



Kent County Community Action (KCCA)
Advisory Governing Board

Virtual Meeting via ZOOM Meeting ID# 938 1036 6000
12:00 p.m., Thursday, September 17, 2020

Meeting Minutes

Present: Jessica White-Hattinger, 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; Christina Swiney, Access of WM, Hattie Patterson, Consumer; 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: None

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: Jeff Schilling, Schilling Consulting & Kate White, Schilling Consulting

- 1. Call to Order
Tom Oosterbaan called meeting to order 12:01pm
2. Welcome and Roll Call for Quorum
Quorum Obtained
3. Approval of Meeting Minutes – July 16, 2020.....Action Item
Motion to Approve:
Support: Christine Swiney
Approved by vote: Motion carried.
4. Strategic PlanningActivity Item
Jeff Schilling & Kate White, Schilling Consultants

A presentation was conducted by Jeff Schilling and Kate White with Schilling Consultants regarding Kent County Community Action’s Strategic Planning. Discussion focused on the mission statement and vision of board members. A SOAR analysis was conducted also.

- 5. Title VI Plan.....Action Item
Rachel Kunnath, Program Manager

The Title VI Plan is to ensure that nobody experiences discrimination within the programs or operations provided by KCCA. The most recent revision of this plan was approved in February of 2019. A revised plan

was included in packet to board members. Most of the changes were in structure, formatting, and clarity of language. The public participation plan is where the most changes happened, to bring KCCA current and acknowledge all opportunities the agency has. Some contents are specific to the transportation program, but this plan covers the entire department. The Limited English Proficiency plan is also embedded in the Title VI Plan and has been updated as well. This plan is required to be updated every 3 years.

Motion to Approve: Carol Glanville
Support: Catherine Aldridge
Approved by vote: Motion carried.

6. **Limited English Proficiency Plan.....Action Item**
Rachel Kunnath, Program Manager

This plan is a standalone plan that is also included in the Title VI plan. The Limited English Proficiency Plan is to ensure that KCCA creates equal opportunities for the community to interact with and understand the services, the programming, and written materials that KCCA uses. A four-factor analysis was performed to evaluate these processes which resulted in several changes included in this version compared to the prior version that was approved July 2018. This brings KCCA current with the most recent statistics for the language groups that make up Kent County. There was an enhancement in the language of importance of the programs to the community, increasing the amount of information available, the resources available within the community, and updates to languages spoken within the department.

Motion to approve: Jessica White-Hattinger
Support: Wende Randell
Approved by vote: Motion carried.

7. **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 report that goes through 6/30/2020 was provided to board member in their packets and an overview was provided by Brenna Kotchka.

The format was revised to include the COVID grants. Any additional grants that have been received will be shown on the next report. Currently KCCA has received:

- Additional \$1.4 million in CDBG
- \$200,000 for migrant farmworker assistance to supplement wages due to isolation when they test positive
- \$345,000 in water and plumbing for external and internal repairs
- \$138,000 in Emergency services grant used to neighbor with CSBG Cares dollars
- \$1.3 million to assist in water arrearages partnering with the City of Grand Rapids;
- \$1.1 million in emergency solutions grant.
- There was also additional money received for Older Americans, KCSM, and TEFAP to make one-time purchases.

8. **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. Members asked questions and were provided answers. The largest component is the Cares Act funding and the need to get the money spent quickly.

9. **Other Business**

With the COVID FMLA requests KCCA has requested temporary assistance in the warehouse and for the cook. A temporary Community Services Assistant position was recently approved and will be hired within the next couple of weeks.

10. **Public Comments**

No public present

11. **Adjournment.....Action Item**

Motion to approve: James Geisen

Support:

Approved by vote: Motion carried. Meeting adjourned at 1:30pm

**Next Scheduled Advisory Governing Board Meeting
Thursday, November 19, 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.