



Kent County Community Action Governing Board  
Meeting Minutes

Monday, December 18, 2023  
10:30 am

1. Call to Order

- a. Commissioner Stephen Wooden, Chairperson called the meeting to order at 10:30 am.

2. Welcome, Roll Call, and Introductions

- a. Present: Tony Baker, Kelsey Perdue, Stephen Wooden, Milinda Ysasi
- b. Absent: Ivan Diaz
- c. Staff: Gustavo Perez, Chad Coffman, Brenna Kotchka, Rachel Kunnath, Bobby O'Connor, Sherrie Gillespie, Sandra Couch

3. Review and approval of October 23, 2023 Meeting Minutes --- **Action Item**

- a. Motion from Commissioner Baker, support from Commissioner Ysasi. The minutes are unanimously approved.

4. Title VI Plan Approval

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

- a. Motion from Commissioner Ysasi, support from Commissioner Perdue. The Title VI Plan is unanimously approved.

5. KCCA Governing Board 2024 Meeting Schedule Approval

*Gustavo Perez, Director --- Action Item*

- a. Motion from Commissioner Ysasi, support from Commissioner Perdue. The KCCA Governing Board Meeting Schedule is unanimously approved.

6. Director's Report --- **Information Item**

a. Staff & Program Updates

- i. Gustavo gave an update on the Lead Remediation program and the partnership with the Health Department for this new grant. More positions will be added to the department in the coming months to staff this program area. With the addition of more staff, we are needing to revise our current office space. Gustavo is working with Jenny James to look at options. In 2024 we will also be looking at potentially moving to a new warehouse space. The rent continues to increase at our current location, and it is not meeting our needs. Staff



continue to be encouraged to take advantage of trainings provided by the County and externally. In the past year staff have been offered CPR/first aide training as well as a mental health training on vicarious trauma. We have scheduled a staff team building retreat for spring 2024 that will be held at Kids Food Basket with a facilitator. Gustavo also provided an update on the Walk for Warmth event. As of right now we have two sponsors, DTE and Consumers, who have committed a total of \$3,000. A donation button will be launching in early 2024, and that will allow us to take donations easily year-round.

b. Strategic Plan Update

- i. Gustavo provided the Board an update on our Strategic Plan, specifically in the categories of Data Management, Staff Development, Board Development, Internal Collaboration, Funding, Community Awareness, and Services Design & Access.

c. Monitoring Updates

- i. 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. Sherrie also shared that KCCA received a 4.4 out of 5 rating from MDHHS-BCAEO on its Technical Assessment Report, and that we strive to achieve 5 starts next year.

d. Assistance Activities and Potential Conflicts of Interest

- i. None to report

7. Financial Reports: *Org. Standard 8.7*

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

- a. Bobby shared the financial update for the new fiscal year which began on 10/1/2023. Two new CARES projects have started, and they will be spent out in the next 3-5 years. 12/31 grants with an asterisk moved to 9/30 grants. FSS has a full-time employee as of the end of this year and that grant should be spent out in the coming year. 6/30 CBDG grants are moving along - see Chads report for details; CGRS will remain at a higher balance throughout year as it is unrestricted and we wait to spend that out; ESG continues to be spent; 9/30 just started on 10/1/2023 and it looks like we should spend these out in the upcoming year.

8. Programmatic Report: *Org. Standard 5.9*

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



- a. **Community Development** – Chad provided the Board an update on the status of the homes for sale through our partnership with LINC UP and ICCF. Two of the condos have been sold and will be occupied this month. Chad also provided an update on the status of our nonprofit partnerships, including Hope Network. Hope Network has continued to have compliance issues for missing documentation and potentially ineligible clients. They have been given a December deadline to resolve the issue. The public infrastructure projects from the 2021 and 2022 grant years are closing out. Projects selected in 2023 should start in spring 2024. Legal is in the process of reviewing the contract with Puertas Abiertas. The contract will be to provide mental health services for persons at risk of homelessness due to domestic abuse or trafficking. Lastly, Chad gave an overview of the new Lead Remediation program. HUD funded this program at \$3.6 million as a capacity building grant that will be rolled out in conjunction with the Health Department.
- b. **Emergency & Specialized Services** – Sherrie shared that 240 payments have been made for water assistance through the ICBAP program so far in 2023. The department is waiting on the approval to extend the LIHWAP program to spend an additional \$30,000 through 3/31/2024. KCCA is also again taking applications for the MEAP program for gas and electric assistance. There are currently seven participants enrolled in the Affordable Payment Plan (APP) for Consumers and one participant for DTE. The department also recently started taking applications for CSBG homelessness prevention assistance. The list was only open for less than a week because of the number of applications received. The next TEFAP food distribution is scheduled for January 11 here at the Human Services Complex. The Weatherization list is closed currently due to the number of applications which has created a backlog. The department expects the list to open again in February.
- c. **Senior Services** – Rachel shared with the Board that the Cook position is currently vacant, and we are looking for a permanent replacement. 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. 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.

**9. Information Items - None**



**10.**Other Business - None

**11.**Public Comment – None

**12.**Meeting Adjourned

a. The meeting adjourned at 12:05 pm.

**Next Scheduled Governing Board Meeting**

**February 19, 2024**

**10:30 am**