

Meeting Notice and Agenda

KENT COUNTY HOUSING COMMISSION

11:30 AM, Thursday, November 21, 2019

121 Franklin Street SE, Suite 110
Grand Rapids, MI 49507
(616) 632-7950

- 1) Call to order and roll call *Crinell, Lunger, Ward*
 - 2) Approval of today's agenda *Lunger | Ward*
 - 3) Approval of July 18, 2019 meeting minutes *audio narrative | public facing*
 - 4) Public Comments *none*
 - 5) Communications
 - a) SEMAP progress- Rachel Kunnath, CQI Specialist *formula*
 - b) Meeting times – Susan Cervantes, Director
 - 6) Report of Director
 - a) Financial Report – Brenna Kotchka, Financial Analyst
 - b) Resolution to Approve the 2020 Budget
 - c) Resolution to Adopt Additional Budget Amendment 2019
 - d) Performance Measures Report
 - 7) Adjournment
- no reappt.*
8:30 am Thurs.
- appt. to board

**Kent County Housing Commission
Financial Report
Profit/Loss & Balances
Analyst: B. Kotchka**

Fiscal Year 2019

		January	February	March	April	May	June	July	August	September
Administrative Costs : Unrestricted										
Revenues:										
	FSS	-	27,676	-	-	4,463	7,638	9,679	7,292	7,377
	HCV Fees Earned	25,383	27,176	25,052	25,127	25,037	31,492	28,884	25,959	26,826
	Total	25,383	54,852	25,052	25,127	29,500	39,130	38,563	33,251	34,204
Expenses:										
	FSS	-	-	-	4,463	7,638	9,679	7,292	7,377	6,841
	HCV Costs	36,622	36,143	37,158	38,274	24,384	25,765	25,437	35,514	15,943
	Total	36,622	36,143	37,158	42,737	32,021	35,444	32,729	42,891	22,784
Profit/(Loss) - Unrestricted Net Assets		(11,239)	18,709	(12,106)	(17,609)	(2,522)	3,686	5,834	(9,640)	11,419
Unrestricted Balance Carry forward		23,965	12,726	31,435	19,330	1,721	(801)	2,885	8,719	(921)
Profit/(Loss)		(11,239)	18,709	(12,106)	(17,609)	(2,522)	3,686	5,834	(9,640)	11,419
Current Unrestricted Balance		12,726	31,435	19,330	1,721	(801)	2,885	8,719	(921)	10,498
Rental Assistance : Restricted										
Revenues:										
	HCV	355,214	354,582	349,408	349,483	348,709	289,935	350,221	350,145	348,212
Expenses:										
	HCV	334,301	337,274	343,512	338,528	341,370	347,128	331,145	330,188	307,126
Profit/(Loss) - Restricted Net Assets		20,913	17,308	5,896	10,955	7,339	(57,193)	19,076	19,957	41,087
Restricted Balance Carry forward		163,695	184,608	201,916	207,812	218,767	226,106	168,914	187,990	207,946
Profit/(Loss)		20,913	17,308	5,896	10,955	7,339	(57,193)	19,076	19,957	41,087
Current Restricted Balance		184,608	201,916	207,812	218,767	226,106	168,914	187,990	207,946	249,033

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- 1) Call to order and roll call
- 2) Approval of today's agenda LK KW
- 3) Approval of 5/16/19 meeting minutes KW LK
- 4) Public Comments
- 5) Communications
 - a) Voucher Management System Audit- Rachel Kunnath, CQI Specialist
 - b) Success Story – Noelia Garcia, Community Resource Specialist
- 6) Report of Director
 - a) Financial Report – Brenna Kotchka, Financial Analyst
 - b) Performance Measures Report
- 7) Adjournment Adjournd
RM JL

12-19-2019

Kent County Housing Commission

Resolution to Adopt 2019 Housing Choice Voucher Budget Amendment

WHEREAS, the Department of Housing and Urban Development has authorized continued funding for the Housing Choice Voucher (HCV) Program administered through the Kent County Housing Commission; and

