



Kent County Community Action
Advisory Governing Board
Thursday, July 20, 2023, 12:00 pm

AGENDA

1. Call to order – Daniel VanderMolen, Chairperson
 - a. Chairperson VanderMolen called the meeting to order at 12:07 pm
2. Welcome and Roll Call for Quorum
 - a. Present: Daniel VanderMolen, Kendrick Heinlein, Wende Randall, Reyna Quintino, Jean Ramos, Samarhia Giffel, Kim Moore, Catherine Aldridge, Jessica White-Hatinger, James Geisen
 - b. Absent: Christopher Smith, Krashawn Martin, Christina Swiney, Tricia VanderHaar, Hattie Patterson
 - c. Staff Present: Gustavo Perez, Ashley Huey, Sherrie Gillespie, Brenna Kotchka, Bobby O'Connor, Chad Coffman,
3. Review and Approval of Minutes, May 18, 2023 --- ***Action Item***
 - a. Motion to approve the meeting minutes by Samarhia Giffel, support from Wende Randall. The motion carries unanimously.
4. Director's Report --- ***Information Item***
 - a. Staff & Program Updates
 - Gustavo informed the Board that he is still working on getting more positions filled. Rachel Ahee was recently transitioned into the position of Emergency and Specialized Services Supervisor. This position is helping us deliver on our case management and client support. Managers are conducting interviews for a Weatherization Specialist, and a Contract Compliance Coordinator for Community Development. There is interest in putting together a training cohort of Weatherization Specialists to get people certified quickly. The Contract Compliance Administrator will help run day-to-day operations and oversight of the contracts. More staff will likely be brought on as we look ahead to the Lead Abatement program at the end of 2023 or early 2024.
 - On the programming side, KCCA is heavily engaged in the housing space and conversations about prevention. Gustavo had a meeting with Community Rebuilders about their assessment tool. The group had a productive discussion about a path forward regarding eviction and homelessness prevention. The ultimate goal is to create a “no wrong door” policy across the county. Gustavo shared that he recently came back from the Michigan Community Action (MCA)



summer conference. At the conference he met with directors from across the state and had conversations about how they can work collectively. There is also a new policy director for MCA that will engage legislators on important policy issues. Weatherization is an area KCCA is looking to make improvements, and Gustavo was able to bring back knowledge from Weatherization sessions at the conference. This will be incorporated into the KATA training that Leadership has been a part of to improve our processes. During the conference Gustavo was elected to the MCA Board as the Urban Director.

- b. Assistance Activities and Potential Conflicts of Interest - None
- c. Monitoring Updates – KCCA will have another monitoring coming up, but there is nothing to report as of yet.

5. Audit Report: *Org. Standards 8.3-8.4*

Bobby O'Connor, Financial Analyst --- Information Item

- a. Bobby noted that the County recently completed the audit and issued the results. The report shows federal expenditures (page 9) and the independent auditors report (page 18). The auditors selected a few of the federal programs and did a deep-dive audit. The two programs that were selected for review were CDBG and HCV. Page 22 outlines the different terms that will be used as well as the category or level of finding. For the federal awards, KCCA did have one significant deficiency identified. Page 27 shows the detailed report of the findings. The finding was for the housing quality standards inspections which was a repeat finding from the previous year. During testing auditors determined that there were still tenants outside of the 2-year inspection window for HCV vouchers. Management is working on implementing a process to make sure tenants get their inspections completed in a timely manner. Gustavo noted that this issue came about because there were only two part-time inspectors that were also shared with Weatherization. There is now a full-time staffer and Gustavo gets a report every two weeks. Not having a supervisor over the program was also an issue, but now Gustavo is doing supervisory activities. The second finding type was for immaterial noncompliance (the lowest level of finding) related to reporting for pass-through funds from the CDBG program. KCCA does track pass-through funds to other agencies to ensure they are in compliance, but there was one instance where we did not report it to the FRSR website. Chad's new contract compliance administrator will ensure all requirements are met. This requirement had never been brought up by auditors in the past, so it was not on KCCA's radar.

6. Fiscal Report: *Org. Standard 8.7*

Brenna Kotchka, Financial Analyst --- Information Item

- a. Brenna referenced the financial report and noted that ESG is ending in September and is on track to spend out. The grants listed on page 33 end 12/31 (exception of millage grants) and are on track to spend out as well. The



grants listed on page 35 have a 6/30 year-end and staff is currently working on wrapping up invoices and getting everything paid out.

