



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

Virtual Conference Meeting ID #935 6901 7050
10:30 a.m., Monday, June 22, 2020 via Zoom

Meeting Minutes

Present: Commissioner Senita Lenear, Commissioner Betsy Melton, Commissioner Kurt Reppart, Commissioner Stanley Stek, and Commissioner Robert Womack

Absent: None Absent

Staff: Susan Cervantes, Rachel Ahee, Chad Coffman, Sherrie Gillespie, Rachel Kunnath, Amanda Leija, and Robert O’Conner.

Guests: None

1. Call to Order

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

2. Welcome and Introductions

3. Meeting Minutes – February 24, 2020.....Action Item

Motion to approve: Commissioner Stanley Stek

Support: Commissioner Senita Linear

Approved by vote: Motion carried.

4. Directors Report.....Information Item

(a) Staff Updates:

(i) A new Community Services Assistant started 6 weeks ago

(ii) Another Community Services Assistant has completed interviews and is in background check status.

(iii) Several Driver positions are open due to resignations.

(iv) A request for a special community services assistant has been made to help with spending down additional COVID funds that has been received.

(b) Assistance Activities: Assistance was provided to a son of a staff member.

(c) Monitoring Activities:

(i) Weatherization desk review went well as well as the KCSM/OAA review.

(ii) Other previously scheduled reviews have been either cancelled or postponed.

(d) Strategic Planning RFP & Update – The RFP was put out but was delayed a few months due to COVID. There were 21 responses, with 2 incomplete applications. There will be interviews with the top 3 this week.

(e) Analysis to Impediments/Consolidate Plan Update – This is directly for the Community Development department and has been delayed due to COVID. KCCA is currently working with the City of Grand Rapids to get things rescheduled with the consultants. Current thoughts are to determine whether to approach HUD with a request to extend the timeline to present the next consolidated plan or

continue to push forward. The plan doesn't need to be presented until the Spring of 2021. Several other communities are on the same track and considering asking HUD for extensions. There is a lot of public engagement that is involved that hasn't been done yet due to COVID which is the main concern.

5. COVID 19 Operations.....Information Item

A Community Services Policy Manual has been provided to board members in their packets.

- (a) KCCA is now allowed to do things that were previously unable to.
- (b) CSBG federal poverty guidelines went up to 200% which allows KCCA to help more people.
- (c) KCCA has received all the waivers that were asked to operate the office efficiently which has resulted in no non-operational days. These waivers will continue to be used until told otherwise.
- (d) KCCA has worked with the industrial hygienist through the County to get back to work. Using lawn chairs for home visits outdoors, increased meal drop-offs, drive-by well checks, using thick shower curtains to have barriers in the buses, among other changes. There have been essential rides only with 1 rider per ride.
- (e) KCCA has requested a meeting with AAA West Michigan to do things consistently and following other senior centers and related places to open back up.

6. COVID 19 Funding.....Information Item

A memo was provided to board members in their packets.

- (a) KCCA has received \$4.3 million in COVID funding including \$1.1 million in additional funding for homeless prevention.
- (b) CSBG received \$1.6 million for utility assistance, homeless prevention, and special needs categories such as burial services, or anything in direct relation to COVID. These funds will also be used to make kits of cleaning supplies and toiletries for those who are unable to get out to purchase them.
- (c) TEFAP has received \$30,000 used with quarterly distributions for general low-income population. There have been additional distributions in March, April, and June with another in July.
- (d) HCV has received \$61,000 for administrative costs due to more paperwork and admin work being done to process loss of income or unemployment.
- (e) Some of the challenges with additional funding include getting additional staff approved, CDBG funding having a non-duplication of services clause, and with ESG only being allowed out-county. To assist with these challenge KCCA is currently utilizing several resources to accept and get volunteer help including AARP, interns, etc.

7. Financial Reports.....Information Item

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

A high-level financial report was provided to all board members along with a supplemental document that provides additional information. No COVID funds will be in these reports because they were not given until April.

