



Kent County Community Action (KCCA)
Governing Board

Virtual Conference Meeting ID #913 2141 5161
10:30 a.m., Monday, August 24, 2020 via Zoom

Meeting Minutes

Present: Commissioner Senita Lenear, Commissioner Betsy Melton, Commissioner Stanley Stek

Absent: Commissioner Kurt Reppart; Commissioner Robert Womack

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

Guests: Stephen Stratton, Financial Supervisor

1. Call to Order

Meeting began at 10:34 a.m. Quorum obtained.

2. Welcome and Introductions

3. Meeting Minutes Approval – June 22, 2020.....Action Item

Motion to approve: Commissioner Stan Stek

Support: Commissioner Betsy Melton

Approved by vote: Motion carried.

4. Directors Report.....Information Item

Susan Cervantes, Director

Organizational Chart was provided to board members in their packets.

(a) Staff Updates:

- (i) A full-time driver position has been approved to replace one of four contracted drivers. This person will work with the Veterans Services and TB clinics to help provide rides for their clients.
(ii) Using COVID dollars KCCA was given approval for another full-time Community Services Assistant. Approximately 203 applications have been reviewed.
(iii) A request has been made for a new full-time Weatherization and Housing Specialist replacing the temporary position. This position will go through the LHR in September for approval.

Extra positions are needed due to COVID, however, most of COVID funds expire in 2022. There is an intern that is working on promoting the programs and publishing the COVID dollars. Attempts are being made to work with partners to prevent duplication of services and spend most restricted funds first to ensure available funding towards the end of expiration. The County has a marketing team that the board would like to see utilized to ensure promotion of underused programs.

(b) Assistance Activities: None

(c) Strategic Planning Update: Shilling Consultant Incorporated has been selected and is run by Jeff Shilling and Kate White. Due to COVID it was postponed but are now are hoping to do complete the strategic plan by the end of December instead of the previous deadline of September 30th.

**5. Annual Audit Report.....Information Item**  
*Stephen Stratton, Financial Supervisor*  
*Organizational Standard 8.1 through 8.4*

The 2019 Single Audit Compliance Report was provided to board members in their packets. There were no CSBG findings or any findings found in total. Page 14 shows the summary of the audit results showing no findings and specifically what programs were looked at.

**6. COVID 19 Operations and Funding Update.....Information Item**  
*Susan Cervantes, Director*

- Received the second round of Emergency Solutions Grant totaling \$1.1 Million
- Approximately \$74,000 has been received for the Housing Choice Voucher Program
- Approximately \$31,000 has been received for The Emergency Food Assistance Program (TEFAP)
- A total of approximately \$7 million dollars has been received.

KCCA is working with the County and their CRF funds to ensure providing non-duplicate services. All program information is updated on 2-1-1 resulting in constant referrals. The lobby is open, and clerks are here responding to calls and walk ins. On September 8<sup>th</sup>, all KCCA staff will return to the office.

All funding except CDBG and HOME funds are being handled internally. For CDBG there is an RFP for economic development and the County is working through those to make sure they are not like the small business funds the has County set up. An RFP for public services is planned to be put out for things like legal aid arbitration between landlords and tenants. KCCA is working with Salvation Army on their Eviction Diversion Program to help with those outside of the city of Grand Rapids.

**7. COVID Revisions to the Community Needs Assessment.....Action Item**  
*Susan Cervantes, Director*

A memo was provided to board members in their packets. A motion to prepare the amendment to the Community Needs Assessment and then address the issues that are felt to be pertinent in this study. Move to adopt the amendment.

Motion to approve: Commissioner Betsy Melton

Support: Commissioner Stan Stek

**Approved by vote: Motion carried.**

**8. Financial Reports.....Information Item**  
*Robert O’Conner, Financial Analyst*

*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 report was provided to board members in their packets and an overview was provided by Robert O’Conner.

- 6/30/2020 Ending Grants – An overall increase of grant funding due to COVID and some limitations on abilities during April, May, June time frame created creative brainstorming on how to spend out the funds. Many COVID grants were spent out in May/June which is reflected in the report, however, that is only 1.5 months of data meaning there is an expected an increase in Q3.

Due to COVID restrictions there is still 45% remaining which should be 0%, however, many of these grants are able to be spent in following years such as CDBG, HOME, CSBG, ESG, and DOE.

- 9/30/2020 Ending Grants – There was an increase in over 1 million dollars. Food programs has \$800,000 more this year than last year due to increase in food going out due to COVID and the inventory software which has made things more up to date, productive and accurate. Those grants that can be rolled over and spent in other years will be spent after the more time restricted grants. With COVID restrictions OAA, MEAP and ITP funds are likely to not be spent out due to not being able to get the units. Working with Area on Aging to try to redefine what a unit is to be able to count more interactions as units.
- 12/30/2020 Ending Grants – These are doing well despite the increase in grant funding and charging out other grants. These grants tend to be most consistent. Kent County support is usually spent out towards the end of the year since it is an unrestricted fund. Senior grants seem to be on track except for senior weatherization which should start going back up now that COVID restrictions have been lifted. MDOT will likely be spent but just hasn't been yet. FSS and HCV are on track to be spent out and do not usually have issues spending out.

**9. Annual Report .....Action Item**

*Susan Cervantes, Director*  
*Org. Standard 4.4*

The 10/1/2018-9/30/2019 annual report was provided to all board members in their packets for approval. A motion to approve the Annual Report to be published is needed.

Motion to approve: Commissioner Stan Stek  
Support: Commissioner Betsy Melton  
**Approved by vote: Motion carried.**

**10. Programmatic Reports.....Information Item**

*Rachel Kunnath, Chad Coffman, Sherrie Gillespie, Program Managers*  
*Org. Standard 5.9 – The Department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.*

A narrative report and chart of units have been provided to board members in their packets for review.

**11. Information Items.....Information Item**

- (a) Possibility of additional grants
  - a. One for migrant and seasonal farm workers being a HUB with the Health Department to supply \$500 Visa cards to farmworkers who have to isolate for positive tests to replace wages lost.
  - b. Water assistance grant with Municipalities who have agreed to participate using COVID funds. This grant will provide \$700 for wastewater and \$700 for water providing up to \$1400 of assistance. Municipalities must agree to 10% deduction in arrears from March 1-Aug 31 and clients must be on food stamps.
  - c. CRF fund will provide plumbing and water assistance repairs to prevent and mitigate the spread of COVID through sewer, septic, pipe work external or internal.

12. Other Business.....Information Item  
No other business

13. Public Comments.....Action Item  
No Public present

14. Adjournment

Next KCCA Governing Board Meeting:  
Monday, October 26, 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.*