



Kent County Community Action (KCCA) Advisory Governing Board

Virtual Meeting via ZOOM Meeting ID# 945 6476 2537
12:00 p.m., Thursday, July 16, 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; Wende Randall, KCENTF; Tricia VanderHaar, Tom Oosterbaan, Senior Neighbors; Catherine Aldridge, Consumer; Reyna Quintino, Consumer; and Kendrick Heinlein, Area Agency on Aging of West Michigan

Absent: Judy Knapp, Davenport University; Benjamin Escalante, MI State Police; Christina Swiney, Access of WM; and Hattie Patterson, Consumer;

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: Stephen Stratton, Kent County Finance Department and Rebecca Stella, Kent County Community Action Intern.

1. Call to Order

Tom Oosterbaan called meeting to order 12:03pm

2. Welcome and Roll Call for Quorum

Quorum Obtained

3. Approval of Meeting Minutes – May 21, 2020.....Action Item

Motion to Approve: Wende Randall

Support: Jessica White-Hatinger

Approved by vote: Motion carried.

4. Directors Report.....Information Item

(a) Staff Updates: An organizational chart was provided to board members in their packets.

- i. KCCA is requesting a Weatherization and Housing Specialist due to the additional upcoming LIHEAP and DOE dollars.
- ii. Due to additional COVID funds, a request for a full time Community Services Assistant was approved and will be posted this Friday. Another Community Services Assistant position has been filled and the person will be starting Monday.
- iii. A request has been made to convert a contract driver into a full-time driver and is in Wayman’s hands right now for a decision.

(b) COVID-19 updates: KCCA has received about 6 million dollars’ worth of funding for CSBG, ESG, CDBG, and HCV. With an additional couple thousand dollars for Older Americans and TEFAP. On June 15, the County reopened to the public and are already in discussion on how to handle the

upcoming second wave.

(c) Strategic Planning Update: A request was made for anyone interested in being on the committee to reach out to Susan. Commitment would include 2 virtual meetings lasting about 2-3 hours. The timeframe to complete the Strategic Plan is August 1 - December 31.

(d) Facebook/twitter: KCCA has a summer Intern that has accessed and updated their Facebook and Twitter social media accounts. Per Facebook data the last 3 postings was in 2017 and had 0 engagements and reached 0 people. Within the last month of updating the page regularly the amount of people reached is 1390, up by 1000%. As of July 8, 166 follow the page and 143 people liked the page. The most recent post was regarding the Food distributions which reached 1021 people with 30 engagements. Twitter is also being utilized but not as often viewed. ENTF has offered to help by sharing posts on Facebook whenever shared with Wende Randall. KCCA’s plan is to train internal staff to continue Facebook and Twitter once the intern is no longer there. KCCA has not done any podcasts yet but is something to explore for the future.

5. Annual Report.....Action Item

Susan Cervantes, KCCA Director

Org. Standard 4.4 – The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.

A memo was provided to board members in their packets. The dates of the report are 10/1/2018-9/30/2019. Talked about doing Community needs assessment. Once it’s approved it will go live on the KCCA website as well as distributed to partners and commissioners.

Motion to approve: Samarhia Giffel

Support: Wende Randall

Approved by vote: Motion carried.

6. Community Services Block Grant.....Action Item

Susan Cervantes, KCCA Director

Community Action Plan: Org. Standard 8.9 – The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.

A memo was provided to board members in their packets. KCCA was recently notified of receiving next year’s funds and needs to get board input on how to send the money per organizational standards. Since the memo was written, KCCA has received an update to the allocation which is its \$1.18 million instead of \$1.16 million that is statement. Now that the Community Needs Assessment is completed and are now entering the strategic planning process KCCA can look at offering different programs or strengthening current programs for FY 10/1/2020. This has been previously used for operations such as with salaries, wages, occupancy, transportation, everything that is needed to operate the office, with some dollars allocated to specific assistance for homeless prevention. KCCA received CARES funds for homeless prevention but had to close the list after only 3 hours of it opening due to an overwhelming amount of received applications. This money could be put into specific assistance now and revisited again in January. KCCA anticipates being overwhelmed with requests for homelessness assistance. Due to current Pandemic it is unsure what the community need will be 6 months down the road. A suggestion was made to designate some of the money for homeless prevention while still directing people to the other options first. Due to COVID, HUD has increased the income qualification to 200% of poverty giving the ability to help more people. ESG funds, which would also be used for homelessness prevention, have not yet been released by

HUD. Administration is set at 16% and has limited room to move and have been able to stay under the 16% in years prior.

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

7. Community Needs Assessment.....Discussion Item
Susan Cervantes, KCCA Director

With COVID-19, the national partnership gave good resources on how to amend the Community Needs Assessment. There was questionnaire prepared relating to some of the things that would be allowed to be amended. Once it's amended it can be put into budgeting. Going into strategic planning, the consultants can help KCCA adapt for pandemics and Emergency disasters that weren't thought of before. Community actions have been active in addressing the pandemic through talk of water funding, additional assistance dollars, possible stipends assisting migrant farm workers who test positive for lost wages. A poll was taken by board members to get input to provide feedback to the strategic planning consultants in order to help with the Community Needs Assessment amendments.

