



Kent County Community Action (KCCA)
Advisory Governing Board

Virtual Meeting via ZOOM Meeting ID# 925 4136 7944
12:00 p.m., Thursday, March 18, 2021

Meeting Minutes

Present: Jessica White-Hatinger, Carol Glanville, James Geisen, Christopher Smith, and Samarhia Giffel from the Public Sector; Daniel VanderMolen, Wende Randall, and Christina Swiney from the Private Sector; Tom Oosterbaan, Catherine Aldridge, Reyna Quintino, and Kendrick Heinlein from the Consumer Sector.

Absent: Judy Knapp & Tricia VanderHaar, Private Sector; Hattie Patterson, Consumer Sector

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 at 12:05pm
2. Welcome and Roll Call for Quorum
Quorum Obtained
3. Approval of Meeting Minutes – January 21, 2021.....Action Item
Motion to approve: Samarhia Giffel
Support: Kendrick Heinlein
Approved by vote: Motion carried.
4. Strategic Planning.....Information Item
Susan Cervantes, Director

The strategic plan was taken to the Governing Board who had several questions regarding the process and the mission. They did not approve the plan and it will be taken back to them in April. Emails will be sent out to board members to review the mission statement again and obtain suggestions. Most concerns were regarding things that were not included specifically in the PowerPoint presented to them but is included in the Strategic Plan. Clarifications to specific concerns were addressed with the Governing board members via email after their February meeting.

- 5. Director's Report.....Information Item
Susan Cervantes, Director
a. Staff Updates – Fully staffed except for one open part-time driver that closes on March 19.
b. Assistance Activities – No assistance activities since last meeting.
c. Monitoring – KCSM and OAA just finished and went well. Fiscal monitoring from the state is

ongoing, Weatherization monitoring will be on site in April, and currently in the middle of the annual county audits.

- d. Orientation – An orientation will be provided to the new board members as well as new commissioners and any other commissioners requesting to be oriented to Community Action via zoom in late March or early April. Emails will be sent to Susan with interest.

6. Coronavirus Emergency Rental Assistance Program.....Information Item  
*Susan Cervantes, Director*

An Implementation Plan is included in the packet for all board members to review. Reports will be given to board members separately to show progress and the most up to date information.

Kent County will be utilizing a \$38.5 million-dollar grant funded by MSDHA and will be partnering with the United Way of West Michigan and Salvation Army to operate the CERA program. The United Way of West Michigan will be the local fiduciary while Kent County and Salvation Army processes payments and take applications. The County’s fiscal dept will process the checks. Salvation Army will also manage the hotlines. The operational budget is approximated to be around \$1.5-\$1.6 million to also include fiscal operations. However, the budgets have not been solidified yet. Payments for direct assistance are approximated to be around \$35 million and reimbursed to the County at a bi-monthly rate with 15% of the funding in a pre-award. Approximately 400 households per month will need to be assisted in order to meet the goals of the program with the target monthly goal changing depending on the month before. There is language in the act that requires 65% of the grant to be spend by September 30 in order to prevent recapture of the money by treasury. West Michigan United Way is managing the communications aspect of the program. Many housing partners throughout West Michigan have been involved in communications meetings regarding outreach efforts. Processing of applications has not started, therefore, there is no big outreach push to the community yet. Marketing materials should start to become available next week, but people are currently being directed to the State of Michigan website to see eligibility information and to gather documents. This program will be housed at 82 Ionia on the 3<sup>rd</sup> floor. Interviews are next week for the selection of initial staff. There will be 17 temporary Community Service Assistants, 2 temporary Clerks, a temporary Project Supervisor, as well as temporary staff located at Fiscal Services. The anticipated start date is April 1<sup>st</sup> to apply via a web-based application, but paper applications are available now online and in the lobby of KCCA.

The grant provides rental assistance up to 12 months for households who are between 0-50% AMI and 10 months of assistance for those who are between 50-80% AMI. Utility assistance can also be provided based on family size and has a cap with a \$300 stipend for broadband services. All assistance must tie back to a COVID related situation. This program does not allow assistance for security deposits, first month’s rent, back rent to a previous landlord, etc. and is only meant for people to remain in their current homes.

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 was provided to the board members in their packets.

This report goes through December 31, 2020. The reason behind inability to spend out some grants was due to contract issues and timelines, utilization of board members in the future could be beneficial to avoiding these issues if they arise in the future.

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 programmatic chart was provided to the board members in their packets.

Department of Energy grant struggled to be spent due to COVID restrictions of home visits but are getting caught up and have a waitlist of applications. Bi-weekly meetings are held with the State of Michigan to address needs. Pine Lake Technical School and the State Homebuilders Association are working to identify contractors and students that could be eligible to work as inspectors. Kent County Human Resources are sharing how they recruit for technical skills jobs. Wayman has reached out to at the Grand Rapids MTECH center to try and get students interested in contracting as well as the MTECH center in Ottawa in talks of working together regionally between Kent, Ottawa, Allegan, Ionia and Montcalm Counties to ensure everyone is meeting their goals and units. It was reiterated to reach out to the board members with struggles, such as staffing issues, for them to advocate for KCCA.

KCCA is in beginning stages of opening the congregate site with hopes to reopen in the beginning of May.

9. Other Business  
No other business

10. Public Comments  
No public present

11. Adjournment.....Action Item  
Motion to approve: Jessica White-Hattinger  
Support: Carol Glanville  
Approved by vote: Motion carried. Meeting adjourned at 1:27pm

Next Scheduled Advisory Governing Board Meeting  
Thursday, May 20, 2021