



## Kent County Community Action Governing Board

### Meeting Minutes

Monday, April 15, 2024

10:30 am

1. Election of Vice Chairperson – County Commissioner (County Commissioners vote)
  - a. A motion was made to nominate Commissioner Baker for vice chairperson by Commissioner Diaz. The motion was supported by Commissioner Ysasi. Commissioner Baker is elected as vice chairperson.
2. Call to Order
  - a. Chairperson Ysasi called the meeting to order at 10:34 a.m.
3. Welcome, Roll Call, and Introductions
  - a. Present: Milinda Ysasi, Tony Baker, Ivan Diaz
  - b. Absent: Lisa Knight, Lisa Oliver-King
  - c. Staff: Gustavo Perez, Ashley Huey, Rachel Kunnath, Chad Coffman, Stephen Stratton
4. Review and approval of February 26, 2024 Meeting Minutes --- **Action Item**
  - a. Motion from Commissioner Baker, support from Commissioner Diaz. The KCCA minutes are unanimously approved.
5. Director’s Report --- **Information Item**
  - a. Staff & Program Updates – Gustavo recently traveled to Minneapolis for a HUD Lead Hazard training for our new grant, and session three of four for the Executive Director Orientation. He was able to bring back helpful information from both training sessions and now has a better understanding of the Lead program. Gustavo also traveled with various community stakeholders to Houston in March to see their homeless response model. Houston used to be 5<sup>th</sup> worst in the nation and now they are the model that others look to. They focus on housing first along with case management. This model was built from forming partnerships with city, county, business, and philanthropy. The group is excited to bring back what they learned to our community. In other news, Gustavo shared that the department is in the process of analyzing the feasibility of the Housing Choice Voucher program. He has been meeting with Fiscal and Admin to determine if we can support the program into the future. It is a well-run program, but the financial situation may not be sustainable. We are looking at alternate positions for staff on that team so no one loses their jobs if the decision is made to transfer the program to another housing



commission. Commissioners Baker and Diaz asked follow up questions about what a possible transition would entail and if there are any concerns. Gustavo said that as of right now both the Grand Rapids Housing Commission and MSHDA are willing to take on the vouchers, but that if there was financially a way to keep the program we would. A decision should be made by 9/30.

- b. Monitoring Updates – None
  - c. Assistance Activities and Potential Conflicts of Interest – None
6. Audit Report: *Org. Standard 8.3-8.4*  
*Stephen Stratton, Financial Supervisor --- Information Item*
- a. Stephen gave the presentation for the 2023 single audit. He explained how to read the report and gave an overview of the information. The auditor's report was issued as unmodified, which is good. There were no material weaknesses or noncompliance. Kent County was not qualified as low risk yet, because there were findings in a previous year. The housing commission had a finding for inspections not being completed on time and there was another for grant reporting. However, there were no issues this year.
7. Financial Reports: *Org. Standard 8.7*  
*Bobby O'Connor, Financial Analyst --- Information Item*
- a. One Time Funding Grants – These are multi-year grants that are continuing to be spent out.
  - b. 12/31 Ending Grants – The department is working to ramp up spending for the GRICB grant. The new Local Water Utility Affordability grant just launched, and payments have been issued.
  - c. 6/30 Ending Grants –CGRS is now spent out as of 3/12. DOEWX we are at 72% remaining. There was a large influx of WX dollars, and the program has been expanding capacity so that spending should continue to go up.
  - d. 9/30 Ending Grants – No issues with these grants.
8. Programmatic Report: *Org. Standard 5.9*  
*Chad Coffman/Sherrie Gillespie/Rachel Kunnath --- Information Item*
- a. Community Development – The department recently hired our second Housing Rehabilitation Specialist. This will help to increase production and expand the rehabilitation program. Chad has been working on the annual action plan to submit to HUD. HUD has not yet announced its 2024 awards, but those figures should be released by May. We completed our public infrastructure application process. Three projects were selected with a potential fourth depending on funding. Thirteen applications were received for the nonprofit subrecipient programs. The rehab program continues to flow with fourteen projects under way. Two more of the condos were sold and



three more home buyers were approved. This leaves just the one ADA accessible unit left to sell. KCCA put out an RFP to have nonprofits request funding for \$150k in ESG funding. Currently there are two active subrecipients for the HOME ARP dollars. There was recently an RFP open for applicants to operate tenant based rental assistance programs, but we only received two applications. The department is still waiting on approval from County Admin to start using Kent County ARPA dollars. We posted a job opening for a Project Supervisor to come in and do grant management and help design the program for the Lead Hazard program. We will need the 10% match from the County to have the continuation grant after the capacity building one finishes.

- b. Emergency & Specialized Services – Sherrie is on a CSBG state planning call so she could not attend today’s meeting. The Diaper Bank program has launched in partnership with the Health Department and plans to distribute diapers to up to 400 households. Another water assistance grant has launched that can also help with plumbing repairs. Weatherization numbers continue increase and we have weatherized more homes than ever. The team continues to work on being more efficient with processes to better serve clients.
  - c. Senior Services – Rachel shared with the Board that she submitted a higher continuation of funding requests with AAA than in years past. The program is asking for additional funding to cover higher expenses for operations, and to increase services. A determination will be made regarding that funding later this summer. Senior Services is striving to be proactive and get the necessary funding to make sure the program is stable long-term, which means applying for new grants and getting creative with programming. Senior Outreach remains at a critical point in terms of the demand for services. Hiring for the third full-time case worker was put on hold while the department is assessing the future of the Housing Choice Voucher program. Transportation is doing well, exceeding goals for units at this point in the program year. Rachel also applied for participation in the clean bus program award. This would help us determine if it is feasible to transition our fleet to electric vehicles.
- 9. Information Items** – Gustavo discussed the data dashboard projects that the University of Michigan Students wrapped up on 4/18. May is Community Action Month and Gustavo will be going on a press tour to highlight the work the department is doing. Several staff members will be going to Legislative Day in Lansing on 5/22.
- 10. Other Business** – Commissioner Ysasi announced a community meeting with neighborhood association that will take place in June.
- 11. Public Comment** – None



**12. Meeting Adjourned**

- a. The meeting adjourned at 11:56 am

**Next Scheduled Governing Board Meeting**

**June 17, 2024**

**10:30 am**