



**Kent County Community Action (KCCA)
Governing Board
Meeting Minutes
10:30 a.m., Monday, February 24, 2020**

Present: Commissioner Kurt Reppart, Commissioner Senita Leneer, & Commissioner Betsey Melton

Absent: Commissioner Robert Womack & Commissioner Stanley Stek

Staff: Susan Cervantes, Bobby O’Conner, Sherri Gillespie, Amanda Leija, Rachel Kunnath

Guests: None

1. Call to Order

Meeting began at 10:30 a.m. Quorum obtained at 10:45am.

2. Appointment of New Chairperson.....Action Item

There was a nomination for Commissioner Kurt Reppart to serve as the New Chairperson.

Motion to Approve: Commissioner Senita Leneer

Support: Commissioner Betsey Melton

Approved by vote: Motion carried.

3. Welcome and Introductions

4. Meeting Minutes – December 16, 2019.....Action Item

Motion to approve: Commissioner Senita Leneer

Support: Commissioner Betsey Melton

Approved by vote: Motion carried.

5. Directors Report.....Information Item

(a) Staff Updates:

- (i) Weatherization and Housing Specialist I was hired and started last week
- (ii) Community Resource Specialist II – HCV was approved to start and was posted last Friday.
- (iii) New Program Manager position was approved and posted last Friday
- (iv) Full Time Driver position has been posted
- (v) Temporary Part-time driver positions are still posted. One of those positions is possibly being turned into a full-time position and partner with the Health Department and Veterans Office.
- (vi) 2 Community Services Assistance position will start interviews on Wednesday to fill one while the other position will be held until it is decided on what the position would assist in.

- (b) **Assistance Activities:** None since last meeting
- (c) **Monitoring Activities:**
 - (i) Weatherization program was monitored last week and did well. There were only a couple of recommendations that we are being worked on.
 - (ii) Community Service Food Program (CSFP) was monitored in February and also went very well. Monitor went to 3 sites and found operations going very well. Part of it was a fiscal monitoring but the results of that have not come back yet.
 - (iii) KCSM and OAA monitoring will happen next week along with a fiscal monitoring.
 - (iv) Kent County is currently auditing other grants internally.
- (d) **Community Needs Assessments**
 - (i) Approved by the board in December.
 - (ii) Transportation information was pulled out by request of Commissioner Bulkowski so that Susan could present it to the full boards of the City and County.

6. Strategic Planning (request for proposals).....Action Item

Org. Standard 6.1 – The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years.

A motion to spend funds to hire a consultant & post an RFP for the strategic plan is requested.

- (a) An RFP has been prepared in preparation of approval from the board and a draft will be sent to board members for review.
- (b) Cost is estimated to be \$50,000-\$60,000 which can be taken from the CSBG funds.
- (c) During the advisory board meeting there was discussion about what should be in the strategic plan. Meeting minutes from the Advisory board meeting will be sent to board members for review.

Motion to approve: Commissioner Senita Lenear

Support: Commissioner Betsey Melton

Approved by vote: Motion carried.

Org. Standard 6.5 – The governing board has received an update on the progress meeting the goals of the strategic plan within the past twelve months.

Report was provided to board members in their packets. A motion to accept this report is requested.

- (a) Partnerships and exposer has grown.
- (b) Staff have access to and complete many trainings throughout the year.
- (c) Expanded services to continue to address accessibility issues.
- (d) Staff speak several different languages.
- (e) Added additional grants to diversify funding.

Motion to approve: Commissioner Betsey Melton

Support: Commissioner Senita Lenear

Approved by vote: Motion carried.

7. Analysis to Impediments for fair housing/consolidated plan.....Information Item

- (a) Partnering with the City of Grand Rapids who will also lead the effort.
- (b) Required to complete this every 5 years with CDBG, HOME, ESG, & COC grants.
- (c) The City of Grand Rapids put out an RFP for a consultant and was chosen.
- (d) Estimated completion date of November 2021.
- (e) Analysis will address every issue or barrier and be a guiding tool for the consolidated plan. The analysis is not focused on affordability but accessibility such as race, gender, disability.
- (f) The analysis will only suggest positive changes and is based on the data they find.
- (g) A summary of the work done within the last 5-year plan was requested to see what it has accomplished, what worked and what didn't, what were strengths and weaknesses? A meeting will be called between the cities and county to complete this summary.
- (h) Results of the analysis will be presented to the board once complete.

8. Financial Reports.....Information Item

A revamped high level financial report was provided to all board members along with a supplemental document that provides more information as requested by board members. It is noted that these new financial reports are exactly what the board members requested.

Bobby O'Connor, Financial Analyst gave an overview of the various grants and spend-downs.

- (a) Grants ending 6/30/19 – Little behind due to spending older money first before newer money.
 - (i) City of GR support grant is held on to until the end of the grant year for emergency purposes.
 - (ii) COC is on track
 - (iii) DOE has an annual slow down during winter of construction, but picks up in Spring.
 - (iv) ESG is in processes of spending down towards emergency homelessness prevention. Waiting on HARA to sign QSOBA to start getting referrals.
- (b) Grants ending 9/30/19 – On track with spending.
 - (i) CSBG is on track to spend out. Working on getting recommendations in place with MDHHS but are doing a good job.
 - (ii) CSBG –D was recently spent down on computers.
 - (iii) LHCDD lead grant was just signed with the City of Grand Rapids.
 - (iv) LIHEAP has an annual slow down during the winter but picks up in the spring.
 - (v) NSIP is usually saved until the end of the year for food.
 - (vi) OAA usually has no issue spending out.
 - (vii) TEFAP/CSFP is waiting for the exact numbers to spend after the federal continuing resolution. New warehouse inventory software was purchased.

- (viii) ITP is used pretty quickly.
- (c) Grants ending 12/31/19 – Only 1.4% left over after spending out late HCV payments.
 - (i) Kent County Operations rolls over any unpaid balance.
 - (ii) Utility breaker was spent out
 - (iii) Senior milages was almost spent out but couldn't get the units to get it spent out totally.
 - (iv) FSS just posted a new lead position.

Wrap up reports for grants ending 6/30/19, 9/30/19, & 12/31/19 were also provided to the board members in their packets for review.

A narrative was provided to the board members to provide a report on fund progression since the last meeting.

9. Programmatic Reports.....Information Item

A revamped programmatic report was provided to all board members. Sherri Gillespi, Program Manager gave an overview.

- (a) Currently making the MEAP affordable payment plan payments for DTE, LSP, and consumers community care programs.
- (b) CSFP specialized services program slots were increased by 60 slots.

10. Information Items.....Information Item

- (a) Walk for Warmth is on Saturday, February 29, 2020 with a theme “Leap for Warmth”. Registration is at 8:30am with a 1 or 3 mile walk.
- (b) There is a meeting being held at the Grand Rapids City Hall in the Commissioners Changers at 1pm tomorrow, 2/25/2020, addressing a recent assessment that was done throughout Kent County around housing and recommendations to correct those issues.

11. Other Business.....Information Item

No other business.

12. Public Comments.....Action Item

No Public here.

13. Adjournment

Next KCCA Governing Board Meeting:
Monday, April 27, 2020 10:30 a.m., KCCA – Conference Room C & D

