



**Kent County Community Action (KCCA)
Advisory Governing Board**

Virtual Meeting via ZOOM Meeting ID# 911 2478 6583
12:00 p.m., Thursday, May 21, 2020

Meeting Minutes

Present: Jessica White-Hatinger, Big Steps Little Feet; Carol Glanville, City of Walker; James Geisen, KCMDHHS; Samarhia Giffel, City of Grand Rapids; Judy Knapp, Davenport University; Benjamin Escalante, MI State Police; Wende Randall, KCENTF; Christina Swiney, Access of WM; Tricia VanderHaar, Tom Oosterbaan, Senior Neighbors; Catherine Aldridge, Consumer; Hattie Patterson, Consumer; and Reyna Quintino, Consumer.

Absent: Donata Kidd, KCDHHS; Kendrick Heinlein, Area Agency on Aging of West Michigan

Staff: Susan Cervantes, Director; Sherrie Gillespie, Program Manager; Amanda Leija, Clerk III; Brenna Kotchka, Financial Analyst; Rachel Kunnath, Program Manager; Chad Coffman, Program Manager; and Rachel Ahee, Community Resource Specialist.

Guests: None

1. Call to Order

Tom Oosterbaan called meeting to order 12:00pm

2. Welcome and Roll Call

3. Approval of Meeting Minutes – January 16, 2020.....Action Item

Motion to Approve: Hattie Patterson

Support: Christina Swiney

Approved by vote: Motion carried.

4. Directors Report.....Information Item

(a) Staff Updates: There is an updated organization chart provided in the board packet for review.

- i. A Community Service Assistance was hired, Lewis Strome who started Monday.
- ii. A Community Service Assistance is in interview stages.
- iii. The Weatherization and Housing Specialist, Russell Hamlet who started a few weeks ago.
- iv. A new temporary warehouse worker position was approved for the Food Distribution Programs due to extra money received.
- v. Rachel Kunnath was promoted to Program Manager resulting in 3 program managers and a new organization chart.
- vi. The Community Resource Specialist II is at the interview stage with 2 internal candidates.





(b) COVID-19 CSPM 200 Series:

- i. On March 16th all vulnerable staff was sent home with most all others sent home on March 23rd.
- ii. No services have stopped except for all inspections.
- iii. HUD is giving agencies 120 days after being allowed in households to get inspections done.
- iv. Home visits with seniors have been postponed but expanded services have been provided by assisting with getting food, medicines, etc.
- v. There have been several waivers providing leniency on many requirements such as emailed electronic signatures, copies of documents instead of originals, inspections, and timelines.
- vi. Essential rides are being provided 1 client at a time with employees wiping down busses between rides.
- vii. KCCA is working with industrial hygienist to work take safe measures to return to work on June 1st.
- viii. Customers will still be restricted to virtual meetings and other non-contact service even after June 1st.
- ix. Two extra food distributions have been done serving 1022 households in March and 1028 households in April. There are plans for another distribution in June.
- x. CSFP is continuing with trunk only pick up.

(c) Strategic Planning Request for proposals: *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.*

- i. The RFP just went out after a delay due to COVID-19.
- ii. Pre-bid conference was held Tuesday with 15 companies in attendance.
- iii. Bids are due June 2nd.
- iv. Grant managers at the state understand their will be delays.

5. Financial Reports.....Information Item

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.

Financial report ending March 2020 was provided to board member in the board packet for review.

(a) Agency Wide Budget Report

- i. Kent County has received a lot of COVID dollars.
- ii. CDBG is planning on assisting small businesses with COVID dollars. HUD is giving agencies until September 2022 to use those funds. HUD is allowing agencies to choose what they want to do with the funds as it relates to preparing and/or responding to COVID.
- iii. ESG is planning on providing homeless prevention assistance and hotel motel vouchers with COVID dollars.



- iv. CSBG is planning on assisting with utilities and rent with COVID dollars. HUD is allowing income guidelines to increase to 200% of poverty instead of the normal 125%.
- v. Section 8 will use COVID dollars for administrative purposes.
- vi. Families First Coronavirus Act provided additional funding for the TEFAP program.
- vii. The stimulus income and extra \$600 of unemployment does not count as income for programs.
- viii. All normal grants are behind due to inability of being able to have face to face contact, but once things are back running as normal, programs should get back on track.
- ix. Water will be assisted throughout the county and not just Grand Rapids.
- x. DHHS one time assist requirement has been lifted and caps have been increased.

(b) COVID-19 Funds.....Action Item

Motion to Approve: Carol Glanville

Support: Jessica White-Hatinger

Approved by vote: Motion carried.

6. Programmatic Reports.....Information Item

Org. Standard 8.7 – The department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.

There is a narrative provided in the packet for board review.

(a) Senior services programs & Transportation Services:

- i. All units are down by 80% except for home delivered meals which is up by 30%. New families have enrolled and an increase of meals for current families have been provided. Some congregate meal clients opted out of home delivered meals. Outreach and assistance have expanded services remotely. Staff have put together a newsletter for seniors in Spanish and English to ensure they were receiving consistent and accurate information about COVID. Seniors who have not had access to pick up their CSFP food boxes have gotten them delivered by transportation staff.

(b) Community Development:

- i. The HUD waivers have allowed some flexibility. HOME TBRA is being expanded with an extra \$1.6 million of unused funds for rental assistance. CDBG slowed down on minor repairs and access modifications through HRS, as well as transit and senior neighbor counseling due to limitations. There have been a few completed rehab projects, roof and septic replacement, that were urgent. CDBG has received over \$1 million out of the cares act and plan on working with subrecipients to help small businesses. ESG received \$500,000 in COVID funds with came with waivers. There is currently no spending deadline for any of these programs, however, September is HUDS deadline to get money out. Staff are currently working on the 2020 plan.





(c) Emergency services

- i. Staff have been contacting clients and completing prescreens from home then entering info into Facspro. Clients are sending documents electronically or by drop box. The waivers on requirements have made things easier to continue working. There have not been many slow downs or stops in intakes. There are 8 homes in process of getting weatherization services but are on halt and 80 homes currently on the waitlist. CSFP and TEFAP have not stopped, in fact they have doubled or tripled in some cases. There are plans of another TEFAP June 4.

7. Other Business.....Action Item

- (a) Walk for Warmth 2020 – Kent County Community Action raised \$10,000.

8. Public Comments.....Action Item

No public present.

9. Adjournment.....Action Item

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

**Next Scheduled Advisory Governing Board Meeting
 Thursday, July 16, 2020**

