



Kent County Community Action  
Advisory Governing Board Meeting  
121 Franklin SE, Suite 110, Grand Rapids, MI 49507  
Thursday, September 19, 2019  
12:00 p.m.  
Multi-Purpose Room A

## MINUTES

**Advisory Governing Board Members Present:** Jessica White-Hatinger, James Geisen, Ruth Kelly, Judy Knapp, Benjamin Escalante, Wende Randall, Tom Oosterbaan, Catherine Aldridge, Tricia VanderHaar, Carol Glanville, and Kendrick Heinlein.

**Advisory Governing Board Alternate Members Present:** Donata Kidd

**Advisory Governing Board Members Absent:** Samarhia Giffel, Christina Swiney, Reyna Quintino

**KCCA Staff Present:** Susan Cervantes, Sherrie Gillespie, Amanda Leija, Brenna Kotchka, Rachel Kunnath, and Chad Coffman

**Guests Present:** Katie Van Dorn, Public Sector Consultants; Theresa Kujawa, MDHHS-BCAEO; Sandra Ghoston-Jones, Kent County Administrators Office

### 1. Call to order

*Tom Oosterbaan, Chairperson*  
Quorum obtained.

*The Board Quorum is in compliance with Organizational Standard 5.5: The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.*

### 2. Welcome and Introductions

- Marie Geiken-Perez – Community Services Assistant
- Theresa Kujawa – Grant Monitor from Bureau of Community Action and Economic Opportunity
- Carol Glanville – New Board Member in the Public Sector and City of Walker Commissioner.
- Tricia VanderHaar – New Board Member in the Private Sector, HR Manager in Professional Metal Finishers in Walker

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*We work to eliminate the causes and circumstances of poverty by investing in individuals and families with lower incomes. Through dedicated staff and community partnerships we provide services, resources, education and advocacy to improve the quality of life for all residents of Kent County.*

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**3. Approval of July 18, 2019 Minutes.....Action Item**

**Motion: Jessica White-Hattinger**

**Second: Ruth Kelly**

**Motion Approved**

**4. Director’s Report.....Information Item**

- a. Staff Updates – Marie, who was introduced at the beginning of the meeting, filled the Community Service Assistant Position. There is now one vacant that is on hold right now. There is a Weatherization and Housing Specialist I open. Applications for that have been received but it may go out to repost. There is a Clerk II position open that was Courtney Hammond’s position who retired after 26 years. That position is in the interviewing process. The Community Resource Specialist II position that would help out the Housing Choice Voucher program that has been through the Legislative and Human Resources Committee and they passed it through so it just has to be approved by the Board of Commissioners, if we do get that approval that position will start on January 1, 2020. Our Floater Community Resource Specialist has completed interviews and we are locked on who to pick. That position will be helping everyone. Hoping to be fully staffed by January 1, 2020.
- b. Report on Assistance Activities – There was one form of assistance given to an employee’s son through the Weatherization program.
- c. Monitoring Activities – We have persisted through the monitoring activities for the most part. KCCA has been overwhelmed with monitoring activities through HUD, the state office (BCAEO), VMS system, etc. Recently we had the Federal Department of Energy monitoring the WX DOE program.

**5. Community Needs Assessment Update.....Information Item**

***Katie Van Dorn, Public Sector Consultants***

Last time I was here presenting the findings of the Community Needs Assessment Survey where we had 633 members of the Kent County Community members that participated in the Community Needs Survey and we shared all findings from that. This exercise is a continuation of that process for creating a final report which would then be your framework for your recommendations for the next couple of years. The board was provided a copy of the slides for the Community Needs Assessment presentation that were read and explained to the board.





The Community Needs Assessment is intended to include recommendations of what KCCA should do over the next couple of years to address poverty. The Board was then broken into groups for a small group discussion on how to better help the community in different topic areas. The topics were employment, transportation, housing, food and nutrition and health and healthcare. The discussion results will be included in the assessment.

**6. Fiscal Report.....Information Item  
Brenna Kotchka, Financial Analyst**

A memo was provided to board members and Ms. Kotcha reviewed the financials. June 30<sup>th</sup> grants have ended and the final numbers are attached. The next meeting will have the final numbers for the Sept year end grants. No concerns. No further discussion took place.

*Org. Standard 8.7 – The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.*

**7. Other Business**

There was a questions as to whether there are any openings on the board. Ms. Cervantes stated that they should have been notified by the office that supports the Board of Commissioners if their term was ending. There were a couple of members that needed to re-apply and she would get a copy of that. They were due by September 30<sup>th</sup>. There are no openings as Carol and Tricia filled them. Part of our Organizational Standards and by-laws state that there needs to be less than 90 days with vacancies and we didn’t reach that based on the process for board appointments through the County.

**8. Public Comment – none**

**9. Adjournment**

**Next Scheduled Advisory Governing Board Meeting  
November 21, 2019 12:00 pm  
KCCA Multipurpose Room A**

