



Kent County Community Action Governing Board Meeting Minutes

Monday, February 27, 2023

10:30 am

1. Election of Chairperson – County Commissioner (all vote)
 - a. Stephen Wooden is nominated by Tony Baker, support from Milinda Ysasi. Stephen Wooden accepts the nomination and agrees to serve as Chairperson.
2. Election of Vice Chairperson -City Commissioner (City Commissioners Vote)
 - a. Milinda Ysasi nominated herself. Seeing no other nominations, she is formally elected.
3. Call to Order- Chairperson Commissioner
 - a. Chairperson Stephen Wooden called the meeting to order at 10:52am.
4. Welcome, Roll Call, and Introductions
 - a. Present: Ivan Diaz, Tony Baker, Milinda Ysasi, Stephen Wooden
 - b. Absent: Kelsey Perdue
 - c. Staff: Gustavo Perez, Sherrie Gillespie, Chad Coffman, Rachel Ahee, Rachel Kunnath, Robert O’Conner, Brenna Kotchka, Morgan Zielke
 - d. Guests: Emily Hockemeyer
5. Review and approval of October 24, 2022 Meeting Minutes --- **Action Item**
 - a. Motion from Ivan Diaz, support from Milinda Ysasi. The minutes are unanimously approved.
6. Director’s Report --- **Information Item**
 - a. Staff & Program Updates
 - i. Gustavo spoke about the hiring freeze in place prior to joining KCCA. He and the leadership team completed a staff needs assessment to identify needed staffing improvements. Positions are going to be requested to support the CDBG program and the Weatherization program. Gustavo is working with HR to better align staff job descriptions with job duties. Gustavo informed the board of the “Fun Committee” which works to improve staff engagement at work.
 - b. KCCA Programs Overview Guide
 - i. Gustavo explained the Programs Overview guide included in the board packet.
 - c. Monitoring Updates
 - i. Gustavo shared a finding in the CSBG Organizational Standards Review from the 2021 program year. Of the 50 standards, KCCA passed 49 of them. The finding pertained to failure to share programmatic survey results with the board for the Senior and Emergency Services programs.

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d. Community Needs Assessment Update

- i. Rachel Kunnath informed the board that KCCA is working to complete the CNA required by CSBG grant funding with Public Sector Consultants. Surveys are live with 600 completed so far. There is a version of the survey for providers and one for residents. One of the goals is to ensure services are accessible throughout the county.

7. KCCA Governing Board 2023 Meeting Schedule Approval

Gustavo Perez, Director --- **Action Item**

- a. Motion to approve by Tony Baker, support from Ivan Diaz. The motion is carried unanimously.

8. Vehicle Accessibility Plan Approval

Rachel Kunnath, Program Manager --- **Action Item**

- a. As a requirement of Section 5310 transportation funding an updated vehicle accessibility plan is required. A template provided by the State of Michigan was used to update existing policy.
- b. Motion by Milinda Ysasi, support from Tony Baker. The motion is carried unanimously.

9. ADA Complaint and Reasonable Modification Policy Approval

Rachel Kunnath, Program Manager --- **Action Item**

- a. As a requirement of Section 5310 transportation funding, all providers must have a policy to ensure a complaint response process as well as a reasonable modification request process.
- b. Motion to approve by Tony Baker, support from Milinda Ysasi. The motion carries unanimously.

10. KCCA Procurement Policy Approval

Rachel Kunnath, Program Manager --- **Action Item**

- a. This policy was created in collaboration with Kent County HR and Legal departments as well as the State of Michigan. The policy pertains only to vehicle purchases made by KCCA transportation programs.
- b. Motion to approve by Tony Baker, support from Ivan Diaz. The motion to approve the policy carries unanimously.

11. Financial Reports: *Org. 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.*

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

- a. 12/31 Ending: GRICBAP not spent out, working with City of GR to extend deadline. FSS not spent out due to not being fully staffed.

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- b. 06/30 Ending: CDBG and HOME grants have multiple year cycles that allow spending of old funds before the spending of new funds. Chad has worked to spend older grant funds before expending new funds. All 20-21 ESG funds are committed to be spent by June of 23. ESG-CV is on track to be spent out by the end of summer. Working with the local COC to review award options for upcoming ESG funds.
- c. 09/30 ending grants: CSBG 21-23 grant expected to be spent, working to start spending 22-24 grant. MEAP is on track to being spent out. LIHEAP and the WX Deferral grant spending will increase as the weather warms and staff can weatherize more homes. NSIP, OAA, TEFAP, and CSFP on track to be spent out. LIHWAP working to be spent out with GRICBAP funds.

12. Programmatic Report: *Org. Standard 5.9 - The department's tripartite board/advisory body receives programmatic reports at each regular board meeting.*

Sherrie Gillespie/Rachel Kunnath/Chad Coffman/Rachel Ahee --- **Information Item**

- a. Sherrie Gillespie: Staff are working to distribute masks and COVID test kits. Sherrie highlighted the unrestricted funds available through KCCA including Compassionate Cares, Walk for Warmth, and MEAP Supplemental funds. MEAP funds are being spent for direct utility payments and for the affordable payment plan component of the program through Consumers Energy and DTE. CSBG funds are being spent for homelessness prevention in the community.
- b. In the interest of time, board members agreed to reach out to Chad C., Rachel A., and Rachel K. separately with any questions regarding their programs.

13. Reporting Customer Satisfaction Data: *Org standard 1.3 –The dept. has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to tripartite board/advisory body, which may be met through broader local government processes. Gustavo Perez, Director-Information Item*

- a. Sherrie informed the board that clerks call applicants within 30-60 days to complete a follow up survey regarding services received through Emergency and Specialized Services.
- b. Rachel K. highlighted how the Senior Services intern, Emily Hockemeyer, completed an analysis of survey data. Data reflected a 95-98% satisfaction rate throughout programs.

14. Information Items

- a. Upcoming Events-Walk for Warmth 2023

15. Other Business--None

16. Public Comment-None

17. Meeting Adjourned

- a. Meeting is adjourned at 12:20pm

Next Scheduled Governing Board Meeting

April 24, 2023, 10:30 am

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