8. Annual Audit Report.....Information Item
Stephen Stratton, Finance Supervisor
Organizational Standards 8.1-8.4

A report was provided to board members in their packets and an overview was provided by Stephen Stratton. No findings were reported this year. Last year there were issues with CoC monitoring missing documentation. Single audit information on page 14 shows all no's which is good. Auditors do single audits on specific programs by choosing different ones every year. This year and last year CDBG and CoC were both audited and had an unmodified opinion. Additionally, there were no findings reported for the entire county. Last year the subrecipient monitoring, specifically for the CoC program had missing documentation and lack of evidence of monitoring. This year, the County went back and rebuilt documentation and was able to get the finding resolved. There was also an issue with the food distribution program as they were unable to find monitoring reports but that was also resolved in 2019.

9. Fiscal Reports.....Information Item
Brenna Kotchka, Financial Analyst
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.

A memo was provided to board member in their packets and an overview was provided by Brenna Kotchka. New grants started 7/1/2020 for CDBG, HOME, ESG, CoC, DOE, City of Grand Rapids, and ESG. CDBG had a slight decrease from last year. Home, ESG, OAA, and Coc all had increases from the prior year. DOE allows funds from 2019-2020 to be used in the next fiscal year 2020-2021 which totaled \$1.4 million. City of GR granted \$130,000 for water and sewer bills which is consistent with prior years. The second round of ESG was over \$1 million. These are different funds then the \$1.6 million received to respond to COVID.

10. Programmatic Reports.....Information Item
Sherrie Gillespie, Chad Coffman, Rachel Kunnath – Program Managers

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

A report and narrative were provided to board members in their packets.

The Outreach and Assistance program was hit hard in March since in person services had to pause. Directors chairs were purchased for outreach workers to increase wellness checks outside of the homes improving numbers. There is more talk about other ways to reach out to seniors such as picnics in the park and virtual bingo. KCSM was also hard hit in March, improving in the second quarter, but now down about 25% at halfway through grant year. Home delivered meals is up right now with 75% at halfway through the grant year. Congregate meals started the year strong and up units compared to previous years but with closures have gone down to 50%. Transportation was off to good start for the year but was also hit hard in March. They were hit even harder in the second quarter and are at 25% of units achieved at halfway through grant year. Transportation is helping with delivery of CSFP boxes that would normally be picked up by seniors. Overall, transportation is delivering 300-400 extra meals per month. Transportation had 2 staff resign in June but are in process of hiring a part-time driver, with a request for a full-time driver made. KCCA is currently preparing to be available to transport COVID positive people from the homeless communities from shelters to an isolation area when and if that is needed. There is a training set up for Friday for staff to go to The Rapid and learn the methods they are using to safely transport and decontaminate.

Food Distribution Programs had a successful TEFAP distribution on July 9 giving out 780 boxes with 75lbs of food. The next distribution at KCCA will be in October with other sites scheduled in September. There is talk about doing a frozen food only distribution due to having an abundance of frozen foods left over. Tomorrow there is a CSFP distribution, which assists around 1350 households per distribution with over 500 just at the KCCA site. The Weatherization program has completed 3 homes with the crew still working on completing trainings. Emergency assistance programs have overwhelming requests for assistance. Clients are still completing applications over the phone. The housing assistance waitlist had to be closed after being open for 3 hours receiving 50 names, but the water assistance waitlist does not ever close. New programs are anticipated to be available in the future for water as well as diversion funds for housing which is the biggest demand right now. Keep Michigan Warm Coalition is talking about programs they have with utility companies and DHHS that match arrears and pay off some of the arrears that way.

An amendment to the 2019 Annual Action Plan was needed in order to except COVID related dollars from HUD for CDBG and ESG. That has been completed, submitted, and now waiting for HUD to accept and send a grant agreement to start spending ESG and CDBG. The ESG money included in that amendment is from round 1 COVID dollars meaning another amendment needs to be completed for the second round of an additional \$1.1 million ESG dollars. The 2020 Annual Action Plan is also underway which will allocate funds to public infrastructure projects and public services that we run annually. KCCA is splitting the cost of using a consultant by working with the City of Grand Rapids on the 5-year consolidated plan due to HUD in May/June 2021 but was delayed due to COVID. There is an open HOME RFP offering \$150,000 to affordable housing developers to do remodels or developments for affordable housing outside of the City of Grand Rapids and closes next week. KCCA is expanding the TBRA programs with Community Rebuilders and Salvation Army. There have not been any COVID funds for these programs but have had unspent funds from past years making \$1 million dollars available to increase these programs. Contracts have just been signed with LINC to start 6 townhomes on the corner of 36th and Jefferson. ICCF is finally able to break ground in Cedar springs on 3 properties that have been pending for the last couple of years. ICCF was near closing on another home in Cedar Springs but have had a set back with plumbing that broke loose causing

flooded days before closing. Activity was delayed for CDBG infrastructure projects due to COVID with all construction stopping in March. Construction has been able to resume in May but has primarily started back up in July/August. CDBG has been awarded an additional \$1.1 million COVID funds resulting in an open RFP soliciting non-profit economic development programs and targeting small business economic development projects. The CoC program has received the renewal of normal funding annual allocation from HUD.

11. Other Business

No other business.

12. Public Comments

Reports are very thorough and appreciated by board members

13. Adjournment.....Action Item

Motion to approve: Catherine Aldridge

Support: Carol Glanville

Approved by vote: Motion carried.

**Next Scheduled Advisory Governing Board Meeting
Thursday, September 17, 2020**

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.