



Kent County Community Action
Advisory Governing Board
Thursday, May 18, 2023, 12:00 pm

MEETING MINUTES

1. Call to order – Daniel VanderMolen, Chairperson
 - a. Chairperson VanderMolen called the meeting to order at 12:05 p.m.
2. Welcome and Roll Call for Quorum
 - a. Present: Daniel VanderMolen, Hattie Patterson, Jean Ramos, Kendrick Heinlein, Samarhia Giffel, Jessica White-Hatinger, James Geisen, Kim Moore, Christopher Smith
 - b. Absent: Krashawn Martin, Christina Swiney, Tricia VanderHaar, Wende Randall, Catherine Aldridge, Reyna Quintino
 - c. Staff Present: Gustavo Perez, Sherrie Gillespie, Brenna Kotchka, Rachel Ahee, Rachel Kunnath, Bobby O'Connor, Ashley Huey, Chad Coffman, Stephen Stratton
3. Review and Approval of Minutes, March 16, 2023 --- ***Action Item***
 - a. Motion to approve the meeting minutes by Samarhia Giffel support from Kendrick Heinlein. The motion carries unanimously.
4. Community Needs Assessment Report Presentation, Public Sector Consultants: ***Organizational Standards 3.1 through 3.5 --- Action Item***
 - a. Motion to approve the Community Needs Assessment as corrected by Hattie Patterson support from Jessica White-Hatinger. The motion carries unanimously.
5. Director's Report --- ***Information Item***
 - a. Staff & Program Updates
 - Gustavo noted that his initial focus when he arrived was to conduct a staffing needs assessment. That process is still in motion and additional positions have been created. Weatherization added two new staff this month, a Clerk has been brought on for Community Development, and the Board of Commissioners approved an additional HCV Specialist and a CD Contract Administrator. Interviews are in progress for additional Weatherization Specialists. The department is also looking to hire another Community Services Assistant to help with intake. KCCA will be moving around staff who are working on grants that are sunseting. Gustavo will continue to look at current staff and titles to ensure there is alignment between the job title/description and the work that is being done.

- Money in certain program areas is being spent faster than in years past, so we have submitted several Action Requests to the County Board of Commissioners. Leadership is working with a consultant on policies and procedures regarding our intake process and how we can enhance our client experience. The goal is to develop a culture of “no wrong door”. KCCA is also working with the Health Department on lead abatement programming that will be coming later. Gustavo has been doing interviews with local media trying to get out the word about our work. We are increasing our social media presence to share stories about the work that we do and the people who we serve.
 - b. Assistance Activities and Potential Conflicts of Interest
 - None
 - c. Monitoring Updates
 - There were recently three monitoring reviews, two for Sherrie’s programs and one for Rachel Kunnath’s program. There were zero findings for either. The monitors had great things to say about our work and our processes.
6. KCCA Governing Board Orientation: *Organizational Standard 5.7 – The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.*
Gustavo Perez, Director --- Information Item
- a. The KCCA Orientation Presentation was given to the Board reviewing the organization’s history as well as additional information on the department’s programs (Samarhia Giffel had to leave before the presentation so it will be shared with her).
7. Fiscal Report: *Organizational Standard 8.7 – The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.*
Brenna Kotchka, Financial Analyst --- Information Item
- a. Due to time constraints, Brenna advised the Board to review the last page of the financial report. The Governing Board had inquired about the General Fund transfers in KCCA’s budget, and this report reflects that information.
8. Programmatic Report: *Org. Standard 5.9 - The department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.*
Chad Coffman, Rachel Kunnath, Sherrie Gillespie- Program Managers, Rachel Ahee - CERA Project Supervisor --- Information Item
- a. Senior Services – Rachel submitted a request to increase funding for Senior Programs from the Area Agency on Aging. She and Gustavo will be presenting next week before the Senior Millage Review Board. The additional funding would mean the program would be less dependent on CSBG funding.
 - b. Community Development – Chad is in the annual planning process for HUD



funds and will submit an action plan to HUD. There were approximately a dozen local governments and nonprofit organizations that asked for funding this year. After the Scoring Committee evaluated the applications, we are moving forward with 3 local government projects and 5 different nonprofits.

- c. Emergency/Specialized Services- We continue to distribute COVID test kits. There is still a substantial amount of money for water assistance that needs to get spent down by September 30. Anyone eligible throughout Kent County can apply for these funds. MEAP has about \$20,000 left in that fund to help with gas and electric payments. We have paused accepting new applications for Housing CDBG-CV assistance until we can get through the list of current applicants. The CSFP distribution is coming up on 5/19. The Weatherization program is ahead of schedule.
- d. HSS – Rachel’s team is helping spend down CDBG dollars, but they will be done June 2.

9. Other Business

- a. Chairperson VanderMolen noted that he is starting to put together a committee to organize Walk for Warmth. He has asked Carol Glanville to be involved and is looking for more partnerships and sponsors.

10. Public Comment

- a. None

11. Adjournment

- a. Board Members Kendrick Heinlein and Samarhia Giffel had to leave before the meeting concluded, so there was not a quorum to adjourn.
- b. Meeting concluded at 1:33 p.m.

Next Scheduled Advisory Governing Board Meeting

Thursday, July 20, 2023

12:00 PM