



Kent County Community Action
Advisory Governing Board
Thursday, March 16, 2023, 12:00pm
Meeting Minutes

1. Call to order – Daniel VanderMolen, Chairperson
 - a. Chairperson VanderMolen called the meeting to order at 12:16PM.
2. Welcome and Roll Call for Quorum
 - a. Present: Jessica White-Hattinger, Samarhia Giffel, James Geisen, Christopher Smith, Daniel VanderMolen, Wende Randall, Tricia VanderHaar, Jean Ramos, Kim Moore.
 - b. Absent: Krashawn Martin, Christina Swiney, Kendrick Heinlein, Catherine Aldridge, Hattie Patterson, Reyna Quintino.
 - c. Staff Present: Gustavo Perez, Sherrie Gillespie, Brenna Kotchka, Rachel Ahee, Rachel Kunnath, Bobby O’Connor, Ashley Huey, Morgan Zielke
3. Review and Approval of Minutes, January 19, 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 shared the work he and the leadership team have been doing to expand staffing. An Administrative Specialist was hired and the Wx program has approval to hire 9 new employees. Gustavo has secured 14 additional work spaces to house new staff. Gustavo is working to get approval to update the HCV staffing with a full time FSS worker and a supervisor. Gustavo is also working with HR to refine and update employee job descriptions and classifications.
 - b. Community Partnerships
 - KCCA has partnered with Housing Kent to understand where KCCA fits into the Kent County Housing Continuum. Gustavo detailed how KCCA is present throughout the entirety of the continuum including assisting the community in spaces of unhoused, insecurely housed, and stability housed needs and supports. KCCA also provides funding to different non-profits and programs to support housing stability throughout the county and is active in many work groups and subcommittee meetings.

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- c. Update on Community Needs Assessment
 - Rachel K. informed the board that the CNA surveys have been live for over a month with over 900 completed from people living in all parts of the county. The surveys will close tomorrow 03/17. Next, the team will work with Public Sector Consultants to complete data analysis and prepare the final report in partnership with the Johnson Center.
 - d. Community Development Scoring Committee
 - Gustavo reminded the board that the Community Development department provides funding for projects throughout the county. He shared that both the Infrastructure and Nonprofit Program Projects Scoring Committees are opening 2 seats each for members of the advisory and governing boards to join. This will increase the input and involvement of KCCA's boards in the projects that it funds. Selections will be announced for the Nonprofit Program Project Scoring Committee on April 25th and the Infrastructure Scoring Committee on April 26th in virtual meetings.
 - e. Training Opportunities
 - Board member training opportunities were discussed by Gustavo.
 - f. Walk for Warmth Recap
 - Gustavo thanked all who attended and supported the event. Going forward, the Advisory Board will be taking the lead on the event including planning, sponsorships, and advertising. A follow up email will be sent from Chairperson VanderMolen regarding the formation of a Walk for Warmth planning subcommittee.
5. Conflict of Interest: *Org standard 5.6 – Each tripartite board/advisory body member has signed a conflict of interest policy or comparable local government document, within the past 2 years.*
Gustavo Perez, Director --- Information Item
- a. A follow up email will be sent with the conflict of interest statement to be signed by all board members. Please sign and return to Ashley H. to ensure compliance with Organizational Standards.
6. Fiscal Report: *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.*
Brenna Kotchka, Financial Analyst --- Information Item
- a. ESG grant on track to be spent out through contract with Family Promise.
 - b. ESG Cares grant ends 09/2023, on track to spend out.
 - c. FSS grant understaffed by 1 FTE, working to hire an additional staff member to spend out funds by end of 12/2023.
 - d. HCV grants have administrative funds left over due to the COVID CARES funds being spent first. These funds will not be lost if not spent out.
 - e. CSBG 21-23 will be spent by the end of the month, then will start spending CSBG 22-24 grant.
7. 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. Community Development report was given by Gustavo. Noted CDBG COVID funding that was used to supplement Hope Network's transportation program with \$75,000 to ensure service



delivery is not interrupted during the current program year. Going forward, the Nonprofit Project Program Scoring Committee will work to ensure that all subrecipient grant applications are reviewed for assurance of service continuation throughout their program year. KCCA is also requiring Hope Network to produce a service plan to ensure service continuation during the next grant cycle. Additionally, CDBG 2022 funds used to complete \$1.8 million in public infrastructure projects in the community. Sherrie and Rachel A. have worked to create a CDBG Rental Assistance Program to assist clients outside of Grand Rapids and Wyoming.

- b.** Senior Services: Rachel K. shared that she has requested Emergency Needs funding through KCSM in the amount of \$8,700. Her request for proposal made the first round of cuts and she will be submitting the full proposal to AAAWM in the upcoming months. The AAAWM annual audit occurred in early March and had no findings. Additionally, KCSM grants are transitioning to a 09/30 grant cycle this year. All program funding is on track to be spent out except for the Congregate Meals Program. This is due, largely in part, to the barriers that older adults face with transportation. Rachel shared that she has restarted the ITP transportation as the as Way to Go program and drivers are working hard to spend down funding providing rides outside of Ridelink's service area.
- c.** Emergency Services: Sherrie shared that disposable masks and COVID-19 test kits are being distributed to the community. Gas and electric assistance are being provided through MEAP funding and water assistance can be provided through the ICBAP and LIHWAP grants. So far, the intake team have taken about 30 applications for the CDBG rental assistance program.
- d.** HSS: Rachel A. shared that her 6-person team is working to take referrals for housing stability services through the Salvation Army Housing Assessment Program. So far, over 100 referrals have been taken by her team. If direct assistance is not available the workers provide referrals and tenant/LL mediation. She is training the team to spend CSBG funds in partnership with Sherrie.

8. Other Business

- a. Ashley is working to put together a new orientation training for board members. This will be presented to both the Advisory and Governing Boards during each of the next board meetings.

9. Public Comment

- a. None

10. Adjournment

- a. Motion to adjourn by Samarhia Giffel, with support from Jessica White-Hatinger.
- b. Meeting adjourned at 1:30PM.

Next Scheduled Advisory Governing Board Meeting
Thursday, May 18, 2023
12:00 PM

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