



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

Virtual Conference Meeting ID #998 2675 9404  
10:30 a.m., Monday, February 22, 2021 via Zoom

**Meeting Minutes**

**Present:** Commissioner Senita Lenear; Commissioner Stephen Wooden; Commissioner Stanley Stek; Commissioner Kurt Reppart; Commissioner Robert Womack

**Absent:** None.

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

**Guests:** Jenny James, Deputy County Administrator

- 1. Election of Chairperson from County Commissioners.....Action Item**  
A new chairperson needs to be nominated, this year it needs to be a representative from Kent County.

Stanley Stek was nominated.

Motion to approve: Commissioner Senita Lenear

Support: Commissioner Stephen Wooden

**Approved by vote: Motion carried.**

- 2. Call to Order**  
Meeting began at 10:34 a.m. Quorum obtained.

- 3. Welcome and Introductions**

- 4. Meeting Minutes Approval – October 26, 2020.....Action Item**  
Motion to approve: Commissioner Stephen Wooden

Support: Commissioner Senita Lenear

**Approved by vote: Motion carried.**

- 5. Meeting Minutes – December 22, 2020.....Information Item**  
Meeting was scheduled but there was no quorum. No minutes to approve.

- 6. Directors Report.....Information Item**  
*Susan Cervantes, Director*

(a) **Staff Updates:** KCCA is fully staffed and only looking for temp drivers to participate in vaccine and TB clinics and Veterans Services.

(b) **Assistance Activities:** One son of an employee applied and received assistance.

7. **KCCA Governing Board Annual Meeting Schedule.....Action Item**  
Request to move the December meeting earlier in the month to coordinate with ACSET December meeting. Susan Cervantes will reach out and coordinate. Kurt Reppart will not be available on June 28, 2021.

Motion to approve: Commissioner Kurt Reppart

Support: Commissioner Stephen Wooden

**Approved by vote: Motion carried.**

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

There has been a lot of funds received through the state Coronavirus Cares and Relief Funds. Some activities provided with these funds were emergency services, wage stipends for seasonal and migrant farm workers who tested positive, water and sewer repairs, digital divide to purchase tablets and/or broadband for clients who did not have access to those items in order to meet with doctors and schools, water arrearages with the City of Grand Rapids, hygiene kits and cleaning kits with QCares funds, hotel/motel vouchers for the shelters, and homeless prevention with the ESG grant. An additional \$7 million dollars was spent. The grants were extended to Feb 15, 2021 with the original end date of December 30, 2020. A report was requested to be provided at the next meeting showing how the additional \$7 million dollars was disbursed, what tools were used to advertise the funding, and the location of those who it served.

There is a program in the planning stages funded through the CDBG grant that will provide foreclosure prevention counseling and assistance with paying delinquent property taxes as well as delinquent mortgage payments. Currently, the CSBG grant can and has been used for delinquent mortgage and property taxes.

Kent County Community Action is a part of the \$25 billion-dollar rental program and will be working alongside Salvation Army, United Way, and MSHDA to bring an estimated \$38.5 million dollars to the community, out of the \$622 million the state is receiving. The state has not appropriated the dollars yet, but locally Kent Count is working to get everything operational by March 15. There is not a contract to date and are also unsure about the database that MSDHA will be using. This program will occupy 82 Ionia and will hire 22 staff to operate this program for utility and rental assistance. Kent County will be calling it CERA: Coronavirus Emergency Relief Assistance grant. This program will run through December 30<sup>th</sup>, 2021.

9. **Strategic Planning.....Action Item**  
*Susan Cervantes, Director*

A PowerPoint was presented and explained by Susan Cervantes. This process started in February 2020 and included a task force compiled of Advisory Board members and KCCA staff members. Schilling Consultant Services was hired to assist with this plan. Surveys and assessments were completed by business partners, customers, and employees.

The hard copy of this strategic plan is approximately 80% completed. The board would like to wait for the full report before approving or adopting. The board was encouraged to provide any additional direction and thoughts to be considered into the final report.

