

Meeting Notice and Agenda

**KENT COUNTY HOUSING COMMISSION**

8:30 A.M. Thursday, May 20, 2021

Pursuant to MCL 15.263a(1)(b) and Kent County Board of Commissioners Resolution 3-25-21-32 the Kent County Housing Commission Board 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 internet link 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 Kent County Housing Commission Board 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/94250006071>

Meeting ID: 942 5000 6071

Passcode: None

- 1) Call to order and roll call
- 2) Approval of January 25, 2021 Meeting Minutes
- 3) Approval of today's agenda
- 4) Public Comments
- 5) Communications
  - a) Performance Measures Report
  - b) Housing Commission Profit and Loss Statement
- 6) Report of Director
  - a) By-Laws
- 7) Adjournment

**KENT COUNTY COMMUNITY ACTION**

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**Kent County Housing Commission Board Meeting**

Virtual Meeting via ZOOM Meeting ID Meeting ID: 943 1590 8849 Passcode: 293614

Monday, January 25, 2021, at 12pm

**Meeting Minutes**

**Present:** President Jason Grinnell, Vice President Joshua Lunger, Commissioner Courtney Panter

**Absent:** Commissioner Lisa Knight

**Staff:** Susan Cervantes, Director; Amanda Leija, Clerk III; Brenna Kotchka, Financial Analyst

1. Call to Order and roll call  
Commissioner called the meeting to order. Quorum obtained.
2. Approval of November 3, 2020 meeting minutes.....Action Item  
Motion by: Joshua Lunger  
Supported by: Courtney Panter  
Motion passed.
3. Approval of November 19, 2020 meeting minutes.....Action Item  
Motion by: Joshua Lunger  
Supported by: Courtney Panter  
Motion passed.
4. Approval of Today’s Agenda.....Action Item  
Motion by: Joshua Lunger  
Supported by: Courtney Panter  
Motion passed.
5. Public Comments: No public present
6. Communications.....Information Item  
*Susan Cervantes, Director*
  - a. Performance Measures Report – A spreadsheet was provided to the board for review. Usage of vouchers was at 92%. The regular waitlist was opened, and 24 people were pulled for the first time in 2 years. The VA Administration was closed due to COVID from March-September so no referrals for VASH vouchers during that time. They started giving referrals recently and are at 95%. With the increase of abuse cases have decreased the referrals for Family Unification Vouchers. KCCA assisted 2 clients with breaking leases due to landlords would not fix the places up to habitable conditions. Staff are still working remotely successfully.
  - b. Housing Commission profit and loss statement – A report was provided to the board for review. Expenses are shown through November, while December expenses are still in process. April through August expenses were higher than revenue due to clients not working and needing additional supplemental rent. In September-November HUD made up for the shortage.

7. Reports of Director.....Action Item  
*Brenna Kotchka, Financial Analyst*

- a) Resolution to Adopt the October through December 2020 FSS Escrow Forfeitures – A resolution was provided to the board for review. At the September meeting the board approved the January through September of 2020 forfeitures. There were \$50,160.75 in forfeitures from October through December of 2020. This resolution would approve these funds to be used for rental assistance.

Motion by: Courtney Panter  
Supported by: Joshua Lunger  
Motion passed.

- b) Resolution to Approve Appropriation of 2020 Fraud Recovery Funds – A resolution was provided to the board for review. The total fraud recovery for 2020 was \$11,471.50 in which HUD allows the use of half to be used for administrative expenses. This resolution is to approve \$5,735.75 to be used towards administrative expenses while the other half will sit in an account to be used for HAP expenses.

Motion by: Joshua Lunger  
Supported by: Courtney Panter  
Motion passed.

- c) Resolution to Approve the Appropriation of 2020 Net Restricted Assets (NRA) Interest – A resolution was provided to the board for review. HUD allows retainage of \$500 of the collected interest of each year. For 2020 the interest amount was \$1490.05 in total. The remaining is sent back to HUD. This resolution is to approve \$500 of the collected interest to be used for administrative expense.

Motion by: Jason Grinnell  
Supported by: Joshua Lunger  
Motion passed.

