

Meeting Notice and Agenda

**KENT COUNTY HOUSING COMMISSION**

2:00 PM, Tuesday, November 3, 2020

Virtual Meeting via ZOOM

<https://kentcountymi.zoom.us/j/92321587441?pwd=VDQ2d2VlZXJhYmEyM1RpQ3A2NmZuQT09>

Meeting ID 923 2158 7441

Passcode: 365759

- 1) Call to order and roll call
- 2) Approval of today's agenda
- 3) Approval of May 21, 2020 meeting minutes
- 4) Public Comments
- 5) Communications
  - a) Meeting times for 2021 – Susan Cervantes, Director
  - b) Administrative Plan 2021
- 6) Report of Director
  - a) Resolution to Approve the HCV Round 2 Cares Act Funding – Brenna Kotchka
  - b) Financial Report – Brenna Kotchka
  - c) Performance Measures – Susan Cervantes
  - d) Family Self Sufficiency Applications – Susan Cervantes
  - e) Resolution to Adopt the 2021 Housing Choice Voucher Budget – Brenna Kotchka
  - f) Resolution to Adopt the 2021 Self-Sufficiency Grant – Brenna Kotchka
- 7) Adjournment

Kent County Housing Commission Meeting Minutes  
Tuesday, November 3, 2020; 2:00 pm  
Electronic Participation Meeting

<https://kentcountymi.zoom.us/j/91476907618?pwd=L1hzekJwQVV3NHh3dzJ5SE1BdTZpZz09>

Present: President Jason Grinnell, Vice President Josh Lunger, Commissioner Kristen Ward

Absent: Commissioners Courtney Panter and Lisa Knight

Staff: Susan Cervantes, Director of Kent County Community Action, Brenna Kotchka, Financial Analyst, Jenny James, Deputy County Administrator; Pam VanKeuren, Executive Assistant to the Board

1) Call to order and roll call

Chair Jason Grinnell called the meeting to order and roll was taken

Present: Jason Grinnell, Kristen Ward, Josh Lunger

Absent: Courtney Panter and Lisa Knight

2) Approval of today's agenda

Chair Jason Grinnell moved approval of the November 3 Housing Commission meeting agenda.

Supported by Kristen Ward. Motion carried.

3) Approval of May 21, 2020 meeting minutes

Josh Lunger moved approval of the May 21, 2020 meeting minutes as presented.

Supported by Jason Grinnell. Motion carried.

4) Public Comment

There was no public comment.

5) Communications

- a) Meeting times for 2021 – Susan Cervantes, Director asked for input from the members regarding the meeting schedule for 2021. The members discussed changing the meeting schedule to Wednesday mornings versus Thursday mornings. Susan will prepare a meeting schedule to present at the first meeting in January 2021.
- b) Administrative Plan 2021 – Susan Cervantes reported that every year staff has the responsibility to put forth an administrative plan based on any changes that have occurred over the year and this plan is being worked on now. There are a few corrections that need to be made to the plan and then it will be brought back to the Housing Commission in January 2021 for approval. In addition, there will also be a 30-day public comment period.
- c) 5 Year Annual Plan and Annual Plan - Susan Cervantes talked about communication she received from the HUD office in Detroit in October indicating the 5 year annual plan submittal is late and noted that as a new director for the department she was unaware of this plan submittal and deadline. She has been in contact with the HUD office and is working with them on a solution for submitting this plan by November 30. The members discussed the timeline and process of submitting the plan given it is late. Susan will incorporate this plan submittal into their operating procedures and add to this to their calendar of when important items are due.