7. Programmatic Report: *Org. Standard 5.9 -*

Chad Coffman, Rachel Kunnath, Sherrie Gillespie --- Information Item

- a. Community Development- Chad provided a verbal update and noted that he is excited to be interviewing for the Contract Compliance Administrator position. The new Clerk was hired in May and has taken over rehab applications, so they were able to reopen that program in June. There are already 31 applications, 10 have been approved and are at various stages in the process. The Contract Compliance Administrator will help manage the various contracts for Community Development. Chad noted that last year he had over 30 contracts and subcontracts that needed to be tracked on a daily basis. With this new position filled Chad will be able to focus on proactive project selection, meeting with local governments and nonprofits. The Scoring Committee selected three projects – a water infrastructure project for Sand Lake, clearing a lot for Tyrone township to build a library and a sidewalk project for Gaines Township. The next phase of CDBG funds are providing funding to Home Repair Services, Fair Housing Center, Legal Aide of W. Michigan and Hope Network for a transit program. KCCA also has partnered with Urban League to fund their foreclosure prevention counseling and the Women’s Resource Center, which is doing workforce job coaching and career development. These contracts will be signed this month. The funding for the ESG COVID grant ends 9/30. There are two contracts with Family Promise and Salvation Army. These organizations are doing a good job, but not fully expending funds. The contracts have been extended to give them a couple more months to spend out funds. Our regular ESG funds wrap up next month and are on track to spend that down. For the regular HOME grants the construction of all eight projects is completed, and they will be marketed for sale. Contact LINC UP or ICCF to see if an individual is qualified.
- b. Senior Services – Gustavo provided the updates for Senior Services. CSBG funding is stretched thin, so an additional funding source was needed to support the programming. KCCA asked for increase in transportation funding from the Senior Millage, which was awarded. The award increase covers about \$80% of our program operations. There are still some challenges getting participants here for congregate meals. We have increased transportation days, but levels are still lower for seniors attending after COVID. Staff is doing more outreach. There is now an emergency need fund for seniors that offers smaller dollar assistance up to \$300 and will be launched in 2024. Senior Service staff filled in for a couple months while we were without a cook, but that position has now been filled.
- c. Emergency Services- Sherrie noted we continue to distribute COVID tests and masks. With the limited unrestricted funds, we are able to assist some households that fall between the cracks. For utility assistance with the current rate of spending we are projected to spend out 90% by program end, but the team is working to have the fund fully spent out. MEAP gas and electric ends



9/30 and there is about \$1,000 in unobligated and will be spent out. Eight households enrolled in the affordable payment plan through DTE and 3 through Consumers. The CSBG homelessness prevention program should be wrapping up program in the next month or so. TEFAP had a distribution on 7/13 that went very well with about 450 food boxes going out. The next CSFP distribution will be on 7/21 here at KCCA. We have weatherized 43 homes using DOE funding and 41 using LIHEAP with some use both funds. Jennifer Smith was just recognized as an emerging leader and graduated from the program at the MCA conference.

8. Other Business

- a. Walk for Warmth update and Advisory Board sign-up sheet

Daniel VanderMolen --- Information Item

- The first Walk for Warmth meeting was this month. We will be looking at how we can build it back up. This event helps us bring in those unrestricted dollars that allows us to help more families. The 2024 event will be the second Saturday in February. The planning committee has set a tentative goal to raise \$20,000. Jessica developed a spreadsheet to organize the search for sponsors. Board members should include contacts for specific organizations within their network. Gustavo is working on putting together a sponsorship packet and will send it out to the Board once it is ready. The next planning meeting is set for 8/16. We want to have the Board spearhead planning this event going forward. Daniel will send out the meeting invite, and Jessica will send the spreadsheet. Gustavo met with Consumers at summer conference and they verbally confirmed they will sponsor Walk for Warmth.

9. Public Comment- None

10. Adjournment

- a. Motion to adjourn from Jessica White-Hattinger, support from Wende Randall. The meeting adjourned at 1:23 pm

Next Scheduled Advisory Governing Board Meeting

Thursday, September 21, 2023

12:00 PM