

Meeting Notice and Agenda

**KENT COUNTY HOUSING COMMISSION**

12:00 AM, Thursday, January 23, 2020

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

- 1) Call to order and roll call
- 2) Approval of today's agenda
- 3) Approval of December 19, 2019 meeting minutes
- 4) Public Comments
- 5) Communications
  - a) Meeting times – Susan Cervantes, Director
- 6) Report of Director
  - a) Resolution to Approve the 2020 Family Self Sufficiency Budget
  - b) Resolution to Approve the Appropriation of 2019 NRA Interest
  - c) Resolution to Approve the Appropriation of 2019 Fraud Recovery Funds
- 7) Adjournment

## KENT COUNTY COMMUNITY ACTION

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### Kent County Community Action

Kent County Housing Commission Board Meeting  
121 Franklin SE, Suite 110, Grand Rapids, MI 49507  
Thursday, December 19, 2019  
12:00 p.m.  
Meeting Room C & D

#### MINUTES

- Present:** President Jason Grinnell, Vice President Joshua Lunger, and Commissioner Kristen Ward.
- Absent:** Commissioner Courtney Panter & Commissioner Lisa Knight
- Staff:** Susan Cervantes, Director of Kent County Community Action; Brenna Kotchka, Financial Analyst; Rachel Kunnath, CQI Specialist; Amanda Leija, Clerk III.
- Call to Order:** Commissioner Grinnell called the meeting to order.
- Agenda:** Motion by Commissioner Joshua Lunger, supported by Commissioner Kristen Ward, to approve today's agenda. **Motion passed.**
- Minutes:** KCCA was not able to present meeting minutes from the last meeting due to a staff change and the inability to find them. There are notes showing approvals and denials of motions but nothing additional. Amanda and Susan will research Roberts Rules of Order and postpone approval of the July 18, 2019 minutes until the next meeting.
- Public Comments:** No public present.
- Communications:**

**SEMAP – Rachel Kunnath:** SEMAP is the Section 8 Management Accountability Program that KCCA completes internally every year as a self-assessment which has 14 items that is self-scored and submitted to HUD electronically by the end of February. Last year there were two findings and a corrective action that KCCA submitted after the results came back. These findings were related to rent reasonableness and housing quality inspection standard. KCCA submitted a corrective action which was accepted by HUD which KCCA has been following throughout the year. HCV will begin an internal review process after the holidays which will include each employee being assigned standards that don't have to do primarily with their role and they will complete a portion of the internal review as well as Rachel doing a portion of all of the standards. Due to KCCA submitting a corrective action in the Spring of 2019 they have been doing quarterly internal quality reviews including the specific standards they've had corrective actions on, and they have demonstrated improvements. Some standards are very high – 98% compliance rate – which makes it easy to not achieve. KCCA is a member of a group that advises housing authorities on SEMAP which has provided KCCA with detailed instructions on how to perform an internal review on each standard, how to follow the formula to determine how many files to audit, and then how to document the process. Since the transition from ACSET to the County KCCA feels they have done much better with a lot more in depth preparation and sampling. Last year HUD ranked KCCA as a "standard performer" as a final score. The self-submission processes allows KCCA to input their scores into a standard form and submit it which immediately gives knowledge of compliance issues.

**Meeting Schedule 2020 – Susan Cervantes:** An attempt to figure out a better day/time to prevent frequent cancellations and reschedules. It was recommended to keep the day but change the time to 8:30 am or 9:00 am but to find out if there will be new board members and what would work best for them.

## Report of Director:

**Financial Report:** Commissioners were provided a financial report going through September 2019. It was stated that there is nothing new or different to report aside from the rental rates for 2020 increasing about \$18 per bedroom size in July 2019. KCCA has a waiver for 110% of the rent and have still found it difficult to rent up. However, a few months ago 4 FUP families found places which are usually the hardest to house. KCCA discussed going to 120% waiver but HUD advised we might not get it.