6) Report of Director

- a) Resolution to Approve the HCV Round 2 Cares Act Funding – Brenna Kotchka reviewed a resolution for approval regarding a second round of administrative funding for \$74,396. Motion by Commissioner Grinnel approved by Commissioner Ward. Motion carried.
- b) Financial Report – Brenna Kotchka reviewed a financial report through September 30. This includes the first round of CARES funding that was received in May. She pointed out that in July restricted revenues were \$223,776 which is lower than previous months and is due in part to HUD holding onto the funds versus the Housing Commission. The members discussed the second round of CARES funding and its uses and it was noted the first and second round of CARES funding will be used for administrative fees.
- c) Performance Measures – Susan Cervantes reviewed the performance measurements to the members and noted many changes to income for households, vacancy rates, housing vouchers, etc. are due in part to COVID-19.
- d) Family Self Sufficiency Applications – Susan Cervantes reported that the Family Self Sufficiency application was submitted over the summer and has received notification that the submission was successful and is being reviewed. This is great news and explained that if approved will bring in FSS dollars to operate with beginning as early as January 2021.
- e) Resolution to Adopt the 2021 Housing Choice Voucher Budget – Brenna Kotchka reviewed a resolution for approval to adopt the 2021 housing choice voucher budget. It is estimated HUD will give approximately \$350,000 a month for HEP assistance, and \$25,000 a month for administrative expenses. This would total approximately \$4,200,000 total for housing assistance and \$300,000 for administrative. The members discussed what impact the process of submitting the 5 year annual plan would have on this action item. Susan Cervantes explained there could be sanctions placed on the funding temporarily, but she is confident that this will not occur and is working hard to get the annual plan done and submitted this week. Motion by Commissioner Grinnell approved by Commissioner Ward. Motion carried.
- f) Resolution to Adopt the 2021 Self-Sufficiency Grant – Brenna Kotchka reviewed a resolution for approval for the family self-sufficiency grant. She explained that even though they are still waiting for award confirmation from HUD, if this resolution is approved today, the department can start spending immediately versus waiting for approval of this resolution until the next meeting. Motion by Commissioner Grinnell approved by Commissioner Lunger. Motion carried.

7) Adjournment

There being no other business for discussion, the meeting was adjourned at 2:40 a.m.

**Kent County Community Action**

121 Franklin St. SE  
Suite 110  
Grand Rapids, MI 49507  
Fax: 616-632-7955

**Assistance Voucher**

Voucher Number **505290**

Date **10/14/2020**

County Code

GL Acct # **284-1000-693-6902-284693002**

Client Number **14572353**

Utility assistance

**Kent County Community Action agrees to pay**

**Vendor Consumers Energy - Willow; ATTN: CONSUMER AFFAIRS**  
530 W. Willow  
PO Box 30162  
Lansing, MI 48909-7662

The sum of \_\_\_\_\_ **\$ 307.88**  
\*\*\*\*\*THREE HUNDRED SEVEN AND 88/100

Type of assistance **KCCA CARES Act Utilities**

On behalf of  
Patsy A Phillips  
955 Sherman St SE  
Grand Rapids, MI 49506-2603

Account Number  
1030 2254 6168  
Account Holder  
Phillips, Patsy

\_\_\_\_\_  
Patsy A Phillips Date

Second Party?

\_\_\_\_\_  
Consumers Energy - Willow; ATTN: CONSUMER AFFAIRS Date

*KM.*  
\_\_\_\_\_  
Intake Worker / Program Manager Date

*Shawni DeLeon*  
\_\_\_\_\_  
Kent County Community Action Date

Account Number: 103002546168

Account Status: Shut-Off Pending

Business Partner Number: 1002747068

First Name: PATSY

Last Name: PHILLIPS

Telephone Number: 616-617-5740

Service/Delivery Address: 955 SHERMAN ST SE  
GRAND RAPIDS MI, 49506-2603

Mailing/Billing Address: 955 SHERMAN ST SE  
GRAND RAPIDS MI, 49506-2603

Account Type: Residential

Move-In Service Date: 08/29/2012

Move-Out Service Date: 12/31/9999

Bankruptcy? Yes No

Theft? Yes No

Fraud? Yes No

[Summary](#)

[Details](#)

[Billing History](#)

[Holds/Comments](#)

[Account Reports](#)

[Annual Fuel Cost](#)

[Payment Programs](#)

## Current Account Balance

<u>Service Type</u>	<u>Shut Off Balance</u>	<u>Past Due Balance</u>	<u>Total Balance</u>
Electric	\$136.93	\$307.88	\$307.88
Gas	\$0.00	\$0.00	\$0.00
Energy Totals	\$136.93	\$307.88	\$307.88
Non Energy	\$0.00	\$0.00	\$0.00
Electric Late Fee	\$12.93	\$31.39	\$31.39
Gas Late Fee	\$0.00	\$0.00	\$0.00
Account Grand Total	\$149.86	\$339.27	\$339.27

