

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

Monday, December 16, 2024
10:30 am

1. Call to Order
 - a. Chairperson Ysasi called the meeting to order at 10:36 am.
2. Welcome, Roll Call, and Introductions
 - a. Present: Lisa Knight, Tony Baker, Milinda Ysasi
 - b. Absent: Ivan Diaz, Lisa Oliver-King
 - c. Staff: Gustavo Perez, Ashley Huey, Sherrie Gillespie, Rachel Kunnath, Rachel Pillar, Chad Coffman
3. Review and approval of August 26, 2024 Meeting Minutes --- **Action Item**
 - a. Motion to approve the meeting minutes by Tony Baker, support by Lisa Knight. The motion passes unanimously
4. KCCA Governing Board 2025 Meeting Schedule Approval
Gustavo Perez, Director --- Action Item
 - a. Motion to approve the 2025 Governing Board Meeting schedule by Lisa Knight, support by Tony Baker. The motion passes unanimously.
5. Director's Report --- **Information Item**
 - a. Staff & Program Updates –
 - i. County administration has completed the MPP wage study, which will impact pay ranges for some supervisor and management staff. There is an open CSA position in Community Development, and a Contract & Compliance Administrator position has been posted internally. No additional positions are expected at this time, though Rachel K. has a temporary staff member in her role that is yet to be permanently filled. The strategic planning process, set to begin in March, will be the first to

include the Community Development program area, providing an opportunity for board members, staff, and community involvement. Walk for Warmth is scheduled for February 22, 2025, with a press run planned for late January or early February. The Office Administrator provided updates on event planning. We also received a technical assistance update for the Weatherization program, which has seen its budget nearly double. We are exploring expanding to multi-family units for the Grand Rapids Housing Commission to increase capacity and plan to release an RFQ for energy auditors in January. The strategic planning process will address various aspects of the organization, including funding, growth, and branding to better represent our work. The KCCA's PM presentation, rescheduled to January, will cover both 2023 and 2024 outcomes. Commissioner Knight asked about the lead program; Gustavo clarified that it serves residents outside the city of Grand Rapids and explained how the program works, noting communication with the City.

- b. Monitoring Updates –
 - i. Gustavo noted that there was a Closure of Independent Auditor Report for the Housing Commission that was included in the meeting packet.
- c. Assistance Activities and Potential Conflicts of Interest –
 - i. There was a parent of a staff member who did receive assistance. Although that is technically not a conflict, we make sure that the staff member does not work on that case.

6. Financial Reports: *Org. Standard 8.7*

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

- a. One-Time Funding Grants – These multi-year grants continue to be spent out.
- b. 12/30 Ending Grants – The FSS and HCV programs are transitioning out. We received the official HUD letter and will be transitioning this program as of January 1, 2025.
- c. 6/30 Ending Grants – We have a mix of CDBG funding, with older grants being prioritized for spending first. The DOE funding will be utilized at a higher rate in the coming year. Additionally, our Lead funding is being spent effectively now that staffing is in place.
- d. 9/30 Ending Grants – These grants are still in the early stages, but we anticipate that they will be fully spent without any issues.

7. Programmatic Report: *Org. Standard 5.9*

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

- a. Community Development –

- i. Chad provided an update on his program area, noting that the Lead program (KCLEAR) is now operational, supported by both ARPA dollars and a HUD capacity building grant. This grant focuses on raising awareness about lead remediation and developing contractors to increase capacity, as we currently share 4 or 5 contractors with the City of Grand Rapids. We are one year into the three-year grant, and HUD believes we are on track. Some lead remediation projects are already underway without advertising. In preparation for our five-year plan, we are completing an Impediments to Fair Housing assessment, with Grand Rapids and Wyoming already sending out their surveys. We hope to distribute ours early next year. For CDBG projects, a site clearance and park project in Tyrone Township is underway, with completion expected after winter. Applications for local government infrastructure funding open on December 20th and close in February. We will also open applications for local nonprofit partners and invite governing board members to join the scoring committee. In the HOME program, we recently closed on the last townhome project for a family with a mobility disability and have opened an RFP for 10 new projects in 2025.
- b. Emergency and Specialized Services –
 - i. Sherrie highlighted the award numbers from her report, noting that four households are currently enrolled in the Consumers Cares program, where they make monthly payments and we cover arrears over a two-year period. So far this year, we've assisted three households with plumbing repairs. The Diaper Bank program, in partnership with the Health Department, is going well. Rental assistance is progressing slower than utility assistance due to the need for documentation from property management companies or landlords, which delays the process. The TEFAP distribution event on December 10th was very successful, with the next event scheduled for January. The next CSFP distribution will take place on December 20th. In Weatherization, we have completed 39 units since July, with a target of 288 units for 2025, so we are working to rapidly increase capacity.
- c. Senior Services –
 - i. Rachel shared that they submitted a grant application to the Grand Rapids Community Foundation in a highly competitive environment and will continue exploring other grant opportunities. Senior programs are currently only 60-70% funded through grants. It has been a busy season, and they've been working to maintain an enriching environment for seniors through partnerships with the Hispanic Center, Senior Neighbors, and others. Enrollment in the Home Delivered Meals program has been down, but they are now adding new participants. For OAA, a temporary employee has been brought in to assist with case management and the waitlist, which currently has over

30 people. The two full-time case managers are handling more than 60 clients, creating a high caseload. The temporary employee is expected to begin taking on cases in the new year. The Emergency Needs Fund is entering its second year, primarily used for eviction prevention and utility assistance, and they are on track to spend these funds ahead of schedule. In February, they will apply to replace one of their transit vans. They are currently short one driver, and Rachel has postponed filling the position since they are ahead of units. Commissioner Ysasi inquired about the short-term nature of the case management, to which Rachel explained that they have worked to expand the program's visibility and have received referrals from community partners.

8. Information Items – None

9. Other Business – None

10. Public Comment – None

11. Meeting Adjourned

- a. The meeting adjourned at 11:53 am.

Next Scheduled Governing Board Meeting

February 17, 2025

10:30 am