Motion to approve: None

Support: None

**Motion tabled until next meeting pending additional information.**

**10. Donation, Cost Share, and Repayment Policy.....Action Item**  
*Rachel Kunnath, Program Manager*

A memo was provided and presented to all board members in their packets. Final approval is needed to make amendments to the current policy that was initially approved by this board in 2018. The amended policy will help bring KCCA into compliance with grant funders. The changes are bulleted in the included Memo. Nothing was eliminated from the current policy; these are all additions. The Advisory Governing Board approved these changes on January 21, 2021.

Motion to approve: Commissioner Senita Linear  
Support: Commissioner Stephen Wooden  
**Approved by vote: Motion carried.**

**11. CDBG Assistance Limits Policy.....Action Item**  
*Chad Coffman, Program Manager*

A request to address a funding issue for the Moderate Rehabilitation Program was provided to board members in their packets. Since the 1980s this program assists income eligible clients with moderate home repair needs up to \$25,000, but there is a need to increase that limit to \$40,000. The objective for the increase is to help address more repairs at a single property and not have to turn down a project that has lead issues. The City of Wyoming and The City of Grand Rapids have not yet moved to increase their program funding. HUD does not have a maximum limit of funding per household.

Motion to approve: Commissioner Stephen Wooden  
Support: Commissioner Kurt Reppart  
**Approved by vote: Motion carried.**

**12. 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. There are many new grants that have increased funding since last year. There has been a \$5.1 million dollar increase from last year. There is a difference in the budget remaining then normal due to the increases. Priority is given to grants ending the soonest. A joint decision was made between County Fiscal Services, County Administration, and Susan Cervantes to transfer approximately \$592,000 from CSBG Cares to County Cares due to the allowed extended timeframe that CSBG cares has and County Cares does not have.

An overview of the 6/30 grants was presented to the board. Operating expenditures and total program expenses are up in comparison to last year but are not a main focus at this time due to ending date. The CDBG, HOME, and ESG grants are still being spent down but will show actual expenditures increase after 12/30. The CGRS funds are unrestricted and reserved to spend until the second half of the year. The DOEWX are lower than expected due to COVID restrictions, once spring comes the numbers are expected to increase. Continuum of Care is operating as normal with 50% remaining halfway through the grant.

An overview of the 9/30 grants was presented to the board. There has been \$587,000 of revenue received with \$307,000 billing and process. Operating expenditures are slightly up in comparison to last year while program expenditures are down due to focus on spending down the 12/30 grants as well as the transfer of the CSBG Cares to County cares which is to be expected with the current situation. Distributed food value was increased by \$167,000 from last year. The CSBG grants are support grants and are on track. The CSBG-D grants are currently on hold due to utilizing laptops from central services. The CSBG-CAS grant is the grant that transferred a large sum to the County Cares grant and is expected to go up and continue to be expended through September 30, 2022. The MEAP, Older Americans, NSIP, TEFAP, CSFP, and the ITP grants are all right on track. The LIHEAP is down due to COVID and season restrictions.

An overview of the 12/31 grants was presented to the board. A couple of vehicles were purchased. Direct client expenses have increased the most over the last year but are able to be spent through February 15. Kent County Operations grant rolls over into the next budget year. Circuit breaker program is in the process of paying a final bill. The Senior Programs are higher than normal for some grants due to COVID restrictions. The MDOT grant was fully expended. The FSS grant was not fully expended. The HCV funds had \$315,000 remaining due to HUD requesting to use the CARES related funding in place of the traditional HCV funding. The additional dollars given for HCV Cares was for administrative expenses, but there was not additional funding for the HAP expenses.

- 13. 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.*

This item has been tabled for the next meeting.

- 14. Information Items.....Information Item**  
a. **Walk for Warmth** – This item has been postponed as of now due to COVID with hopes to do it in the summer of 2021. A virtual Walk for Warmth was suggested and will be considered.

- 15. Other Business.....Information Item**  
No other business

- 16. Public Comments.....Action Item**  
No Public present and no emails have been received.

**17. Adjournment**

**Next KCCA Governing Board Meeting:  
Monday, April 26, 2021; 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.*