The organization is on track overall with the exception of the 6/30 ending grants. Those grants contain

CDBG and Home funds which are given the opportunity to use older funds. September 30 grants are on track at 49.8% completion. CSBG has had an increase in spending and only have admin funds left. The December 30 are about 3 months into the grant and should have 75% remaining and we are at 78% with a strong beginning.

8. Programmatic Reports.....Information Item

Org. Standard 5.9 – The Department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.

CSBG and ESG staff have been working from home. KCCA is preparing for a gear up knowing that the moratorium on evictions will be ending soon. There is an expectation of many requests for rental assistance for 4-5 months behind on rent. Additional funds KCCA received will help them remain in their homes. There is anticipation of seeing huge bills to pay back with seeing one so far for a 3-month delinquency equaling around \$4500. KCCA is currently seeing bills for utilities in the \$800-1000 range. KCCA is able to utilize other funding to provide clients with additional funding if they don’t meet criteria of federal funding.

The Weatherization crew is planning to go back into the field this week as they were given the all clear to proceed with work except for vulnerable populations who will be deferred until state is in stage 5. There are 8 pending jobs to date.

The CSFP/TEFAP programs have continued to provide services with the next distribution planned for this Thursday at Peace Lutheran Church from 9am-3pm which will assist approximately 1000 households.

HUD has issued several waivers for the County to use for the TBRA and CoC programs due to COVID including property inspections and the use of self-certification of incomes. KCCA is working on an expansion of the HOME TBRA program to use around \$1 million of left-over funds and expand the rental assistance programs throughout the County. KCCA has issued an RFP last week seeking additional affordable housing development opportunities which will be open for a month.

Minimal REHAB projects, such as a roof replacement, septic replacement, and HVAC system replacement, have been completed during COVID. The minor repair program through HRS has also had delays due to restrictions on access to homes. Both programs are addressing urgent needs but postponing others. CDBG has received additional COVID funds in the amount of \$1.2 million and has issues an RFP seeking economic development opportunities that are unique and not been addressed through other funding. There is currently \$500,000 left over from prior years that will be put into public services to meet additional needs through non-profits, potentially helping with legal issues for tenants. An RFP will be issues for those funds in the next month.

The congregate meal program has been shut down due to COVID but are offered as home delivered meals but are still down 40% in participation. Home delivered meals are now up 30% participation due to increased meals. The cook was able to change her schedule to 4 days, 10 hours to increase production as there are around 500 additional meals delivered per week. Senior service staff have been able to help deliver meals and provide some modified case management services. Despite that, units are still down for the outreach and assistance program due to not being able to support clients with attending appointments, appointments being cancelled, held virtually, or postponed. KCCA staff have developed and distributed over 800 newsletters to keep seniors updated and in-the-know. AAA west Michigan is looking at reevaluating definitions of units to see what is now countable that couldn’t be counted in the

past. Transportation is down drivers but is also down ridership as well. Drivers are able to offer picks ups of prescriptions, groceries, and other items for seniors to stay at home.

9. Information Items.....Information Item

- (a) Walk for Warmth was done on Saturday, February 29, 2020 and raised around \$10,000. KCCA is in search of other companies to assist with match donations since Consumers Energy is no longer doing them.

10. Other Business.....Information Item

- (b) Susan Cervantes was on WGVU NPR radio last Friday 6/19/2020 to speak about poverty and racism. Community Actions needs to respond to poverty and disparity. Click the link to view the radio interview <https://www.wgvunews.org/post/mutually-inclusive-kent-county-community-action?fbclid=IwAR2CBoCK-QCVyL-etpvh2Ur6ghzzKePFIssNJp5YmXdr3nJzephH4cCpdtIk>.
- (c) Cornerstone United Methodist church has truckloads of fresh fruits and veggies open to anyone, information will be provided to board members to distribute as needed.

11. Public Comments.....Action Item

No Public here.

12. Adjournment

**Next KCCA Governing Board Meeting:
Monday, August 24, 2020 10:30 a.m.**

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.