- d) Resolution to Approve the Reconciliation of the Unrestricted Net Position and Restricted Net Position Balances of the Housing Choice Voucher Program – A resolution was provided to the board members for review. The balance in the bank account to be matching what HUD is stating is in the Voucher Management System. Currently the balance shows more funds than what HUD was recognizing. HUD is stating that of the \$99,535.48 balance \$87,000 is unable to be used for rental assistance must be put into unrestricted funding which means admin expenses will be higher. This resolution is to make sure our balance that recorded on the books is the same as what HUDs Voucher Management System has as well as understanding that the only portion HUD is allowing to put in restricted for HAP payments is \$11,231.60. In prior years, all the interest collected was being kept and not returned to HUD instead of only keeping the allowed \$500.00 which was part of the reason this issue occurred. Another reason this occurred was due to appropriating half of the fraud recovery of unrestricted to admin and leaving the other portion sitting in bank and not appropriating back to the HAP funds. This resolution is to make sure that unrestricted and restricted portions are in the right place.

Motion by: Joshua Lunger  
Supported by: Jason Grinnell  
Motion passed.

8. Adjournment.....Action Item

Motion by: Joshua Lunger  
Supported by: Jason Grinnell  
Meeting adjourned.

Next Scheduled Housing Commission Board Meeting Scheduled  
March 18, 2021 at 8:30am

**Performance Measures  
2021**

	Jan-21		Feb-21		Mar-21		Apr-21	
	Type	Total	Type	Total	Type	Total	Type	Total
<b>Total Voucher Universe</b>	529		529		529		529	
<b>Vouchers Leased on 1st of Month</b>								
VASH	156	174	158	174	161	174	155	174
FUP	163	175	163	175	164	175	162	175
Regular	166	180	165	180	165	180	165	180
<b>Total Vouchers Leased</b>	485		486		490		482	
<b>Vouchers Available</b>	44		43		39		47	
<b>Percentage Leased</b>	92%		92%		93%		91%	
<b># of Issued/ Shop Mode Vouchers</b>		# Open		# Open		# Open		# Open
VASH	18	0	17	-1	12	1	15	4
FUP	6	6	5	7	5	6	4	9
Regular	8	6	8	7	8	7	9	6
<b>Total Vouchers Issued/Shop</b>	32		30		25		28	
<b>TOTAL VOUCHERS UTILIZED</b>	517		516		515		510	
<b>Unaccounted Vouchers</b>	12		13		14		19	
Monthly Voucher Attrition	3		2		6		0	
Monthly Voucher Attrition Rate	0.62%		0.41%		1.22%		0.00%	

Administrative Fees per Formula	\$24,134	\$24,183	\$24,382	\$23,984
Administrative Fees Received	\$24,929	\$24,929	\$37,501	
Difference	\$795	\$739	\$13,119	-\$23,984

Voucher Lease Up Timing	Jan-21	Feb-21	Mar-21	Apr-21
# of days it took to to lease up:				
0 - 30 Da	0	0	1	0
31 - 60 D	0	2	1	2
61 - 90 D	0	0	1	0
91 - 120	0	0	0	0
>120 Da	0	0	0	0

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

**Fiscal Year 2021**

<b>Administrative Costs : Unrestricted</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
<b>Revenues:</b>				
FSS	-	6,149	6,721	7,646
HCV Cares Round 1	-	-	-	-
HCV Cares Round 2	-	-	-	-
HCV Fees Earned	24,934	25,030	38,823	32,686
<b>Total</b>	<b>24,934</b>	<b>31,179</b>	<b>45,544</b>	<b>40,332</b>
<b>Expenses:</b>				
FSS	6,149	6,721	7,646	6,316
HCV Cares Round 1	-	-	-	-
HCV Cares Round 2	14,007	13,384	2,528	-
HCV Costs	8,286	8,564	22,363	23,165
<b>Total</b>	<b>28,442</b>	<b>28,669</b>	<b>32,536</b>	<b>29,480</b>
<b>Profit/(Loss) - Unrestricted Net Assets</b>	<b>(3,509)</b>	<b>2,511</b>	<b>13,008</b>	<b>10,852</b>
Unrestricted Balance Carry forward	341,538	338,030	340,540	353,548
Profit/(Loss)	(3,509)	2,511	13,008	10,852
<b>Current Unrestricted Balance</b>	<b>338,030</b>	<b>340,540</b>	<b>353,548</b>	<b>364,399</b>
<b>Rental Assistance : Restricted</b>				
<b>Revenues:</b>				
HCV	372,734	372,831	366,735	367,234
<b>Expenses:</b>				
HCV	340,499	365,071	365,598	359,647
<b>Profit/(Loss) - Restricted Net Assets</b>	<b>32,235</b>	<b>7,760</b>	<b>1,137</b>	<b>7,587</b>
Restricted Balance Carry forward	85,009	117,243	125,003	126,140
Profit/(Loss)	32,235	7,760	1,137	7,587
<b>Current Restricted Balance</b>	<b>117,243</b>	<b>125,003</b>	<b>126,140</b>	<b>133,727</b>