



**Business Board of Directors Meeting Minutes
August 7, 2025**

Revised October 2, 2025

Commission Members Present: David Anderson, Coty Dunten, Patrese Griffin (present at 4:50pm), and Gwendolyn Hooker

Commission Members Absent: Kizzy Bradford

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 5:00p.m. Willcutt conducted the roll call.

A motion was made to excuse Bradford's absence.

Motion by Anderson

Support by Dunten

Motion approved

Approve Meeting Agenda

The meeting agenda was approved as submitted.

Motion by Anderson

Support by Dunten

Motion approved

Approve Minutes of the July 10, 2025 Meeting

Griffin asked for approval of the meeting minutes from July 10, 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 July 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 Dunten
Support by Anderson
Motion approved

Bethany House – A written report was distributed prior to the meeting and noted that no new projects were initiated at the property. Also, minor repairs were made during the month.

Veterans Initiative – A written report was distributed prior to the meeting and noted that no new projects were initiated at the property. Also, Holly Dean is coordinating the parking lot work with Tyrone Thrash and the contractor.

FUSE – A written report of activity was distributed prior to the meeting and noted that the front deck at 1220 Hays Park has rotted and needs replacement. The first quote was for \$5,510.00; given by The Postman Custom Fencing. A second quote has been obtained from BailTek Cleaning & Restoration in the amount of \$4,625.79. A third contractor is providing a bid as well. During the meeting, it was noted that BailTek Cleaning & Restoration verbally agreed to lower their bid to \$3,600.00. A motion was made to approve the replacement of the front deck at 1220 Hays Park in an amount not to exceed \$4,625.79.

Motion by Anderson
Support by Hooker
Motion approved

Sugarloaf – A verbal report was given by Ashleigh Tomak from HOPE thru Navigation and noted that occupancy was at 100% with 54 hours of services provided in the month of July. Tomak provided a written breakdown of stated that HOPE thru Navigation was seeking \$55,000 from the current KCPHC budget to keep providing services to Sugarloaf. A motion was made to approve support services at Sugarloaf, and have a contract created that would outline expectations of these services.

Motion by Anderson
Support by Dunten

A roll call vote was taken by Willcutt
Hooker – Abstain
Griffin – Yes
Anderson – Yes
Dunten – Yes
Motion approved

Old Business

2015 Millage – Creating Permanent Housing – Sugarloaf

Vice President Hooker provided a written breakdown of the back rent owed to Sugarloaf. She also said that she would like to hold informational sessions with the tenants and provide resource informational sessions based on the responses given.



Millage Housing Expenses –These expenses are included in the written budget breakdown that was provided by Ashleigh Tomak from HOPE thru Navigation.

Liability Insurance Bethany House, FUSE, and Keystone – Commissioner Anderson and President Griffin agreed to table this to next month’s meeting.

Addition of window air conditioners for 10 modular homes at Sugarloaf in lieu of central air conditioning – The Commission will work with the property manager at Sugarloaf to purchase and install the window air conditioners.

2015 Millage School Based Housing Program – A written proposal outlining the changes to the 2024 – 2025 Fiscal Year Budget was distributed during the meeting. The changes would allow \$9,972 to be moved from other categories into direct client assistance. A motion was made to approve the written proposal and amend the 2024 – 2025 Fiscal Year Budget.

Motion by Hooker

Support by Dunten

A roll call vote was taken by Willcutt

Dunten – Yes

Anderson – Abstain

Griffin – Yes

Hooker – Yes

Motion approved

New Business

None

Public Comment on Agenda and Non-Agenda Items

Lisa Willcutt mentioned that she distributed the 2025 \$125k Housing for All Millage Allocation report to the Commissioners before the meeting.

Ashleigh Tomak thanks the Commission for their work.

Commissioner Member Comments

Vice President Hooker stated that Gwen Lanier, had retired and moved to Atlanta. Gwen Lanier was with Mothers of Hope for 27 years and with Ministry with Community for over 30 years. Vice President Hooker also gave a shoutout to all the creative ways the City of Kalamazoo and Kalamazoo County are doing to address homelessness.



**Kalamazoo County
Public Housing Commission**

Secretary Dunten stated that the Kalamazoo Promise will be celebrating its 20th anniversary this November. She also stated that the 2025 PromiseNet Conference is open for registration.

Commissioner Anderson pointed out the written proposal for the 2025 – 2026 Fiscal Year which would allow \$138,650 out of the requested \$200,000 to be used for direct client assistance. Commissioner Anderson hopes for approval and to continue the good work. He also stated that Integrated Services of Kalamazoo will most likely stop leasing the two houses located on Hays Park at the end of September. Lastly, he said that the Kalamazoo Gospel Mission may cap out the number of beds they have.

Meeting Adjourned: 5:46pm

Submitted by: Holly Dean