

MINUTES

KENT COUNTY HOUSING COMMISSION

May 16, 2019

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

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

Absent: Commissioner Courtney Panter

Staff: Susan Cervantes, Director of Kent County Community Action; Brenna Kotchka, Financial Analyst; Rachel Kunnath, CQI Specialist; 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 Ward, to approve the April 3, 2019, minutes. Motion passed.

Public Comments: No public present.

Communications:

Resolution – Amendment to Administrative Plan – Rachel Kunnath: Commissioners received a resolution to approve an amendment to the administrative plan, regarding EZ-Reasonable Rent Determination (EZ-RRD). The amendment adds an additional paragraph giving staff more flexibility in negotiating with landlords, and more discretion in determining comparable, reasonable rent, with the objective to limit instances of HCV

customers losing their voucher due to failure to locate a potential rental unit that meets the guidelines of the rent comparable policy within the time allowed. Motion by Commissioner Lunger, seconded by Commissioner Ward. Resolution approved unanimously.

SEMAP – Rachel Kunnath: Commissioners received 4/15/19 letter from HUD, regarding Section 8 Management Assessment Program (SEMAP), and HUD certification, for year-ending 12/31/18. We received a score of 78%. Public housing agencies scoring less than 90% but not less than 60% are designated “standard performers.” Commissioners received 4/17/19 letter from KCHC to HUD, detailing our planned corrective action to address the two areas that need improvement. The two areas identified for improvement were Reasonable Rent and HQS Enforcement.

Voucher Management System Audit – Rachel Kunnath: A VMS audit will begin on June 3rd. It will be a financial audit, looking at 12 months of records. The auditing HUD office is located in Memphis, Tennessee. We are working with I.T. to send all documents and files to the auditor electronically.

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 March 2019.

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

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