

MINUTES

KENT COUNTY HOUSING COMMISSION

April 3, 2019

121 Franklin Street SE, Suite 110
Grand Rapids, Michigan 49507

Present: President Jason Grinnell, Vice President Joshua Lunger, and Commissioner Kristen Ward.

Absent: Commissioner Lisa Knight, excused, and Commissioner Courtney Panter, excused.

Staff: Susan Cervantes, Director of Kent County Community Action; Brenna Kotchka, Financial Analyst; Courtney Hammond, Clerk.

Call to Order: Commissioner Grinnell called the meeting to order.

Agenda: Motion by Commissioner Lunger, supported by Commissioner Ward, to approve today's agenda. Motion passed.

Minutes: Motion by Commissioner Lunger, supported by Commissioner Grinnell, to approve the December 7, 2018, minutes. Motion passed.

Public Comments: No public present.

Communications:

Resolution – FSS Grant: Commissioners received a resolution to appropriate FSS (Family Self-Sufficiency) funds awarded by HUD for the period February 19, 2019, through February 18, 2020. Motion by Commissioner Lunger, seconded by Commissioner Ward. Resolution approved unanimously.

Resolution – Fraud Recovery Funds: Commissioners received a resolution to appropriate fraud recovery funds, for use in the fiscal year 2019. Motion by Commissioner Ward, seconded by Commissioner Lunger. Resolution approved unanimously.

Resolution – NRA Interest: Commissioners received a resolution to retain and appropriate up to \$500 in interest on NRAs (Net Restricted Assets), for use in administrative expenses in the fiscal year 2019. Motion by Commissioner Ward, seconded by Commissioner Lunger. Resolution approved unanimously.

Resolution - Administrative Plan: Commissioners received a resolution to approve the Administrative Plan prepared by staff for fiscal year 2019. Motion by Commissioner Grinnell, seconded by Commissioner Lunger. Resolution approved unanimously.

Report of Director:

Financial Report: Commissioners were provided the final financial report of fiscal year 2018 showing profit/loss and balances for each month through December 2018.

Performance Measures Report: Commissioners were provided an HCV (Housing Choice Voucher) Performance Measures Report updated through February 2019.

Performance Measures Report 2018: Commissioners were provided a complete report for fiscal year 2018, showing monthly lease-up numbers, utilization rates, and more.

Adjournment: There being no further business, motion to adjourn by Commissioner Lunger, seconded by Commissioner Ward. Meeting adjourned.