



Kent County Community Action Governing Board
Meeting Agenda
Monday, February 26, 2024
10:30 am

1. Election of Chairperson – City Commissioner (all vote)
2. Election of Vice Chairperson – County Commissioner (County Commissioners vote)
3. Call to Order- Chairperson
4. Welcome, Roll Call, and Introductions
5. Review and approval of December 18, 2023 Meeting Minutes --- **Action Item**
6. Director’s Report --- **Information Item**
 - a. Staff & Program Updates
 - b. New Member Orientation – A meeting will be scheduled for new members to have Orientation with Gustavo.
 - c. Monitoring Updates
 - d. Assistance Activities and Potential Conflicts of Interest
7. Financial Reports: *Org. Standard 8.7*
Bobby O’Connor, Financial Analyst --- Information Item
8. Programmatic Report: *Org. Standard 5.9*
Chad Coffman/Sherrie Gillespie/Rachel Kunnath --- Information Item
9. Information Items
10. Other Business
11. Public Comment
12. Meeting Adjourned

Next Scheduled Governing Board Meeting
April 15, 2024
10:30 am



Kent County Community Action Governing Board

Meeting Minutes

Monday, February 26, 2024

10:30 am

1. Election of Chairperson – City Commissioner (all vote)
 - a. Entertain a motion for election of chairperson. Motion from Commissioner Knight nominating Commissioner Ysasi, second by Commissioner Baker. Commissioner Ysasi is elected Chairperson
2. Election of Vice Chairperson – County Commissioner (County Commissioners vote)
 - a. A second County Commissioner was not present, so the vote could not be held. Chairperson Ysasi noted at 11:46 am that this item would be moved to the next Governing Board meeting.
3. Call to Order
 - a. Chairperson Ysasi called the meeting to order at 10:35 am. All present did a round of introductions. Commissioner Knight introduced herself and gave an overview of her background and her involvement in the community.
4. Welcome, Roll Call, and Introductions
 - a. Present: Milinda Ysasi, Lisa Knight, Tony Baker
 - b. Absent: Lisa Oliver-Knight, Ivan Diaz
 - c. Staff: Gustavo Perez, Stephen Stratton, Brenna Kotchka, Bobby O'Connor, Sherrie Gillespie, Ashley Huey, Chad Coffman, Rachel Kunnath
5. Review and approval of December 18, 2023 Meeting Minutes --- **Action Item**
 - a. Motion from Commissioner Baker, support from Commissioner Knight. The KCCA minutes are unanimously approved.
6. Director's Report --- **Information Item**
 - a. Staff & Program Updates – Gustavo welcomed the new commissioners and then transitioned into his updates. KCCA is seeing expansion in the Lead and Weatherization programs. The leadership team is working with facilities to make room for the additional staff, but Gustavo has also been advocating to County Administration for more space. He is looking at possibly submitting a CIP (Capital Improvement Plan) in 2025 to redesign the office space in 2026. Programmatically, there have been challenges getting the Lead program off the ground, but the team is working with HUD to address those issues. There will be either a program manager or program supervisor for that program and



that position should be posted in the coming weeks. A new Housing Rehabilitation Specialist was hired and will be starting in March. Senior Services is in the process of making changes for some of their positions. This is part of the ongoing work Gustavo has been doing to make sure job descriptions match the work staff are doing. The Senior Services team is expanding and adding a position for another outreach worker. The Emergency Services program applied for a water assistance grant for \$1.6 million over 2.5 years. The grant can pay up to \$3,000 in arrears for water utility bills and can also cover plumbing repairs up to \$9,000. KCCA continues to prioritize working collaboratively with other County departments, such as Veterans Services and the Health Department, to increase efficiency and provide better services to our community members. Lastly, Gustavo has been focusing on improving how we share our data. The department has been working with students from the University of Michigan to create a data dashboard and My Sidewalk to create a community profile. Both will be available on our website.

