethany House, FUSE, and Keystone

Commissioner Anderson will go over this at the next meeting.

**New Business**

None

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

None

**Commissioner Member Comments**

Vice President Hooker congratulated Mary Balkema on the purchase of Country Inn & Suites. She said the hotel will be converted to a family shelter and she is excited to support unhoused children. She also said there is a perplexing situation happening at Fox Ridge Apartments and is not sure what role the Kalamazoo County Public Housing Commission can play. She believes that Fox Ridge Apartments are not fit for anyone to reside there. She mentioned the new Rx Kids



**Kalamazoo County  
Public Housing Commission**

program has launched with hundreds of applications already received. She also congratulated William Buster on his new appointment as Executive Director of the Stryker Johnston Foundation. In addition, she shared that the Youth Gun Violence Summit will take place from 6 – 8pm on March 14, 2025, in the Girl Scouts building. Finally, she also shared that HOPE Thru Navigation’s Annual Spring Break Event will take place on April 2, 2025, at the Douglass Community Center.

President Griffin stated that the federal government is going through a lot. A lot of budgets for housing are not being passed. She encouraged everyone to contact their representatives. She is also asking people to give their own testimonies, as they will go further than just completing the form letters when contacting the government.

Commissioner Bradford shared that she lost a brother 10 years ago. He was a local coach, and a memorial scholarship is being set up by Bradford and her mother. She also shared that the scholarship will be awarded to two Kalamazoo Public Schools students who attend one of the three high schools in the district. They must have a minimum GPA of 2.5 to qualify, and any graduating student who is accepted to a college or university is eligible to apply.

Meeting Adjourned: 5:55 pm

Submitted by: Holly Dean