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

**Fiscal Year 2020**

<b>Administrative Costs : Unrestricted</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>Revenues:</b>									
FSS	-	-	19,549	8,607	6,332	7,396	7,792	7,660	9,125
HCV Cares Round 1	-	-	-	-	61,716	-	-	-	-
HCV Fees Earned	25,888	26,386	24,642	25,300	24,450	25,641	24,227	24,474	24,323
<b>Total</b>	<b>25,888</b>	<b>26,386</b>	<b>44,190</b>	<b>33,907</b>	<b>92,497</b>	<b>33,037</b>	<b>32,019</b>	<b>32,134</b>	<b>33,448</b>
<b>Expenses:</b>									
FSS	9,938	9,611	8,607	6,332	7,396	7,792	7,660	9,125	6,742
HCV Cares Round 1	-	-	-	-	2,834	8,202	10,932	16,312	16,837
HCV Costs	7,127	5,832	6,690	17,315	15,207	12,030	12,108	9,656	10,396
<b>Total</b>	<b>17,065</b>	<b>15,443</b>	<b>15,297</b>	<b>23,646</b>	<b>25,437</b>	<b>28,023</b>	<b>30,699</b>	<b>35,093</b>	<b>33,976</b>
<b>Profit/(Loss) - Unrestricted Net Assets</b>	<b>8,823</b>	<b>10,943</b>	<b>28,893</b>	<b>10,261</b>	<b>67,060</b>	<b>5,014</b>	<b>1,319</b>	<b>(2,959)</b>	<b>(528)</b>
Unrestricted Balance Carry forward	34,516	43,339	54,282	83,175	93,436	160,496	165,510	166,829	163,870
Profit/(Loss)	8,823	10,943	28,893	10,261	67,060	5,014	1,319	(2,959)	(528)
<b>Current Unrestricted Balance</b>	<b>43,339</b>	<b>54,282</b>	<b>83,175</b>	<b>93,436</b>	<b>160,496</b>	<b>165,510</b>	<b>166,829</b>	<b>163,870</b>	<b>163,342</b>
<b>Rental Assistance : Restricted</b>									
<b>Revenues:</b>									
HCV	339,613	339,480	334,400	340,360	340,110	356,357	223,776	355,191	374,237
<b>Expenses:</b>									
HCV	336,803	344,124	335,245	362,719	366,234	364,716	362,795	365,831	346,029
<b>Profit/(Loss) - Restricted Net Assets</b>	<b>2,810</b>	<b>(4,644)</b>	<b>(846)</b>	<b>(22,359)</b>	<b>(26,125)</b>	<b>(8,359)</b>	<b>(139,019)</b>	<b>(10,640)</b>	<b>28,208</b>
Restricted Balance Carry forward	265,167	267,977	263,334	262,488	240,129	214,005	205,646	66,627	55,987
Profit/(Loss)	2,810	(4,644)	(846)	(22,359)	(26,125)	(8,359)	(139,019)	(10,640)	28,208
<b>Current Restricted Balance</b>	<b>267,977</b>	<b>263,334</b>	<b>262,488</b>	<b>240,129</b>	<b>214,005</b>	<b>205,646</b>	<b>66,627</b>	<b>55,987</b>	<b>84,195</b>

11-03-2020

## **Kent County Housing Commission**

### **Resolution to Adopt the 2021 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 continues 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 \$4,200,000 for Housing Assistance Payments, with \$300,000 for administrative expenses, is estimated for monthly disbursements from January 1, 2021, through December 31, 2021;

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 Jason Grinnell*

*Supported by: Commissioner Kristen Ward*

Ayes: 3

Nays: 0

11-03-2020

## **Kent County Housing Commission**

### **Resolution to Adopt the 2021 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, 2021 – December 31, 2021; 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.

*Motion to approve by: Commissioner Jason Grinnell*

*Supported by: Commissioner Joshua Lunger*

Ayes: 3

Nays: 0



11-03-2020

## **Kent County Housing Commission**

### **Resolution to Adopt CARES Act Round 2 funding for the Housing Choice Voucher Administrative Fee Budget**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provides funding to prevent, prepare for, and respond to coronavirus, including public housing agencies to maintain normal operations and take other necessary actions during the period the program is impacted by coronavirus, the U.S. Department of Housing and Urban Development (HUD) has authorized funding for the Housing Choice Voucher (HCV) Program administered through the Kent County Housing Commission; and

WHEREAS, this administrative fee funding may be used by public housing agencies (PHAs) for administrative expenses and other expenses related to coronavirus which are new eligible activities; and

WHEREAS, funding in the amount of \$74,396 for the second round of administrative fee expenses, is scheduled for disbursement during August 2020 to be utilized during August 10, 2020 through June 30, 2021, unless this period is subsequently extended by HUD; and

NOW THEREFORE BE IT RESOLVED, that the Kent County Housing Commission Board approves \$74,396 for HCV administrative fee expenses.

***Motion to approve by: Commissioner Kristen Ward***

***Supported by: Commissioner Jason Grinnell***

Ayes: 3

Nays: 0