

Meeting Notice and Agenda

**KENT COUNTY HOUSING COMMISSION**

8:30 A.M. Thursday, January 21, 2021

*Pursuant to MCL 15.263a(1)(a), the Housing Commission of the Kent County Board of Commissioners will conduct its meeting via electronic communications to protect the Public Health. Any member of the public wishing to listen to the proceedings or provide public comment may do so by using the following internet connection or phone numbers and pass code below. Closed Captioning is available via an internet connection. Those wishing to provide input or ask questions in advance of the meeting regarding business to come before the committee may submit the input or questions to [susan.cervantes@kentcountymi.gov](mailto:susan.cervantes@kentcountymi.gov)*

Virtual Meeting via ZOOM

Join Zoom Meeting

<https://kentcountymi.zoom.us/j/94315908849?pwd=RHI1UXFRaTg0OVFTRS9VS0EyNS93dz09>

Meeting ID: 943 1590 8849

Passcode: 293614

- 1) Call to order and roll call
- 2) Approval of November 3, 2020 Meeting Minutes
- 3) Approval of November 19, 2020 Meeting Minutes
- 4) Approval of today's agenda
- 5) Public Comments
- 6) Communications
  - a) Performance Measures Report
  - b) Housing Commission Profit and Loss Statement

- 7) Report of Director
  - a) Resolution to Adopt the October through December 2020 FSS Escrow Forfeitures -Brenna Kotchka
  - b) Resolution to Approve Appropriation of 2020 Fraud Recovery Funds - Brenna Kotchka
  - c) Resolution to Approve the Appropriation of 2020 Net Restricted Assets (NRA) Interest – Brenna Kotchka
  - d) Resolution to Approve the Reconciliation of the Unrestricted Net Position and Restricted Net Position Balances of the Housing Choice Voucher Program – Brenna Kotchka
  
- 8) 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 Street SE Suite 110

Grand Rapids, MI 49507

Phone: (616) 632-7950

Fax: (616) 632-7970



**Kent County Housing Commission Board Meeting**

Thursday, November 19, 2020, at 8:30am

Virtual Meeting via ZOOM Meeting ID Meeting ID: 914 7690 7618

Passcode: 520605

**MINUTES**

**Present:** Vice President Joshua Lunger, Commissioner Kristen Ward, Commissioner Courtney Panter

**Absent:** President Jason Grinnell, Commissioner Lisa Knight

**Staff:** Susan Cervantes, Brenna Kotchka

**1. Call to Order:**

Commissioner Lunger called the meeting to order. Quorum obtained.

**2. Approval of Today's Agenda:**

Motion by: Commissioner Kristen Ward

Supported by: Commissioner Courtney Panter

**Motion passed.**

**3. Public Comments:** No public present.

**4. Communications – Susan Cervantes, Director**

**a. Meeting Dates for 2021** – Susan presented the meeting schedule for 2021 as was decided at the last meeting on November 3, 2020. The Meeting Schedule did include information for in-person meetings but will be changed depending on the legislature and/or Executive Orders.

Motion by: Commissioner Courtney Panter

Supported by: Commissioner Joshua Lunger

**Resolution approved unanimously.**

**b.** Susan reported that the 5 Year Plan had been accepted and approved by HUD and that it has cleared the finding.

**5. Reports:**

**a) Resolution to Adopt the 2019 and 2020 FSS Escrow Forfeitures**

A resolution was provided to board members to review and was presented by Brenna Kotchka. She explained the process utilized by Fiscal Services to account for the Escrow Accounts versus the Escrow Forfeiture Accounts. In processing the accounts differently now, there were funds that needed to be adopted so that they could be utilized for future Housing Assistance Payments. Questions were asked and answered.

