



**Kalamazoo County
Public Housing Commission**

**Business Board of Directors Meeting Minutes
December 4, 2025**

Commission Members Present: David Anderson, Patrese Griffin (arrived at 4:57pm), and Gwendolyn Hooker

Commission Members Absent: Coty Dunten

Kalamazoo County Commissioner Present: None

Kalamazoo County Staff Present: None

Administrative Service Provider and Recording Secretary Present: Holly Dean, Erica Patton, 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 5:05pm. 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 November 6, 2025 Meeting

Griffin asked for approval of the meeting minutes from November 6, 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 November 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.



**Kalamazoo County
Public Housing Commission**

*Motion by Anderson
Support by Hooker
Motion approved*

Bethany House – A written report of activity was distributed prior to the meeting.

Veterans Initiative – A written report of activity was distributed prior to the meeting.

FUSE – A written report of activity was distributed prior to the meeting.

Sugarloaf – Vice President Hooker shared that two of the vacant units were filled and there is a waitlist for the third unit. She also shared that the outreach team met with some of the current tenants as well as the two new tenants. She stated that the outreach team plans to have a meeting with all of the tenants very soon.

Old Business

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

New Business

Sugarloaf expenditure approval process – A discussion among the Board took place. A motion was made to allow Vice President Hooker to approve up to \$2,500 for expenses at Sugarloaf.

*Motion by Anderson
Support by Hooker
Motion approved*

Sugarloaf rule or lease revision to allow for inspections – Vice President Hooker and President Griffin agreed to table this to next month's meeting.

Future of FUSE homes – A discussion among the Board took place. The Board agreed that either a physical inspection of the homes or pictures of the conditions of the homes would be a good place to start to develop a plan for the homes.

Review and approval of Budget and Workplan due to the County – A discussion among the Board took place. The Board was reminded to assess their current funds by March 2026 to submit any requests for additional funding to the County before their deadline. A motion was made to approve the Budget and Workplan.

*Motion by Hooker
Support by Anderson
Motion approved*

Public Comment on Agenda and Non-Agenda Items

None



**Kalamazoo County
Public Housing Commission**

Commissioner Member Comments

Commissioner Anderson stated that the McKinney-Vento Continuum of Care Notice of Funding Opportunity is now out. He stated that the application period is very short and that a lot of funding to permanent supportive housing programs will be greatly reduced, causing an end to a lot of rental assistance. He mentioned that the application for funding will be due by January 14, 2026.

Vice President Hooker shared that HOPE thru Navigation is opening a respite house for young adults (17-25 years old) who are seeking resources for substance use. The house can serve up to 12 people with a 72-hour maximum stay. Vice President Hooker also mentioned that she is newly engaged to be married.

President Griffin congratulated Vice President Hooker on the opening of the respite house. She said the current administration has changed the trajectory on how we serve the homeless population. She also stated that the Continuum of Care was made aware ahead of time on the shortened deadline for the grant application. She also stated that once funding dollars are lost, it is very hard to get them back. She asked for grace and understanding for everyone who does this work.

Meeting Adjourned: 6:04pm

Submitted by: Holly Dean