



Business Board of Directors Meeting Minutes July 10, 2025

Commission Members Present: David Anderson, Kizzy Bradford, Patrese Griffin (present at 4:56pm), and Gwendolyn Hooker

Commission Members Absent: Coty Dunten

Kalamazoo County Commissioner Present: Tami Rey

Kalamazoo County Staff Present: None

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 Anderson

Motion approved

Approve Minutes of the June 5, 2025 Meeting

Griffin asked for approval of the meeting minutes from June 5, 2025. The minutes were approved as submitted.

Motion by Hooker

Support by Anderson

Motion approved

Public Comment on Agenda Items and Non-Agenda Items

None

Reports

Financial Reports

The June 2025 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



**Kalamazoo County
Public Housing Commission**

Integrated Services of Kalamazoo 2015 Millage Housing Support – A written report was distributed during the meeting and was summarized by Brandon Mion from Integrated Services of Kalamazoo. Integrated Services of Kalamazoo is asking for an amendment to the current grant budget. This would allow \$16,600 to be moved from the salaries, fringe, and travel categories into the financial assistance category. This would provide additional direct client assistance funds for the remainder of the budget's fiscal year. Commissioner Anderson and President Griffin commended Mion for all his work. A motion was made to accept the amendment for the 2024 – 2025 grant.

Motion by Hooker

Support by Anderson

A roll call vote was taken by Willcutt

Anderson – Abstain

Griffin – Yes

Hooker – Yes

Bradford – Yes

Motion approved

Bethany House – A written report was distributed prior to the meeting and noted that work was approved in the amount of \$1,200 to provide a new dedicated 20-amp circuit for an upstairs window air conditioning unit. This will prevent the breaker from tripping and keep the office lights from malfunctioning. The work will be billed in July after final completion.

Veterans Initiative – A written report was distributed prior to the meeting and noted that the washer and dryer were replaced at a cost of \$1,124.32. In addition, a proposal for sealing and repair work for the parking lot was obtained.

FUSE – A written report of activity was distributed prior to the meeting and noted that there was a broken window on the front porch. A proposal to repair was signed for \$72.19. The front deck at 1220 Hays Park has rotted and needs replacement. Additional quotes are in the process of being obtained as the first quote was \$5,510.00.

Sugarloaf – A verbal report was given by Ashleigh Tomak from HOPE thru Navigation and noted that occupancy was at 100% with 83 hours of services provided in the month of June. Tomak stated that HOPE thru Navigation was seeking \$50,000 from the current KCPHC budget to keep providing services to Sugarloaf. A discussion took place among the commissioners regarding the amount of funding being requested. President Griffin stated that the decision would be tabled until the next meeting.

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Vice President Hooker reported that there have been some issues at Sugarloaf including non-payment of rent, fighting, noise, etc. She said they are working with the manager of Sugarloaf to



try and figure out how to help and support the residents. Further discussions among the commissioners took place.

RFP for onsite Wraparound Services – Vice President Hooker reminded the commissioners that the application period had closed, and no applications had been received. HOPE thru Navigation has been providing wraparound services.

Millage Housing Expenses – President Griffin and Vice President Hooker agreed that these expenses would be included in the \$50,000 budget proposal at the next meeting.

Liability Insurance Bethany House, FUSE, and Keystone – Commissioner Anderson has not yet received a price or proposal from Adam Wallace yet. He may reach out to a different agent for a proposal.

New Business

Veterans Initiative (Keystone House) – Request for approval of parking lot work – A written proposal from Tustins Asphalt Sealing was distributed prior to the meeting and summarized by Willcutt. A motion was made to approve the proposal as given.

Motion by Anderson

Support by Hooker

Motion approved

Addition of window air conditioners for 10 modular homes at Sugarloaf in lieu of central air conditioning – Vice President Hooker stated that the modular homes purchased for Sugarloaf did not include central air conditioning. She proposed having two window air conditioner units per each of the 10 homes installed. A discussion took place among the commissioners. A motion was made to professionally install window air conditioning units of appropriate size in an amount not to exceed \$10,000.

Motion by Anderson

Support by Hooker

A roll call vote was taken by Willcutt

Anderson – Yes

Griffin – Yes

Hooker – Yes

Bradford – Yes

Motion approved

Public Comment on Agenda and Non-Agenda Items

Brandon Mion stated the McKinney-Vento program usually pays the security deposit and two months' rent for the families being assisted into housing. However, it only paid the security



deposit and first month's rent for the Sugarloaf residents. He wondered if the commissioners would vote to approve the additional month's rent to be paid for each of the Sugarloaf families in the program.

Commissioner Member Comments

Commissioner Bradford wonders if there are programs or landlords that help people who have an eviction on their record and need a fresh start. She also asked for clarification on the Tiny Houses of HOPE and who would qualify for them.

Vice President Hooker said that Sugarloaf was supposed to be the program/landlord that would help people who have an eviction on their record and need a fresh start. She said we are not going to get it right the first time (regarding Sugarloaf), but we need to get it right.

President Griffin said there was a lot going on in the federal government, and a lot of people need help. She feels sorry for the children affected, and there needs to be wraparound services.

Meeting Adjourned: 6:01pm

Submitted by: Holly Dean