- b. New Member Orientation – A meeting will be scheduled for new members to have Orientation with Gustavo.
 - c. Monitoring Updates – KCCA recently had a monitoring by MDHHS that was led by Bobby & Sherrie. The team received high praise from the monitors who said KCCA is the example other organizations should train to. HCV also had a review on the HDS inspections and there were no findings. Senior Services had a monitoring in January and had no findings.
 - d. Assistance Activities and Potential Conflicts of Interest – None
 - e. Walk for Warmth – This year’s event was held on 2/10. In attendance were Representative Carol Glanville, Commissioner Ivan Diaz, several KCCA board members, and nearly 100 community members. We premiered our Impact Video, which is now posted on our social media accounts and website. We raised just over \$4,000, and the donation button is live on our website.
7. Financial Reports: *Org. Standard 8.7*
Bobby O’Connor, Financial Analyst --- Information Item
- a. One Time Funding Grants – The majority of these grants are for Community Development and have several years to spend out.
 - b. 12/31 Ending Grants – These grants kicked off in January, so they are in the beginning stages of being spent out. The program year-end changed for HCV, that is why you are seeing some of the older dollars on here.
 - c. 6/30 Ending Grants – Chad will provide an update on the CDBG and HOME grants, and those projects. These grants are ending in the next three to four months. CGRS, no issue spending out. For the DOE grant, there is still plenty of



funding left. The team is working on getting contractors and expanding output to get more work done.

- d. 9/30 Ending Grants –CSBG 22-24 is coming to an end. We will be changing to 24-25 grant when that wraps up. For TEFAP and CSFP, the federal government has not yet passed a budget, so we don't know what the budget is for the rest of the year.

8. Programmatic Report: *Org. Standard 5.9*

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

- a. Community Development –Chad shared with the Board that some Community Development grants currently have an open application period for nonprofits and local governments to apply. So far six local governments and thirteen nonprofits have submitted applications. For ongoing CDBG projects, they are about to break ground on a sidewalk project in Walker, and some other activities carrying on from previous fiscal years. Four of the six townhomes are still available, with five applications that have been submitted from potential homebuyers. An RFP has been put out for the ESG grant seeking nonprofits to operate a program starting in July. The department will award about \$140,000 in funding split between two nonprofits. Chad went on to detail the funds remaining for both the CARES and HOME grants and the plan to spend those down. He is working on trying to close the Grand Rapids Lead Hazard Control grant for projects outside of the city. They have received no referrals yet from them with the program starting in October.
- b. Emergency & Specialized Services –The LIHWAP grant received a six-month extension that goes through 3/31/2024 for an additional \$30,000. Sherrie shared the assistance numbers for the specialized services, ICBAP, LIHWAP, and MEAP. Three clients were assisted with CSBGSA rental assistance funding, and one with CDBG rental assistance. CDBG COVID funds were spent out in September, but Chad shifted funding to make another \$60,000 available. Sherrie also shared the most recent numbers for the Weatherization Assistance Program and noted several funding sources could be used for one project. The new diaper distribution program will be kicking off in next 30 days. KCCA is collaborating with the Health Department for county-wide distribution.
- c. Senior Services – The team has continued to develop partnerships with the Hispanic Center for mental health programs, and exercise classes with Senior Neighbors. They are also looking at bringing in nursing students for blood pressure screenings, etc. They are working to add a second transportation route to the congregate meal site. There has been a waiting list for that transportation route, so if a second route is added we will almost double our number of participants. We have received great feedback about the new cook, the program participants are enjoying the food she prepares. There is still a



waitlist for the outreach program. Current case managers are at capacity, once the third caseworker is hired, we should be able to get through that list. Staff have completed four payments so far for the Senior Emergency Needs program and have three more in progress. This grant is for small dollars to help seniors with emergencies, and it must be a last resort and completely solve the need. The Transportation team is still fully staffed, and they are on pace with our transportation programs. A pilot program with North Kent Connect will be launching in the next few weeks to help seniors in norther areas get to a local food pantry.

9. Information Items - None

10. Other Business – Gustavo asked the Board to share the Impact video and reminded them that our donation link is live on our website.

11.Public Comment – None

12.Meeting Adjourned

a. The meeting adjourned at 11:47 am.

Next Scheduled Governing Board Meeting

April 15, 2024

10:30 am