Motion by: Commissioner Courtney Panter

Supported by: Commissioner Kristen Ward

**Resolution approved unanimously.**

**6. Adjournment:** No further business. **Meeting adjourned.**

**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>October</b>	<b>November</b>
<b>Revenues:</b>											
FSS	-	-	19,549	8,607	6,332	7,396	7,792	7,660	9,125	-	14,047
HCV Cares Round 1	-	-	-	-	61,716	-	-	-	-	-	-
HCV Cares Round 2	-	-	-	-	-	-	-	74,396	-	-	-
HCV Fees Earned	25,888	26,386	24,642	25,300	24,450	25,641	24,227	24,474	24,323	24,122	25,367
<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>106,530</b>	<b>33,448</b>	<b>24,122</b>	<b>39,414</b>
<b>Expenses:</b>											
FSS	9,938	9,611	8,607	6,332	7,396	7,792	7,660	9,125	6,742	7,305	7,690
HCV Cares Round 1	-	-	-	-	2,834	8,202	10,932	16,312	16,837	6,599	-
HCV Cares Round 2	-	-	-	-	-	-	-	-	-	9,701	18,900
HCV Costs	7,127	5,832	6,690	17,315	15,207	12,030	12,108	9,656	13,578	8,154	6,789
<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>37,158</b>	<b>31,758</b>	<b>33,379</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>71,437</b>	<b>(3,710)</b>	<b>(7,636)</b>	<b>6,034</b>
Unrestricted Balance Carry forward	34,516	43,339	54,282	83,175	93,436	160,496	165,510	166,829	238,266	234,555	226,919
Profit/(Loss)	8,823	10,943	28,893	10,261	67,060	5,014	1,319	71,437	(3,710)	(7,636)	6,034
<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>238,266</b>	<b>234,555</b>	<b>226,919</b>	<b>232,954</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	374,012	371,607
<b>Expenses:</b>											
HCV	336,803	344,124	335,245	362,719	366,234	364,716	362,795	365,831	346,029	359,682	354,589
<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>	<b>14,330</b>	<b>17,018</b>
Restricted Balance Carry forward	265,167	267,977	263,334	262,488	240,129	214,005	205,646	66,627	55,987	84,195	98,525
Profit/(Loss)	2,810	(4,644)	(846)	(22,359)	(26,125)	(8,359)	(139,019)	(10,640)	28,208	14,330	17,018
<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>	<b>98,525</b>	<b>115,542</b>

**Performance Measures**

**2020**

	Jan-20		Feb-20		Mar-20		Apr-20		May-20		Jun-20	
	Type		Type		Type		Type		Type		Type	
<b>Total Voucher Universe</b>	529	Total	529	Total	529	Total	529	Total	529	Total	529	Total
Vouchers Leased on 1st of Month												
VASH	144	174	146	174	150	174	154	174	154	174	151	174
FUP	165	175	171	175	172	175	171	175	171	175	170	175
Regular	167	180	164	180	162	180	165	180	165	180	162	180
<b>Total Vouchers Leased</b>	476		481		484		490		490		483	
<b>Vouchers Available</b>	53		48		45		39		39		46	
<b>Percentage Leased</b>	90%		91%		91%		93%		93%		91%	
# of Issued/ Shop Mode Vouchers		# Open		# Open		# Open		# Open		# Open		# Open
VASH	17	13	15	13	16	8	11	9	11	9	16	7
FUP	22	-12	13	-9	9	-6	7	-3	7	-3	5	0
Regular	5	8	6	10	11	7	9	6	9	6	11	7
<b>Total Vouchers Issued/Shop</b>	44		34		36		27		27		32	
<b>TOTAL VOUCHERS IN FIELD</b>	520		515		520		517		517		515	
<b>Unaccounted Vouchers</b>	9		14		9		12		12		14	
Monthly Voucher Attrition	6		7		4		5		5		1	
Monthly Voucher Attrition Rate	1.26%		1.46%		0.83%		1.02%		1.02%		0.21%	

Administrative Fees per Formula	\$23,686	\$23,935	\$24,084	\$24,382	\$24,382	\$25,092
Administrative Fees Received	\$24,674	\$24,674	\$24,674	\$24,674	\$24,323	\$23,899
Difference	\$988	\$739	\$590	\$292	-\$59	-\$1,193

Voucher Lease Up Timing	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
# of days it took to to lease up:						
0 - 30 Days	2	1	2	2	2	1
31 - 60 Days	2	2	3	1	1	0
61 - 90 Days	2	4	0	0	0	0
91 - 120 Days	2	1	2	0	0	0
>120 Days	0	2	0	2	2	0

