



Kent County Community Action (KCCA)
Governing Board
 Virtual Conference Meeting ID 921 5826 2522
 10:30 a.m., Monday, October 26, 2020 via Zoom

Meeting Minutes

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

Absent: Commissioner Robert Womack

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

1. **Call to Order**
Meeting began at 10:32 a.m. Quorum obtained.
2. **Welcome and Introductions**
3. **Meeting Minutes Approval – August 24, 2020.....Action Item**
 Motion to approve: Commissioner Lenear
 Support: Commissioner Stek
Approved by vote: Motion carried.
4. **Directors Report.....Information Item**
Susan Cervantes, Director
 - (a) **Staff Updates:**
 - (i) Using COVID dollars KCCA was given approval for another full-time Community Services Assistant. This person was starting today.
 - (ii) Staff is working remotely except those that cannot perform their responsibilities outside of work such as drivers, clerks, and cook.
 - (b) **Assistance Activities:** The son of an employee received WX services.
 - (c) **Strategic Planning Update:** There have been several meetings to date, and the process is well under way. The consultants are very knowledgeable and time focused to ensure a completion of the project by the end of the year.
5. **COVID 19 Operations and Funding Update.....Information Item**
Susan Cervantes, Director

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. All funding except CDBG and HOME funds are being handled internally. KCCA continues working with Salvation Army on their Eviction Diversion Program to help with those outside of the city of Grand Rapids. KCCA has partnered with the Health Department to assist in

identifying households that need sewers/septic systems. KCCA has collaborated with several entities on the Digital Divide program to identify families in need of either devices and/or broadband.

6. TITLE VI PLANAction Item
Rachel Kunnath, Program Manager

A memo was provided to board members in their packets providing an explanation and draft copy with the revisions. A motion to approve the revised Title VI plan was presented and considered. Move to adopt the plan.

Motion to approve: Commissioner Betsy Melton

Support: Commissioner Stan Stek

Approved by vote: Motion carried.

7. Limited English Proficiency Plan (LEP)Action Item
Rachel Kunnath, Program Manager

A memo was provided to board members in their packets regarding the revised LEP plan. Discussion pursued to indicate the proposed changes. A motion to approve the revised Limited English Proficiency Plan was made. Move to adopt the plan.

Motion to approve: Commissioner Leneer

Support: Commissioner Melton

Approved by vote: Motion carried

8. Financial ReportsInformation 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. The review included the CARES ACT and Coronavirus Relief Funds.

9. 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.

10. Information Items.....Information Item
No information items

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

12. Public Comments.....Action Item
No Public present

13. Adjournment

Next KCCA Governing Board Meeting:
Monday, December 21, 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.