



**Kent County Community Action (KCCA)
Governing Board
Meeting Minutes**

10:30 a.m., Monday, December 16, 2019

Present: Commissioner Kurt Reppart, Commissioner Robert Womack, Commissioner Senita Lenear, Commissioner Betsey Melton, Commissioner Stanley Stek

Absent: None absent

Staff: Susan Cervantes, Bobby O’Conner, Sherri Gillespie, Amanda Leija, Chad Coffman

Guests: Stephen Stratton, Financial Analyst for Kent County, Jennifer Hendrick, Kent County Administration, Viran Parag, Grant Manager with Bureau of Community Action and Economic Opportunity

1. Call to Order

Commissioner Womack at 10:40 a.m. Quorum obtained.

2. Welcome and Introductions

3. Meeting Minutes – August 19, 2019Action Item

Motion to approve: Commissioner Senita Lenear

Support: Commissioner Stanley Stek

Approved by vote: Motion carried.

4. Directors Report.....Information Item

(a) **Staff Updates:** Commissioners were provided an organization chart in their packets.

- (i) Lead HCV Community Resource Specialist position was approved but is now put on hold at this time.
- (ii) Weatherization and Housing Specialist I position is in interview status. This position will be a semi-entry level position that will take 2-3 years to get fully qualified before changing to a Weatherization and Housing Specialist II.
- (iii) Clerk II position has an offer out with hopes to be filled soon.
- (iv) Two Resource Specialist positions are open with one accepted offer for the floater who will start on January 6, 2020.
- (v) One Contracted driver position has started the process of being hired
- (vi) Community Services Assistant employee resigned Wednesday and her position will be posted soon.





- (b) **Assistance Activities:** There is one file to report. It is a son of an employee that applied for weatherization and qualified. All paperwork completed and signed.
- (c) **Monitoring Activities:** During the first week of August, the Detroit HUD office came for a week. Those reports have come back with a couple of concerns that have been addressed. Strategies have been implemented to keep them from occurring again. During the third week of August, MDHHS monitor came to monitor CSBG, DOE, and LIHEAP programs. She reviewed the Organizational Standards and all programmatic files. During the first week of September the Federal Department of Energy was out monitoring the state’s monitoring team and monitored KCCA at the same time to ensure that the State Monitors’ are doing what they are supposed to. A report came last week from them with a couple of minor issues they identified that the state didn’t. There was a corrective action from MDHHS for the E-grams system as there was unclear issues of who was responsible for what role in the system, but all contracts have now been signed. Next year, MDHHS will be going to the SIGMA system. MDHHS also issued corrective action for weatherization because KCCA did not meet production due to staffing issues and more restrictive guidelines from the Department of Energy.

5. Community Needs AssessmentsAction Item

The Community Needs Assessment is complete and needs board approval. This is mandated by CSBG every 3 years but due to the transition, it was started in 2018. Public Service Consultants did the assessment. This will be a guiding document for the strategic planning starting in January. KCCA has been in non-compliance of Organizational Standards without having the assessment completed. The final, approved version will go on the website.

Motion to approve: Commissioner Betsey Melton
 Support: Commissioner Senita Lenear
 Approved by vote: Motion carried.

6. KCCA Governing Board Meeting Schedule 2020Action Item

Board members received the proposed meeting schedule for 2020 for their review and approval. Meetings will remain at KCCA. Potential date change for December 21 but will address that at a later meeting.

Motion to approve: Commissioner Senita Lenear
 Support: Commissioner Betsey Melton
 Approved by vote: Motion carried.





7. Financial Reports.....Information Item

A printed financial report was provided to all board members. Bobby O’Connor, Financial Analyst gave an overview of the various grants and spend-downs. Although having difficulty keeping up with staffing issues, trade mitigation, and funding decreases/increases things seem to be on schedule and reasonable expectations of spend-down.

The board was provided an additional packet of financial information to review and provide input on.

8. Programmatic Reports.....Information Item

A printed programmatic report was provided to all board members. KCCA is right on track with 99% of programs. WX is the only one with concerns. Additional information regarding services and projects for the CSBG/HOME grants was provided.

9. Information Items.....Information Item

- a) Walk for Warmth is on Saturday, February 29, 2020 with a theme “Leap for Warmth”

10. Other Business.....Information Item

Commissioner Ruth Kelly who is on the Advisory Governing Board has termed out which results in a need for a public sector advisory board member appointed from the City of Grand Rapids. In February, the City of Grand Rapids takes over the chairing of the committee per by-laws.

11. Public Comments.....Action Item

No Public here.

12. Adjournment.....Action Item

Motion to approve: Commissioner Stanley Stek
Support: Commissioner Robert Womack
Approved by vote: Motion carried.

Next KCCA Governing Board Meeting:

Monday, February 24, 2020 10:30 a.m., KCCA – Multi-purpose Room A

