

**KENT COUNTY COMMUNITY ACTION**

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**Kent County Housing Commission Board Meeting**

Thursday, May 21<sup>st</sup>, 2020 at 8:30am

Virtual Meeting via ZOOM Meeting ID 920 1660 1944

**MINUTES**

**Present:** Vice President Joshua Lunger, Commissioner Lisa Knight, Commissioner Courtney Panter

**Absent:** Commissioner Jason Grinell and Commissioner Kristen Ward

**Staff:** Susan Cervantes, Brenna Kotchka, Amanda Leija

**1. Call to Order:**

Commissioner Joshua Lunger called the meeting to order

**2. Approval of Today's Agenda:**

Motion by: Commissioner Lisa Knight

Supported by: Commissioner Courtney Panter

**Motion passed.**

**3. Approval of January 23<sup>rd</sup>, 2020 Meeting Minutes:**

Motion by: Commissioner Lisa Knight

Supported by: Commissioner Courtney Panter

**Motion passed.**

**4. Public Comments:** No public present.

**5. Communications – Susan Cervantes, Director**

**a. COVID 19 Update – Susan Cervantes, Director**

- i.** The Governor deemed the Housing Commission as essential.
- ii.** Staff doing paperwork and phone calls from home, tele remotely.
- iii.** The Housing Commission has not been allowed to do inspections due to COVID-19 but HUD has issued a waiver explaining that agencies will have 120 days to catch up.
- iv.** There have been some initial inspections done in vacant homes and virtually with landlords.
- v.** There have been no additional VASH vouchers given due to the Veterans Administration being closed to Veterans.
- vi.** Family Unifications Program is over extended and doing well. Some families are shopping for housing right now with difficulties due to COVID.
- vii.** Kent County Housing Commission sent out a flyer for families with resources.
- viii.** About 30 households have had income changes due to COVID.
- ix.** Kent County Housing Commission is taking instruction from the County and trying to incorporate other best practices. There will most likely be no face-to-face appointments in June.

## 6. Reports:

### a. Resolution to adopt CARES Act Funding

A resolution was provided to board members to review. Kent County was given \$61,716 with the first round of administration dollars and there may be another one coming. Kent County may get additional HAP funding but that won't be known until June. HUD recommends this money is spent first. The time frame given to use this is May 1<sup>st</sup> - Dec 31<sup>st</sup> of 2020. Kent County anticipates using this money quickly as it's typically used for salaries with overtime approval.

Motion by: Commissioner Lisa Knight

Supported by: Commissioner Courtney Panter

Commissioner Knight, aye; Commissioner Panter, aye; Commissioner Lunger, aye

**Resolution approved unanimously.**

### b. Financial Reports for 2019 and 2020

A report was included in the packet for board review.

### c. Housing Performance Measures Report

Performance measures are growing each month with being able to fulfill vouchers. In November an orientation was held for VASH with over 20 VASH participants in attendance and currently being housed. The Family Unification Program is over issued what we have but they have a higher participation rate. Recently 14 names were pulled for the regular voucher program and are in process of getting leased up. Over 30 income changes have been done directly relating to COVID, resulting in HAP expenses greatly increasing due to having higher payments each month. Those income changes will need to be redone once those people go back to work or get unemployment.

## 7. Adjournment: No further business.

**Meeting adjourned.**