

**Kent County Community Action Governing Board
Meeting Minutes**

Monday, October 21, 2024
10:30 am

1. Call to Order

- a. Quorum was not met so an informational only meeting was called to order at 10:40 am.

2. Welcome, Roll Call, and Introductions

- a. Present: Lisa Knight, Ivan Diaz
- b. Absent: Milinda Ysasi, Tony Baker, Lisa Oliver-King
- c. Staff: Gustavo Perez, Ashley Huey, Sherrie Gillespie, Bobby O'Connor, Chad Coffman, Stephen Stratton

3. Review and approval of August 26, 2024 Meeting Minutes --- *Action Item*

- a. Quorum was not met. The agenda item to approve the August 26, 2024 Meeting Minutes will move to the next meeting agenda.

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

- a. Staff & Program Updates –
 - i. Gustavo shared that October is Energy Awareness Month, and he recently appeared in the media to discuss weatherization efforts and the need for more contractors. He also completed a four-part Community Action Executive Director Orientation and attended the State of the County address. Although KCCA was not part of this year's presentation, they plan to be included next year. Gustavo will participate in a panel hosted by the Housing Stability Alliance to discuss the housing crisis and community response. The annual Walk for Warmth event is scheduled for February 22, 2025, with the Advisory Board leading planning and fundraising, aiming to raise \$10,000. Gustavo reported that KCCA has submitted paperwork to HUD

for the transfer of the Housing Choice Voucher (HCV) program, with the transition expected in January 2025. Efforts to expand the Weatherization program are underway, with plans to increase the number of units in the coming years. Chad is leading the Impediments to Fair Housing report with consultants, and KCCA is developing a community profile in partnership with mySidewalk, which will provide live, interactive information based on HUD and Census data. Gustavo also met with Human Resources to review job descriptions, with organizational structure to be addressed in the strategic planning process. While there are still vacant positions, KCCA plans to grow as capacity allows. With this growth, plans to revamp the office space are in progress to create a welcoming, collaborative environment. Commissioner Knight inquired about the types of contractors needed, and Gustavo provided further details.

b. Monitoring Updates –

- i. A recent monitoring of the Emergency & Specialized Services programs took place, resulting in one observation but no findings. Additionally, a STAR review, which rates every community action agency in the state, was conducted, and KCCA received a rating of 4.41 out of 5. The goal is to achieve an excellent rating in the future.

c. Assistance Activities and Potential Conflicts of Interest – None

5. Financial Reports: *Org. Standard 8.7*

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

- a. One-Time Funding Grants – No Concerns with these grants.
- b. 12/31 Ending Grants – GRICB has been utilized where possible, although KCCA has primarily focused on spending the federal water assistance grant. The FSS and HCV programs will be transitioning out.
- c. 6/30 Ending Grants – CDBG and HOME projects are in the pipeline, with older funds being prioritized for spending. For CGRS, the older funds have been spent, and there are no expected issues with spending this year's funds. Additionally, DOE has more funding coming in, which will require more contractors to help complete the work and ensure the funds are fully spent.
- d. 9/30 Ending Grants – MEAP funds have been fully spent, and while LIHEAPWAP still has some funds remaining, the program exceeded its unit goals. The following programs—OAA, NSIP, CSFP, ITP, KCS, SRMM, and SROUT—have all been spent out. Senior Weatherization has a small remaining fund balance due to its reimbursement model.

6. Programmatic Report: *Org. Standard 5.9*

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

- a. Community Development – provided an update, including the submission of the annual report for HUD community development funding. Last week, KCCA's CD-funded project in Kent City made the news. The project involved demolishing an abandoned church building, with plans to develop the site into a public park, potentially the future location of a library. Chad has been tracking contractors who have worked with KCCA previously and will be reaching out to remind them of future collaboration opportunities. Additionally, a representative will attend the upcoming Construction Allies in Action gala. KCCA has also provided rental assistance funding to local nonprofits, Community Rebuilders and Salvation Army. Chad offered further details on the rental assistance programs. In recognition of National Lead Poisoning Awareness Week, KCCA is partnering with the Health Department, which will release a statement. Chad also outlined the new KCLEAR program, which offers free lead inspections to those in need.
- b. Emergency Services – Sherrie reviewed the emergency assistance payments and provided an update on the LWUA program, noting that one plumbing repair, specifically a toilet replacement, has been completed so far. The diaper bank program is being run in partnership with the Health Department. When the SER applications for the state closed, KCCA was able to use some unrestricted funds to address service gaps. Regarding food distribution, TEFAP is scheduled for 12/10, and CSFP, the monthly distribution program for seniors, currently serves over 2,000 people, though there is a waitlist. For the Weatherization Assistance Program, KCCA has assisted 10 households year to date.
- c. Senior Services – Gustavo provided an overview of the senior services program, emphasizing the partnership with Kids Food Basket, which has been donating fresh produce from their garden to incorporate into program recipes. The cook position has been rebranded to "executive chef," and a new staff member has been appointed to this role. Gustavo also reviewed the units completed in each of the service areas and noted a staffing change in the senior outreach program to better align with the program's work. The Senior Emergency Needs grant has allowed for creative solutions to address small-dollar needs for seniors. Additionally, the cameras on the transit vans have recently been updated.

7. Information Items – None

8. Other Business – None

9. Public Comment – None

10. Meeting Adjourned

- a. The meeting adjourned at 11:43 am

Next Scheduled Governing Board Meeting
December 16, 2024
10:30 am