



Kent County Community Action

Advisory Governing Board

Thursday, November 16, 2023, 12:00 pm

Meeting Minutes

1. Call to order – Daniel VanderMolen, Chairperson
 - a. Chairperson VanderMolen called the meeting to order at 12:06 pm
2. Welcome and Roll Call for Quorum
 - a. Present: Daniel VanderMolen, Christopher Smith, Samarhia Giffel, James Geisen, Jessica White-Hatinger, Kim Moore, Wende Randall, Hattie Patterson
 - b. Absent: Tricia VanderHaar (excused), Krashawn Martin, Christina Swiney, Jean Ramos, Kendrick Heinlein, Catherine Aldridge, Reyna Quintino.
 - c. Staff Present: Ashley Huey, Sherrie Gillespie, Brenna Kotchka, Gustavo Perez, Rachel Kunnath, Chad Coffman
3. Review and Approval of Minutes, September 21, 2023 --- ***Action Item***
 - a. Motion to approve the meeting minutes by Samarhia Giffel, support from Wende Randall. The motion carries unanimously.
4. MEAP FY24 Service Plan Approval
Sherrie Gillespie, Program Manager --- Action Item
 - a. Motion to approve the MEAP FY24 Service Plan by Christopher Smith, support from Hattie Patterson. The motion carries unanimously.
5. Title VI Plan Approval
Rachel Kunnath, Program Manager --- Action Item
 - a. Motion to approve the Title VI Plan by Jessica White-Hatinger, support from Wende Randall. The motion carries unanimously.
6. KCCA Advisory Governing Board 2024 Meeting Schedule Approval
Gustavo Perez, Director --- Action Item
 - a. Motion to approve the Advisory Governing Board 2024 Meeting Schedule by Hattie Patterson, support from Samarhia Giffel. The motion carries unanimously.
7. Director's Report --- ***Information Item***
 - a. Staff & Program Updates
 - Gustavo shared with the Board that we are continuing to fill job

openings and are changing the way we promote the positions. The department has worked with Human Resources to change the job descriptions to emphasize the benefits and the impact we make in the community. The driver positions had been difficult to fill, but after these changes we had an increase in the number of applications and now have a fully staffed transportation team. The Cook and Weatherization positions have also been difficult to fill, and we are hoping that changing the way we promote and recruit for these positions will help us find the right candidates. Our department has been on a journey to change our workplace culture. We have made significant progress, and hope to continue with that trend.

- Programming – We have taken on a new lead remediation grant. After discussion with the Administrative Office and the Health Department it was determined that KCCA would take the lead on this capacity building grant. A consultant will be brought on to help develop the program and additional staff will be added as well. The grant will primarily focus on education, marketing, and capacity building with some funding for actual lead remediation work towards the end of the grant term. Lastly, Gustavo shared that he presented our department’s annual Performance Measure Report to the Legislative and Human Resources Committee on 11/14. His goal was to share more than just the numbers. He focused on telling stories about the clients that KCCA serves every day and the impact we have in our community.

b. Assistance Activities and Potential Conflicts of Interest - None

c. Monitoring Updates

- Sherrie shared that recently DHHS conducted a desk review that included seven of our grants for the 21-22 year. The review resulted in one finding, two recommendations and one observation. The finding was for Board meeting minutes that were not uploaded to FACSPRO within 60 days. Sherrie had a meeting with staff about the recommendations and observation.

8. Fiscal Report: *Org. Standard 8.7 –*

Brenna Kotchka, Financial Analyst --- Information Item

- a. One Time Funding Grants- Some park projects are being wrapped up with CDBG CARES dollars and an RFP had gone out for the HOME ARP grant. ESG dollars have been spent out.
- b. 12/31 Ending Grants-. MDOTEM has not been spent because we are still waiting for the bus due to supply chain issues. FSS we are working on spending out but there will still be some funds left. HCV still has \$25,000 in admin. dollars that we are spending.
- c. 9/30 Ending Grants – Fiscal is working on wrapping up 9/30 fiscal year end



and that will be reflected on the next financial report

- d. 6/30 Ending Grants- We do not expect to have any problems spending out these grants. The CSBG and BIL grants have more time to be spent.

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

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

- a. Community Development – Chad shared a handout with his program information to the Board. He gave an update on the status of the affordable housing and rehabilitation projects. These units are on the market and two have been sold. It has been challenging to sell some of these properties because of the high interest rates. In 2024 they are going to look at the HOME program to see if it would make more sense to do mortgage assistance instead to create a larger impact. We could take \$150,000 and spread it to assist 4-5 families instead of building or rehabbing one home with that same amount. Chad also recapped the contracts we have with our partner nonprofit organizations and the programs they are running with the CDBG funding. The new partners are Urban League and Women’s Resource Center. Rehab cases have slowed down because of capacity. Right now, inspections are scheduling out to March. There are currently eleven public improvement projects underway, some large, some smaller. Several RFPs either have or will be going out for HOME and ESG programs. We are signing a contract with Puertas Abiertas for \$172,000 to operate a program providing mental health services to victims of domestic abuse or human trafficking. We are also closing out the Neighborhood Stabilization Program. Chad is working with Fiscal to get that off the books.
- b. Senior Services – Rachel reviewed the Year-End Programmatic Report with the Board. She said they have finished the year strong and showed improvement in the Meals program after the dip from COVID. She provided an update on the contracted units for Meals, Outreach and Assistance, and Transportation. The Outreach program is at the point where demand is outpacing the capacity for services. For the first time we are going to have to implement a waiting list for services. Staff is saddened by this development, but they are managing intense cases and cannot provide their best services if they are overextended. Rachel is working on protocols to manage the waitlist. We will provide those we are not able to help with referrals to other agencies. KCCA will be advocating for more funding for the program, but essentially, we need more outreach workers. Senior Services does have a new emergency needs grant that can be used to help seniors with up to \$350 for emergency needs. Staff have been hosting fun events for our seniors at the Congregate site, and more are planned for the coming months. Lastly, Rachel was excited to announce that we will be fully staffed in transportation for the first time



ever and is feeling optimistic for the year ahead.

- c. Emergency and Specialized Services – Sherrie shared the updated programmatic report for the fiscal year that began 10/1/2023. The ICBAP program does not close until 12/31 and staff is working to spend that grant down. The next TEFAP distribution is 12/5 at the Eastern Avenue location and the next CSFP distribution is 11/17.

10. Other Business

- a. Walk for Warmth

Daniel VanderMolen --- Information Item

- The Walk for Warmth is scheduled for February 10 at 9:00 am. We are still looking for sponsors and need assistance from the Advisory Board in that area. Invitations have been sent out to elected officials and Board members and we would like as many people to attend as possible. Staff is working to plan the details of the event, so the big need is for sponsors. Consumers Energy came on as a sponsor with \$2,500 so that puts us at just over 10% of our goal. We will soon have a donation button that will make it easier for people to donate.

11. Public Comment - none

12. Adjournment

- a. Motion to adjourn from Hattie Patterson, support from Samarhia Giffel. The meeting adjourned at 1:29 pm.

Next Scheduled Advisory Governing Board Meeting
Thursday, January 18, 2024
12:00 PM