

Kent County Housing Commission Meeting Minutes
Tuesday, November 3, 2020; 2:00 pm
Electronic Participation Meeting

<https://kentcountymi.zoom.us/j/91476907618?pwd=L1hzekJwQVV3NHh3dzJ5SE1BdTZpZz09>

Present: President Jason Grinnell, Vice President Josh Lunger, Commissioner Kristen Ward

Absent: Commissioners Courtney Panter and Lisa Knight

Staff: Susan Cervantes, Director of Kent County Community Action, Brenna Kotchka, Financial Analyst, Jenny James, Deputy County Administrator; Pam VanKeuren, Executive Assistant to the Board

1) Call to order and roll call

Chair Jason Grinnell called the meeting to order and roll was taken

Present: Jason Grinnell, Kristen Ward, Josh Lunger

Absent: Courtney Panter and Lisa Knight

2) Approval of today's agenda

Chair Jason Grinnell moved approval of the November 3 Housing Commission meeting agenda.

Supported by Kristen Ward. Motion carried.

3) Approval of May 21, 2020 meeting minutes

Josh Lunger moved approval of the May 21, 2020 meeting minutes as presented.

Supported by Jason Grinnell. Motion carried.

4) Public Comment

There was no public comment.

5) Communications

- a) Meeting times for 2021 – Susan Cervantes, Director asked for input from the members regarding the meeting schedule for 2021. The members discussed changing the meeting schedule to Wednesday mornings versus Thursday mornings. Susan will prepare a meeting schedule to present at the first meeting in January 2021.
- b) Administrative Plan 2021 – Susan Cervantes reported that every year staff has the responsibility to put forth an administrative plan based on any changes that have occurred over the year and this plan is being worked on now. There are a few corrections that need to be made to the plan and then it will be brought back to the Housing Commission in January 2021 for approval. In addition, there will also be a 30-day public comment period.
- c) 5 Year Annual Plan and Annual Plan - Susan Cervantes talked about communication she received from the HUD office in Detroit in October indicating the 5 year annual plan submittal is late and noted that as a new director for the department she was unaware of this plan submittal and deadline. She has been in contact with the HUD office and is working with them on a solution for submitting this plan by November 30. The members discussed the timeline and process of submitting the plan given it is late. Susan will incorporate this plan submittal into their operating procedures and add to this to their calendar of when important items are due.

6) Report of Director

- a) Resolution to Approve the HCV Round 2 Cares Act Funding – Brenna Kotchka reviewed a resolution for approval regarding a second round of administrative funding for \$74,396. Motion by Commissioner Grinnel approved by Commissioner Ward. Motion carried.
- b) Financial Report – Brenna Kotchka reviewed a financial report through September 30. This includes the first round of CARES funding that was received in May. She pointed out that in July restricted revenues were \$223,776 which is lower than previous months and is due in part to HUD holding onto the funds versus the Housing Commission. The members discussed the second round of CARES funding and its uses and it was noted the first and second round of CARES funding will be used for administrative fees.
- c) Performance Measures – Susan Cervantes reviewed the performance measurements to the members and noted many changes to income for households, vacancy rates, housing vouchers, etc. are due in part to COVID-19.
- d) Family Self Sufficiency Applications – Susan Cervantes reported that the Family Self Sufficiency application was submitted over the summer and has received notification that the submission was successful and is being reviewed. This is great news and explained that if approved will bring in FSS dollars to operate with beginning as early as January 2021.
- e) Resolution to Adopt the 2021 Housing Choice Voucher Budget – Brenna Kotchka reviewed a resolution for approval to adopt the 2021 housing choice voucher budget. It is estimated HUD will give approximately \$350,000 a month for HEP assistance, and \$25,000 a month for administrative expenses. This would total approximately \$4,200,000 total for housing assistance and \$300,000 for administrative. The members discussed what impact the process of submitting the 5 year annual plan would have on this action item. Susan Cervantes explained there could be sanctions placed on the funding temporarily, but she is confident that this will not occur and is working hard to get the annual plan done and submitted this week. Motion by Commissioner Grinnell approved by Commissioner Ward. Motion carried.
- f) Resolution to Adopt the 2021 Self-Sufficiency Grant – Brenna Kotchka reviewed a resolution for approval for the family self-sufficiency grant. She explained that even though they are still waiting for award confirmation from HUD, if this resolution is approved today, the department can start spending immediately versus waiting for approval of this resolution until the next meeting. Motion by Commissioner Grinnell approved by Commissioner Lunger. Motion carried.

7) Adjournment

There being no other business for discussion, the meeting was adjourned at 2:40 a.m.