WHEREAS, funding in the amount of \$305,385 for administrative expenses, is scheduled for monthly disbursements from January 1, 2019, through December 31, 2019;

WHEREAS, the Kent County Housing Commission Board approved the 2019 funding of \$303,012 for administrative expenses on resolution 12-07-2018; and

NOW THEREFORE BE IT RESOLVED, that the Kent County Housing Commission Board approves increasing the 2019 initial appropriation by \$2,373 for HCV administrative expenses.

Motion to approve by: Commissioner Ward
Supported by: Commissioner Funger

12-19-2019

Kent County Housing Commission

Resolution to Adopt the 2020 Housing Choice Voucher Budget

WHEREAS, the Department of Housing and Urban Development has authorized continued funding for the Housing Choice Voucher (HCV) Program administered through the Kent County Housing Commission; and

WHEREAS, the Housing Commission will continue to increase its utilization over previous years and the rental rates in Kent County continue to increase due to strong demand; and

WHEREAS, funding in the amount of \$4,125,829 for Housing Assistance Payments, with \$305,385 for administrative expenses, is scheduled for monthly disbursements from January 1, 2020, through December 31, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Kent County Housing Commission Board has approved this funding for the HCV Program.

Motion to approve by: Commissioner Lunger.

Supported by: Commissioner Ward.

Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19		Dec-19		Total
Type		Type		Type		Type		Type		Type		Type		Type		Type		Type		Type		Type		
529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total	
158	174	160	174	161	174	160	174	155	174	151	174	149	174	149	174	143	174	143	174			174	174	
159	175	160	175	163	175	160	175	156	175	156	175	154	175	154	175	154	175	156	175			175	175	
180	180	177	180	178	180	173	180	175	180	172	180	172	180	172	180	169	180	166	180			180	180	
497		497		502		493		486		479		475		475		466		465						
32		32		27		36		43		50		54		54		63		64		529		529		
94%		94%		95%		93%		92%		91%		90%		90%		88%		88%		0%		0%		
#		#		#		#		#		#		#		#		#		#		#		#		
Open		Open		Open		Open		Open		Open		Open		Open		Open		Open		Open		Open		
13	3	11	3	8	5	7	7	11	8	15	8	16	9	16	9	17	14	12	19			174	174	
13	3	13	2	5	7	8	7	11	8	13	6	15	6	15	6	18	3	21	-2			175	175	
1	-1	7	-4	4	-2	9	-2	10	-5	9	-1	10	-2	10	-2	7	4	6	8			180	180	
27		31		17		24		32		37		41		41		42		39		0		0		
524		528		519		517		518		516		516		516		508		504		0		0		
5		1		10		12		11		13		13		13		21		25		529		529		
3		3		6		1		3		6		2		2		5		7						
0.60%		0.60%		1.20%		0.20%		0.62%		1.25%		0.42%		0.42%		1.07%		1.51%		#DIV/0!		#DIV/0!		

\$24,731	\$24,731	\$24,980	\$24,532	\$24,183	\$23,835	\$23,636	\$23,636	\$23,188	\$23,138	\$0	\$0	\$240,590
\$25,251	\$25,251	\$25,037	\$25,037	\$25,037	\$25,037	\$25,037	\$25,130	\$25,130	\$25,130	\$0	\$0	\$251,077
\$520	\$520	\$57	\$505	\$854	\$1,202	\$1,401	\$1,494	\$1,942	\$1,992	\$0	\$0	\$10,487

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	19-Oct	19-Nov	19-Dec
5	0	3	0	0	1	1	1	2	6		
1	0	1	0	1	1	0	0	1	2		
0	4	3	0	0	0	1	0	0	0		
1	1	0	0	0	1	0	0	0	0		
1	1	0	1	1	0	0	0	0	1		