

# KENT COUNTY HOUSING COMMISSION

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## Kent County Housing Commission Board Meeting

Thursday, September 21, 2023 at 8:30 am

### MINUTES

**Present:** Commissioner Joshua Lunger, Commissioner James Peacock III, Commissioner Heather Grit

**Absent:** Commissioner Jason Grinnell, Commissioner Courtney Panter

**Staff:** Gustavo Perez, Jen Kozlowski, Emily Stroka, Queyonna Hunt, Brenna Kotchka, Ashley Huey, Mayra Diaz-Rodriguez

**1. Call to Order:**

Commissioner Joshua Lunger called the meeting to order at 8:39 am.

**2. Approval of May 18, 2023 Meeting Minutes:**

Motion by: Commissioner James Peacock III

Supported by: Commissioner Heather Grit

**3. Approval of Today's Agenda:**

Motion by: Commissioner James Peacock III

Supported by: Commissioner Heather Grit

**4. Public Comment:** None

**5. Communications:** None

**6. Action Items**

Resolution to Adopt the Fiscal Year End Change

Motion by: Commissioner James Peacock III

Supported by: Commissioner Heather Grit

Ayes: Commissioner James Peacock III, Commissioner Heather Grit,  
Commissioner Joshua Lunger

Nays: None

Motion passed

Resolution to Adopt the 2024 Housing Choice Voucher Budget

Motion by: Commissioner Heather Grit

Supported by: Commissioner Peacock

Ayes: Commissioner James Peacock III, Commissioner Heather Grit,  
Commissioner Joshua Lunger

Nays: None

Motion passed

Resolution to Adopt the 2024 Family Self-Sufficiency Budget

Motion by: Commissioner James Peacock III

Supported by: Commissioner Heather Grit

Ayes: Commissioner James Peacock III, Commissioner Heather Grit,  
Commissioner Joshua Lungert

Nays: None

Motion passed

**7. Report of the President:**

Nothing to report

**8. Report of the Director:**

Gustavo shared with the Commission that we have brought on a new staff member, Mayra Diaz-Rodriguez. It was a long process to find the right candidate, but everyone is excited to have Mayra joining the team. She has been working for Kent County Community Action for six years and is looking forward to continuing her work on the HCV team. Mayra has been focused on training with Queyonna for the FSS program. Gustavo also shared with the Commission that he has been meeting with the other area housing commissions to talk about issues, trends, and landlord recruitment and engagement. It is important for our organization that we continue to build relationships with our counterparts and see how we can support one another. After having those conversations, Gustavo feels good about where we are at with our program. The Director also has recently had conversation with our HUD representative and they had great things to say about our staff and how we are managing our program. He informed the Commissioners that we had applied for funding for administrative dollars that would be used for landlord engagement. We hoped that this incentive program would help us get our utilization rates up. However, it does not look like we got the funding, but we have not received official confirmation yet. Staff has been working to get more vouchers for veterans and submitted our intent to apply. Emily and Gustavo connected with the Grand Rapids Housing Commission and learned that they had also submitted for those vouchers because they thought that if they did not submit as well, we would have less for our community. After having those discussions GRHC said that KCHC could have all 12 vouchers. Commissioner Peacock asked how we communicate with the eligible veterans about these opportunities. Emily replied that we work with the VA to get the information out to those networks. Lastly, Gustavo shared that after several months he finally has access to the HUD systems.

- a. The Financial Report was discussed by Brenna Kotchka. She noted that she still can't draw in the system to get the FSS revenue, so that is why the first line has a \$0. When she can get access, she can do the draw for January-August. Commissioner Lungert asked if this is why the financial report is showing a loss. Brenna said yes, it is because we don't yet have the FSS revenue. Once we do that will be whole.

**9. Old Business:**

Commissioner Lungert stated that Commissioner Grinnell was still reviewing the Bylaws, and that this topic could be reviewed at the next meeting.

**10. New Business:**

Queyonna shared that the team is hosting a landlord appreciation event on 10/3. It is a luncheon and will have presentations from various agencies in the community. She will be sending out the flyer to the Commissioners.

**11. Adjournment**

Motion by: Commissioner James Peacock III

Supported by: Commissioner Heather Grit

Meeting adjourned at 8:56 am

**Next scheduled Kent County Housing Commission Board meeting  
November 16, 2023 at 8:30 am**