

KENT COUNTY COMMUNITY ACTION

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Kent County Housing Commission Board Meeting

Virtual Meeting via ZOOM Meeting ID Meeting ID: 943 1590 8849 Passcode: 293614

Monday, January 25, 2021, at 12pm

Meeting Minutes

Present: President Jason Grinnell, Vice President Joshua Lungler, Commissioner Courtney Panter

Absent: Commissioner Lisa Knight

Staff: Susan Cervantes, Director; Amanda Leija, Clerk III; Brenna Kotchka, Financial Analyst

1. Call to Order and roll call

Commissioner called the meeting to order. Quorum obtained.

2. Approval of November 3, 2020 meeting minutes.....Action Item

Motion by: Joshua Lungler

Supported by: Courtney Panter

Motion passed.

3. Approval of November 19, 2020 meeting minutes.....Action Item

Motion by: Joshua Lungler

Supported by: Courtney Panter

Motion passed.

4. Approval of Today's Agenda.....Action Item

Motion by: Joshua Lungler

Supported by: Courtney Panter

Motion passed.

5. Public Comments: No public present

6. Communications.....Information Item

Susan Cervantes, Director

- a. Performance Measures Report – A spreadsheet was provided to the board for review. Usage of vouchers was at 92%. The regular waitlist was opened, and 24 people were pulled for the first time in 2 years. The VA Administration was closed due to COVID from March-September so no referrals for VASH vouchers during that time. They started giving referrals recently and are at 95%. With the increase of abuse cases have decreased the referrals for Family Unification Vouchers. KCCA assisted 2 clients with breaking leases due to landlords would not fix the places up to habitable conditions. Staff are still working remotely successfully.
- b. Housing Commission profit and loss statement – A report was provided to the board for review. Expenses are shown through November, while December expenses are still in process. April through August expenses were higher than revenue due to clients not working and needing additional supplemental rent. In September-November HUD made up for the shortage.

7. Reports of Director.....Action Item

Brenna Kotchka, Financial Analyst

- a) Resolution to Adopt the October through December 2020 FSS Escrow Forfeitures – A resolution was provided to the board for review. At the September meeting the board approved the January through September of 2020 forfeitures. There were \$50,160.75 in forfeitures from October through December of 2020. This resolution would approve these funds to be used for rental assistance.

Motion by: Courtney Panter
 Supported by: Joshua Lunger
Motion passed.

- b) Resolution to Approve Appropriation of 2020 Fraud Recovery Funds – A resolution was provided to the board for review. The total fraud recovery for 2020 was \$11,471.50 in which HUD allows the use of half to be used for administrative expenses. This resolution is to approve \$5,735.75 to be used towards administrative expenses while the other half will sit in an account to be used for HAP expenses.

Motion by: Joshua Lunger
 Supported by: Courtney Panter
Motion passed.

- c) Resolution to Approve the Appropriation of 2020 Net Restricted Assets (NRA) Interest – A resolution was provided to the board for review. HUD allows retainage of \$500 of the collected interest of each year. For 2020 the interest amount was \$1490.05 in total. The remaining is sent back to HUD. This resolution is to approve \$500 of the collected interest to be used for administrative expense.

Motion by: Jason Grinnell
 Supported by: Joshua Lunger
Motion passed.

- d) Resolution to Approve the Reconciliation of the Unrestricted Net Position and Restricted Net Position Balances of the Housing Choice Voucher Program – A resolution was provided to the board members for review. The balance in the bank account to be matching what HUD is stating is in the Voucher Management System. Currently the balance shows more funds than what HUD was recognizing. HUD is stating that of the \$99,535.48 balance \$87,000 is unable to be used for rental assistance must be put into unrestricted funding which means admin expenses will be higher. This resolution is to make sure our balance that recorded on the books is the same as what HUDs voucher management system has as well as understanding that the only portion HUD is allowing to put in restricted for HAP payments is \$11,231.60. In prior years, all the interest collected was being kept and not returned to HUD instead of only keeping the allowed \$500.00 which was part of the reason this issue occurred. Another reason this occurred was due to appropriating half of the fraud recovery to unrestricted to admin and leaving the other portion sitting in bank and not appropriating back to the HAP funds. This resolution is to make sure that unrestricted and restricted portions are in the right place.

Motion by: Joshua Lunger
 Supported by: Jason Grinnell
Motion passed.

8. Adjournment.....Action Item

Motion by: Joshua Lunger
 Supported by: Jason Grinnell
Meeting adjourned.

Next Scheduled Housing Commission Board Meeting Scheduled
 March 18, 2021 at 8:30am