

**OTTAWA COUNTY COMMUNITY
ACTION AGENCY ADVISORY BOARD**

Mission Statement: Ottawa County Community Action Agency exists to reduce the effects of poverty in Ottawa County by promoting self-sufficiency and economic independence.

MEETING MINUTES

DATE: August 31, 2020

TIME: 1:30 p.m.

LOCATION: Zoom Meeting

PRESENT: Alison El-Cassabgui, Amanda Price, Molly Dewald, Deb Rayla, Tabitha Wolters, Barbara Hooper, Rosa Hernandez, Danielle Weeks

STAFF: Olga Frederick, Jennifer Brozowski, Kerri Mammoser

QUORUM: Yes

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. The Agenda for today's meeting was approved.
- B. Minutes from the February 24, 2020, meeting was approved.

Announcements

- A. Board members introduced themselves to the new Program Director, Jennifer Brozowski. Jen then introduced herself and gave a brief summary of her background. Welcome, Jen!
- B. Jen gave an update on the department and what work is still being done during the COVID pandemic. The building is open and staff is seeing clients on a limited basis. There are several new programs that were discussed:
 - a. Q CARES – this is quarantine kits with household items in it for persons that are quarantined due to a positive COVID test.
 - b. W CARES – this is a water program that is designed to help water customers clear account arrearages to ensure water in the home. Water providers needed to decide whether to opt-in to this program. Customers that receive food benefits through DHHS are eligible for the assistance.

- c. Migrant Workers – this program provides a \$500 gift card to migrant workers that have been diagnosed with COVID. Another \$500 is provided once the worker completes the 14 day quarantine period.
 - d. Water Repair – this program can replace water heaters and complete plumbing repairs. This is to ensure the household has running, hot water available to them to prevent the spread of COVID.
- C. An overview of the 2019 income tax season was given. There were 217 families served. Each family was offered the chance to complete a survey at the end of their appointment. OCCAA received 121 responses. Jennifer reviewed some of the comments provided by the tax clients.

Action Items – None

Committee Reports

A. Finance

1. Olga Fredrick a financial overview for the board.
2. Travel and conferences – this category is underspent due to COVID, but funds will be able to used next year.
3. Mileage usage is also down due to limited travel.
4. OCCAA received a grant through CARES that added \$237,000 to the budget. This grant is being used for utility assistance as well as gas gift cards and Walmart gift cards to help those affected by COVID.
5. Walk for Warmth has raised \$17,221.00. This is down from previous years and is largely due to losing the Consumers Energy matching funds.
6. Less money has been spent on Weatherization due to being shut down because of COVID.
7. An Eviction Diversion grant was also received. This was \$600,000 and will be passed through to sub-grantee, Good Samaritan, to prevent evictions.

B. Board Development

1. Danielle Weeks has been approved as the newest Board member representing the Public sector. Danielle works for the City of Holland in code enforcement and also with the home repair program. Welcome, Danielle!

Public Comment – None. Meeting notices will be posted on the OCCAA webpage for future meetings.

Next meeting is scheduled on October 26, 2020 at 1:30 pm via Zoom. Information will be sent out ahead of time on how to join the meeting.