



Kent County Community Action
Advisory Governing Board Meeting
121 Franklin SE, Suite 110, Grand Rapids, MI 49507
Thursday, November 21, 2019
12:00 p.m.
Multi-Purpose Room A

MINUTES

Board Members Present: Jessica White-Hatinger, Carol Glanville, James Geisen, Benjamin Escalante, Wende Randall, Tom Oosterbaan, Hattie Patterson, Reyna Quintino, and Kendrick Heinlein

Board Alternatives Members Present: Donata Kidd

Board Members Absent: Ruth Kelly, Samarhia Giffel, Judy Knapp, Christina Swiney, Tricia VanderHaar, Catherine Aldridge

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

Guests Present: Sandra Ghoston-Jones, Kent County Administrators Office; Katie Van Dorn, Public Sector Consultant

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

3. Approval of Meeting Minutes – September 19, 2019.....Action Item

Motion to Approve: Benjamin Escalante
Support: Jessica White-Hatinger
Approved by vote: Motion carried.

4. Directors Report.....Information Item

- (a) **Staff Updates:** Currently in process of interviewing for drivers. KCCA has filled one contracted driver which leaves one still available. Weatherization is interviewing for a Weatherization and Housing Specialist I in 2 weeks. Interviews for the open Clerk II will begin next week. A decision has been made on the Floater Community Resource Specialist and an offer is in process.
- (b) **Assistance Activities:** No Activities to report
- (c) **Monitoring Activities:** No activities in the last month but have been getting reports back from recent monitoring. The last one, which was the Department of Energy Weatherization Federal Monitoring, went





well with minimal findings. KCCA has taken care of the findings and has submitted a response. Results from the monitoring of production and expenditures for weatherization has come back and KCCA is currently on corrective action due to not producing fully last year. There has been a plan created with tools to correct the situation. Not meeting production means there is a possibility of losing funding and staff is working diligently to protect the funds and serve the community. Another corrective action that KCCA received was based on the electronic system called E-grams which is new to KCCA and resulted in issues with the procedures of using E-grams. KCCA responded to the state with a plan to put together an internal process. The state has accepted the plan. Next year they will be moving to another system called SIGMA. There will be an upcoming KCSM monitoring.

5. Community Needs Assessment Update.....Action Item
Katie Van Dorn, Public Sector Consultant

A copy of the finalized Community Needs Assessment was provided to board members and an overview was presented. Once it's been approved it will be taken to the Governing Board. KCCA will start strategic planning at the January meeting which will include Rachel and Susan pulling out the recommendations and data to ensure the process is data driven. This will also be posted on the County Website and will be utilized as a working document.

Motion to approve: Hattie Patterson
Support: Carol Glanville
Approved by vote: Motion carried.

The approval of the Community Needs Assessment is in compliance with Organizational Standard 3.5- The tripartite board/advisory body formally accepts the completed Community Assessment.

6. Financial Reports.....Information Item
Brenna Kotchka, Financial Analyst

A copy of the financial report was provided to board members and an overview was presented. KCCA will present wrap up reports in January to show how the single grants operated the prior year. KCCA has 3 fiscal years ending in June, September, and December. There was nothing major to report, nothing concerning, and no questions.

The presentation of the Financial Reports complies with the Organizational 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. Programmatic Reports Information Item

Staff is trying to start operating the MEAP program the first week in December for MEAP funds. KCCA staff is meeting tomorrow to come up with a prioritization scale for using MEAP funds. Assistance max per client is \$2,000 which would result in only assisting about 30 clients. KCCA does not currently have ideas on what the prioritization scale will look like, however, the board wants that plan to remain consistent. KCCA is unable to request assistance from other Counties left over funds. KCCA is still obligated to pay approximately 20 monthly affordable payment plans set up last year which will come out of the same funds. There is a plan to look into the Community Needs





Assessment to see what the current need is and possibly restructure services to not depend on emergencies but utilize wrap around case management and self-sufficiency services. Board suggested to implement a layer of prioritization to use Walk for Warmth funds if no other funds are available. Consumers Energy will not match donations for Walk for Warmth this year as they have in the past. The Commissioners Dinner is in December and will provide donations for Walk for Warmth as their charitable recipient. KCCA will help clients apply for other funding resources whenever KCCA is not able to assist them financially. Board suggests creating a one-page flyer for higher level contributions. Susan states she has a “how you can help” flyer and will send that out.

A copy of a review of the Community Development Programs was provided to the board members and an overview was presented by Chad Coffman. There are several projects that have been started but are still in development status. One pending new project is with LINC that includes \$800,000 of committed HOME funds to build 6 single townhomes within the City of Wyoming. New contracts for public services just started in July 2019. Public Improvements for the future are several side walk projects, road project in Kentwood, and some smaller projects in the Northwest area of the county. Prior projects are now nearing completion.

The presentation of the Programmatic Reports is in compliance with Organizational Standard 5.9 - The department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.

8. KCCA Advisory Gov Board 2020 Meeting Schedule.....Action Item

There will be a meeting schedule request for the board member’s calendars sent out.

Motion to approve: Jessica White-Hatinger
Support: Carol Glanville
Approved by vote: Motion carried.

9. Other Business.....Information Item

The “Leap for Warmth” Walk for Warmth event is February 29, 2020 with registration starting at 8:30am.

10. Public Comments..... Information Item

No public comments

11. Adjournment.....Action Item

Motion to approve: Kendrick Heinlein
Support: Ben Escalante
Approved by vote: Motion carried.

**Next Scheduled Advisory Governing Board Meeting
January 16, 2020 12:00 pm
KCCA Multipurpose Room A**

