



Kent County Community Action
Advisory Governing Board
Thursday, March 21, 2024, 12:00 pm

Meeting Minutes

1. Call to order – Daniel VanderMolen, Chairperson
 - a. Chairperson VanderMolen called the meeting to order at 12:03 PM
2. Welcome and Roll Call for Quorum
 - a. Present: Kendrick Heinlein, Wende Randall, Tricia VanderHaar, Jean Ramos, Samarhia Giffel, Reyna Quintino, Kristina Colby, Daniel VanderMolen, James Geisen, Hattie Patterson, Kim Moore, Catherine Aldridge, Jessica White-Hatinger
 - b. Absent: Chris Smith
 - c. Staff: Ashley Huey, Rachel Kunnath, Sherrie Gillespie, Stephen Stratton
3. Review and Approval of Minutes, November 16, 2023 --- ***Action Item***
 - a. Motion to approve the meeting minutes by Samarhia Giffel, support from Catherine Aldridge. The motion carries unanimously.
4. Director's Report --- ***Information Item***
 - a. Staff & Program Updates
 - Prior to the meeting, Gustavo had emailed the Board to let them know he would not be in attendance. He was traveling to Houston, Texas with other stakeholders in the community to learn about Houston's homelessness response system. In his absence Gustavo requested the Office Administrator provide updates on the following topics –
 - KCCA has secured a contract with the Language Line for translation services, making the department more accessible.
 - There will be more staff positions coming soon for the new Lead program and Senior Outreach.
 - The employee team building retreat is scheduled for May 15.
 - Community Action Month is coming up in May. Gustavo will be doing media appearances and promoting the work KCCA is doing. Staff will also be going to the Michigan Community Action Legislative Day in Lansing on May 22.
 - KCCA is in the process of developing the RFP for the next strategic planning cycle, which should kick off in the summer.
 - The department continues to work on our data visualization with the impact dashboard project with the University of



- Michigan students and the community profile project with My Sidewalk.
- Gustavo asked the Board to share the Impact Video with their networks.
 - b. Assistance Activities and Potential Conflicts of Interest – Sherrie shared that one Board member applied for and did receive assistance.
 - c. Monitoring Updates – The department recently had a monitoring by the State of Michigan for the Weatherization program. It was a fiscal monitoring, but they looked at programmatic aspects as well. The auditor complimented KCCA, saying the department is the example that other organizations should train to.
5. Fiscal Report: *Org. Standard 8.7 – Brenna Kotchka, Financial Analyst --- Information Item*
- a. One-Time Funding Grants – These grants run through 2026 or later. Plans are in place to spend out and no funding should be lapsed
 - b. 12/31 grant ending – There should be no issues with underspending on these grants.
 - c. 6/30 Grants – Fiscal noted that there should be no issues spending out most of these grants. However, DOE is set to expire on 6/30 and there is about 72% of the grant remaining. KCCA’s utilization rates are much higher than they used to be, so it is an improvement from prior years. The Lead Hazard grant is new, and Gustavo will share plans for that program.
 - d. 9/30 grants – There are no concerns spending out these grants. There are some older MEAP funds still on the books, but those will be spent out soon and will fall of the report.
6. Programmatic Report: *Org. Standard 5.9 - Chad Coffman, Rachel Kunnath, Sherrie Gillespie --- Information Item*
- a. Community Development – Program manager, Chad Coffman was at a conference and was not in attendance for the meeting to provide an update.
 - b. Senior Services – Transportation did launch a second route to bring seniors to the congregate meal site, which will double the program’s capacity. The meals program is ahead of schedule of where it needs to be in terms of meals provided. Staff will be looking to increase the number of units that will be provided in 2025. The Senior Outreach program is still operating a wait list. Despite having a waiting list, the program is only slightly behind on program units. Management is working on converting the .25 employee to a full-time employee and hope to post that position in the next several weeks. This will reduce the time people are waiting for a caseworker to be assigned to them. Emergency needs is off to slower start than anticipated. Caseworkers are often able to find resources in the community, and this grant must be a last resort. Often, once staff follow this process, the need is resolved. Transportation



remains fully staffed. It is Transit Worker Appreciation Week. Managers have put a lot of effort into celebrating the team. Rachel has applied for entrance into a clean bus planning award. This will help us assess the feasibility of transitioning to an electric fleet.

- c. Emergency Services – Sherrie provided the Board with an update on emergency services payments. The LIHWAP program ends on 3/31, and there is a couple hundred dollars left, which will be spent out. KCCA was awarded over \$1 million for the Local Water Affordability program. The program should launch on April 1. This will allow the department to assist clients with up to \$3,000 in water assistance per year and up to \$9,000 in plumbing repairs. The Diaper Bank program award was secured, and the program will operate in conjunction with the Health Department. Sherrie provided an update on recent and upcoming TEFAP and CSFP food distributions. Weatherization was awarded an additional \$266,000 for LIHEAPWAP as well as \$1 million in deferral funds. The goal is to assist 101 households with weatherization services. KCCA has brought on a new contracted auditor and contractor, with another contractor nearly approved. Two staff are in training and another has nearly completed the required training.
7. Other Business – The Hygiene Policy will be included on the agenda for the next meeting. The Walk for Warmth event was a success, with over 100 people in attendance and over \$4,000 raised.
 8. Public Comment - None
 9. Adjournment
 - a. Motion to adjourn from Jessica White-Hatinger, support from Wende Randall. The meeting adjourned at 1:07 pm.

Next Scheduled Advisory Governing Board Meeting
Thursday, May 16, 2024
12:00 PM