



Kent County Community Action Governing Board  
Meeting Minutes  
Monday, April 24, 2023  
10:30 am

1. Call to Order- Chairperson Commissioner
  - a. Chairperson Stephen Wooden called the meeting to order at 10:33 am
2. Welcome, Roll Call, and Introductions
  - a. Present: Ivan Diaz, Kelsey Purdue, Milinda Ysasi, Stephen Wooden, Tony Baker
  - b. Absent: None
  - c. Staff: Gustavo Perez, Rachel Ahee, Stephen Stratton, Sherrie Gillespie, Bobby O'Connor, Brenna Kotchka, Rachel Kunnath, Chad Coffman, Ashley Huey
3. Review and approval of February 27, 2023 Meeting Minutes --- **Action Item**
  - a. Motion from Kelsey Purdue, support from Milinda Ysasi. The minutes are unanimously approved.
4. Director's Report --- **Information Item**
  - a. Staff & Program Updates
    - i. Gustavo indicated that there are no new updates but did give a brief review of KCCA's staffing status. Several positions have been created, approved, and posted. Both Sherrie and Chad have conducted interviews for some of those positions. Other staffing needs have already been addressed in the last several months. Department leadership is continuing to look at staffing, internal processes, and collaboration. Additional space has been acquired in the building, Weatherization and Community Development will be located there.
  - b. Monitoring Updates
    - i. The Michigan Department of Health & Human Services (MDHHS) conducted a desk review of KCCA's BCAEO-funded programs. The report included one recommendation and two findings. After the call with staff to review these items, both were resolved. KCCA is just waiting for a copy of the updated report to reflect these corrections. The reviewers were very complimentary of the team and our processes. CSBG regular programming and CSBG cares were reviewed. They looked at over 114 out of 3,000 files and found nothing wrong with any of them. Area Agency on Aging programs also had monitoring in March and there were no findings in that program either.



c. Community Needs Assessment Update

- i. The survey closed with over 1,000 consumer responses and over 60 provider responses. KCCA recently had a meeting to review the information and do action planning with the information gathered. The final report is still in progress. The group came together to ask what services are missing in our community and what is KCCA's role in providing those services. The final presentation will be given to the Advisory Board in May and to the Governing Board at the next meeting in June.

5. KCCA Governing Board Orientation

Gustavo Perez, Director --- **Information Item**

- a. The KCCA orientation presentation was given to the Governing Board reviewing the organization's history as well as additional information on the department's programs.

6. 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. Various ending dates: Bobby noted that we are doing everything we can to spend Cares/COVID dollars.
- b. 12/31 Ending: Several grants here (marked with an asterisk) are moving to 9/30 ending dates. Nothing to worry about with these grants spending out.
- c. 6/30 Ending: CDBG includes older dollars that will be spent out, same with HOME funding. DOE is not going to be spent out. There is a plan to spend out ESG funding, but it is more restrictive. ESG 2021 funds have been awarded out and are on track to be spend down by June; 2022 fund have been awarded out and are on track to be spend out, and we are anticipating the same award amounts from HUD for 2023 funding. Increased staffing will help spend out these funds.
- d. 9/30 Ending: CSFP got a significant increase and we should be able to spend that out. LIHEAPWAP also got a slight increase. LIWACA is not going to get spent out, but we are doing everything we can with that fund.

7. 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. Gustavo gave update on Community Action month and noted that KCCA will be focusing on our food distribution program and getting more sign ups. There will also be a focus on telling our story in a way that connects to our community and builds awareness about the work KCCA does.
- b. Chad Coffman: KCCA was awarded 3.3 million in HOME ARP funding in 2021. Chad announced he has completed the work with a consultant to complete the HOME ARP Allocation Plan. This Plan was submitted and accepted by



HUD in March 2023. We have until the end of September 2029 to spend those funds. Similarly, KCCA was also awarded 2.4 million in CDBG COVID related funding in 2020 with a nearing 80% spend-by date in June 2023, but HUD eliminated that deadline, we have until June 2026 to fully expend these funds. Chad gave an update on parks projects and noted the timeline has increased for one project due to environmental reviews.

**8.** Information Items - None

**9.** Other Business - None

**10.** Public Comment - None

**11.** Meeting Adjourned

a. Meeting is adjourned at 12:05 pm

**Next Scheduled Governing Board Meeting**

**June 26, 2023**

**10:30 am**