**Resolution to Adopt 2020 Housing Choice Voucher Budget:** Commissioners received a resolution to approve the 2020 Housing Choice Voucher budget. KCCA never knows in advance how much HUD will give the first quarter which then estimates for the rest of the year. With that, KCCA estimates getting \$4,125,829.00 for housing assistance payments and administration will be approximately \$305,385 for the year. **Motion by Commissioner Lunger, seconded by Commissioner Ward. Resolution approved unanimously.**

**Resolution to Adopt 2019 Housing Choice Voucher Budget Amendment:** Commissioners received a resolution to approve the 2019 Housing Choice Voucher budget amendment. This is in regard to approving the spending of the additional \$2,373 in administrative fees for the current year due to a low initial estimation of \$303,012 but then receiving \$305,385. **Motion by Commissioner Ward, seconded by Commissioner Lunger. Resolution approved unanimously.**

**Performance Measures Report:** Commissioners were provided an HCV (Housing Choice Voucher) Performance Measures Report updated through October 2019. Lease ups dropped below 90% due to several households dropping off. In July, KCCA conducted a review of the income of voucher holders and found that about 74 households had unreported income shown on the Income Discrepancy Report. We have increased repayment agreements, terminations, and 0 HAP payments. There was an orientation for 17 VASH vouchers after a recent hold on the VASH program through the VA in November. FUP has increased its referrals by KCCA staff attending bi-monthly orientations for new CPS employees. Due to the recent reviews, there have been a few openings of regular vouchers as well. There are about 64 shoppers currently looking for a home. The housing market has been negatively impacting voucher holders finding rentals. The City of Grand Rapids has discrimination of income as one of their protective classes which is helpful to voucher holders. We are going into the Analysis to Impediments to Fair Housing and the Consolidated Plan with the City of Grand Rapids.

**Adjournment:** There being no further business, motion to adjourn by Commissioner Lunger, seconded by Commissioner Grinnell. **Meeting adjourned.**

01/23/2020

## **Kent County Housing Commission**

### **Resolution to Approve Appropriation of 2019 Fraud Recovery Funds**

WHEREAS, The Department of Housing and Urban Development (HUD) authorizes Public Housing Authorities (PHA's) to retain a portion of fraud recoveries for use in support of the Housing Choice Voucher (HCV) program; and

WHEREAS, HUD clarifies that the PHA portion of the fraud recovery (i.e., the higher of 50% of the amount collected or the reasonable and necessary costs the PHA incurred related to the collection) from the HCV program must continue to be used for activities related to the provision of voucher assistance authorized under Section 8 of the United States Housing Act of 1937; and

WHEREAS, this income will be allocated between the HAP and administrative fee, based on the expenses incurred in recovering the funds; and

WHEREAS, the effective date of this approval is December 31, 2019, for use in the fiscal year 2020; and

NOW THEREFORE, BE IT RESOLVED, that the Kent County Housing Commission Board approves the appropriation of \$1,365.50 in fraud recovery revenue, for the period of January 1, 2019, through December 31, 2019.

Resolution was moved by Commissioner Lisa Knight,

and supported by Commissioner Courtney Panter.

Upon a roll call vote, this resolution was adopted by the following vote:

Ayes: 3

Nays: 0

01/23/2020

## **Kent County Housing Commission**

### **Resolution to Approve Appropriation of 2019 NRA Interest**

WHEREAS, The Department of Housing and Urban Development (HUD) allows Public Housing Authorities (PHAs) to collect interest on Net Restricted Assets (NRAs) and excess HAP funds; and

WHEREAS, the Federal Register Vol. 78 published and effective date of December 26, 2013, states: "Interest amounts up to \$500 per year may be retained by the non-federal entity for administrative expense"; and

WHEREAS, the amount of NRA interest this PHA received from January through December-2019, is \$11,294.10; and

WHEREAS, the effective date of this approval is December 31, 2019, for use in the fiscal year 2020; and

NOW THEREFORE, BE IT RESOLVED, that the Kent County Housing Commission Board approves the appropriation of \$500 of the actual interest received, to be used for administrative expense.

Resolution was moved by Commissioner Lisa Knight,

and supported by Commissioner Courtney Panter.

Upon a roll call vote, the resolution was adopted by the following vote:

Ayes: 3

Nays: 0

01-23-2020

## **Kent County Housing Commission**

### **Resolution to Adopt the 2020 Family Self-Sufficiency Grant**

WHEREAS, the Kent County Housing Commission has been awarded the Family Self Sufficiency (FSS) Grant from the United States Department of Housing and Urban Development (HUD) for the period of January 1, 2020 – December 31, 2020; and

WHEREAS the amount of the FSS Grant from HUD is expected to be \$133,806;

NOW THEREFORE BE IT RESOLVED, that the Kent County Housing Commission accepts the FSS Grant from HUD; and

FURTHER BE IT RESOLVED, that the Kent County Housing Commission appropriates \$133,806 pending official notification from HUD.

Approval of the resolution was moved by Commissioner Lisa Knight

and seconded by Commissioner Courtney Panter.

Upon a roll call vote, the resolution was adopted by the following vote:

Ayes: 3

Nays: 0