Jul-20		Aug-20		Sep-20		Oct-20		Nov-20		Dec-20		Average	Percentage
Type		Type		Type		Type		Type		Type			
529	Total	529	Total	529	Total	529	Total	529	Total	529	Total		
156	174	159	174	158	174	158	174	157	174	158	174	156	90%
168	175	168	175	165	175	161	175	159	175	164	175	167	95%
165	180	166	180	164	180	166	180	166	180	166	180	165	92%
489		493		487		485		482		488		485	
40		36		42		44		47		41			
92%		93%		92%		92%		91%		92%		92%	
# Open		# Open		# Open		# Open		# Open		# Open			
14	4	11	4	12	4	14	2	11	6	15	1		
4	3	3	4	6	4	9	5	10	6	5	6		
11	4	9	5	8	8	8	6	10	4	7	7		
29		23		26		31		31		27			
518		516		513		516		513		515			
11		13		16		13		16		14			
3		3		1		2		1		1			
0.61%		0.61%		0.21%		0.41%		0.21%		0.20%		0.67%	

\$25,404	\$25,611	\$25,300	\$25,196	\$25,040	\$25,352	\$297,463
\$ 25,500	\$ 23,898	\$ 24,098	\$ 23,898	\$ 24,929	\$24,929	\$294,170
\$96	-\$1,713	-\$1,202	-\$1,298	-\$111	-\$423	-\$3,293

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
1	0	0	0	1	0
0	2	1	0	2	0
0	0	1	0	0	0
1	1	0	1	1	0
0	0	1	0	2	0



01-21-2021

## **Kent County Housing Commission**

### **Resolution to Adopt the 2020 FSS Escrow Forfeitures**

WHEREAS, the Department of Housing and Urban Development has authorized Public Housing Authorities (PHA's) to "re-deposit" FSS Escrow Forfeitures back into the PHA's operating reserves for use in support of the Housing Choice Voucher (HCV) Program administered through the Kent County Housing Commission; and

WHEREAS, this program income will be used solely for Housing Assistance Payments (HAP); and

WHEREAS, Family Self Sufficiency (FSS) Escrow Forfeitures for FY 2020 for October through December 2020 total \$50,160.75;

WHEREAS, the effective date of this approval is December 1, 2020, to be used for December 2020;

NOW THEREFORE, BE IT RESOLVED, that the Kent County Housing Commission Board approves this appropriation of \$50,160.75 of FSS Escrow Forfeitures.

Resolution moved by Commissioner \_\_\_\_\_

and supported by Commissioner \_\_\_\_\_

Ayes:

Nays:

01/21/2021

## **Kent County Housing Commission**

### **Resolution to Approve Appropriation of 2020 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, 2020, for use in the fiscal year 2020; and

NOW THEREFORE, BE IT RESOLVED, that the Kent County Housing Commission Board approves the appropriation of \$5,735.75 in fraud recovery revenue, for the period of January 1, 2020, through December 31, 2020.

Resolution was moved by Commissioner \_\_\_\_\_,  
and supported by Commissioner \_\_\_\_\_.

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

Ayes:

Nays:

01-21-2021

## **Kent County Housing Commission**

### **Resolution to Approve Appropriation of 2020 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 an 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 2020, is \$1,490.05; and

WHEREAS, the effective date of this approval is December 31, 2020, 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 \_\_\_\_\_,  
and supported by Commissioner \_\_\_\_\_.

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

Ayes:

Nays:

01-21-2021

## **Kent County Housing Commission**

### **Resolution to Approve the Reconciliation of the UNP & RNP Balances of the Housing Choice Voucher Program**

WHEREAS, the Housing Commission determined during the 2018 -2019 RNP (Restricted Net Position) reconciliation there was an unreconciled balance of \$99,535.48 between what Kent County Housing Commission had at year end 12/31/19 and what is being calculated by HUD within the Voucher Management System (VMS); and

WHEREAS, \$317.14 was the total amount of NRA interest this PHA received for 2014 - 2015, broken down as follows: 2014 was \$176.68, 2015 was \$140.46; and

WHEREAS, the Federal Register Vol. 78 published an 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, \$11,231.60 is excess (Housing Assistance Payments) HAP; and

WHEREAS, \$87,986.74 cannot be adjusted into RNP, this amount will be added to UNP (Unrestricted Net Position) reducing our RNP and bringing Kent County Housing Commission's records in line with VMS.

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

NOW THEREFORE BE IT RESOLVED that the Kent County Housing Commission Board approves the appropriation of \$88,303.88 to UNP & \$11,231.60 to RNP balances for the HCV Program for activities relating to the reconciliation of UNP and RNP balances as of December 31, 2019.

Motion to approve by: Commissioner \_\_\_\_\_.

Supported by: Commissioner \_\_\_\_\_.

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

Ayes:

Nays: