

**OTTAWA COUNTY COMMUNITY  
ACTION AGENCY ADVISORY BOARD**

**Mission Statement: Ottawa County Community Action Agency aims to reduce the effects of financial hardships by promoting self-sufficiency and empowering individuals and families to achieve economic independence.**

**MEETING MINUTES**

**DATE:** October 24, 2022

**TIME:** 1:30 p.m.

**LOCATION:** 12251 James Street, Holland

**PRESENT:** Danielle Weeks, Alison El-Cassabgui, Dick Matzen, Molly Brouwer, Rosa Hernandez, Phil Roxbury, Mechele Vaughn-Dean

**STAFF:** Olga Frederick, Jennifer Brozowski, Kerri Mammoser

**VISITOR:** None

**QUORUM:** Yes

Call to Order

The meeting was called to order by Jennifer Brozowski. Board members participated in a round table ice breaker. Everyone was asked to tell the thing they enjoy the most about Fall.

Consent Items

- A. Meeting minutes from the August 22, 2022, were approved.
- B. The 2023 CSBG Plan and Budget were reviewed and approved.

Announcements - none

Committee Reports

- A. Finance
  - a. Olga provided the financial report. Fiscal year 2022 ended September 30. The year has not been fully closed. Fiscal Services may still have adjustments to the budget numbers shown.
  - b. The Emergency Solutions Grant will be extended until February 2023.
  - c. Walk for Warmth donations are up to \$29,472. Total spent to date is \$6,184. The board asked that the running WFW total be added to the report.

- d. Fiscal year 2023 began October 1. Two new programs will be starting. The Michigan Housing Opportunities (MI Hope) and Bipartisan Infrastructure Law (BIL) are being finalized to begin.

#### B. Program Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.
- b. The CDBG Home Rehab program was explained a little more deeply. Program Income is how the program is operating at this time. Income from one fiscal year can be expended the next fiscal year.
- c. CSFP numbers are beginning to rise. The program coordinator has been doing quite a bit of outreach to increase those numbers. A new agreement was just made with Door Dash to do home deliveries for the program. This will begin in November.
- d. Utility assistance will be focusing more on sustainability and self-sufficiency. The five-time lifetime cap was removed from the agency policy. A person may now be assisted twice in a 12-month period with a third considered on a case by case basis. Total assistance is not to exceed \$2,000 in the 12-month period.

#### C. Board Development

- a. Rosa Hernandez, Barb Hooper and Danielle Weeks terms will be ending December 31. There is an application process to start an additional term.
- b. Voting for the Chair/Co-Chair terms will take place in the even years. Nominations will be done in October 2024 and the vote will take place in December 2024.
- c. Carol Charron has decided not to renew her term. Thank you, Carol, for your years of service to the Board.
- d. Angie Eliopulos has resigned from the Board.
- e. Please pass on any suggestions for Consumer Sector board members to Jen Brozowski.

#### Old Business

- A. 2022 Strategic Plan updates: One meeting has been conducted thus far. There are six different areas that are being targeted. A few areas of focus are participation, community outreach, workload, and funding guidelines. The next meeting is October 25. Final meeting is in December.
- B. The MI HOPE grant has been awarded to OCCAA. The funding will be used for repair projects needing to be done in order to get a home weatherized. The goal is energy efficiency.
- C. BIL is another expansion of the weatherization program. It is \$670,000 this grant year.
- D. A utility assistance flow chart is currently being developed. Jen showed a rough draft. There are different charts for different types of services/providers. There is a QR code on each flow chart that will take the user to the CAA website application. One suggestion was to add the income eligibility guidelines.

#### New Business

- A. Staffing update: A new Assessment and Eligibility Specialist has started. Her name is Maria Gutierrez (but prefers to go by Lupita). She brings a lot of great experience to OCCAA. Maria started on October 10.

- B. Jen Brozowski reviewed the board survey results. There was a low response rate of 50%. The feedback is vital to the agency. It's very helpful with the strategic planning that is currently taking place. The board requested the survey be sent out again.
- C. Jen presented at a local government meeting last week. She included the power point in the board packet. It focused on the water and weatherization programs. Weatherization focuses on making homes more energy efficient. Clients under 200% of the federal poverty level qualify. The LiHWAP (water) program has an income qualification of 150% of the federal poverty level or less. LiHWAP covers the past due total for water and/or sewer only.
- D. OCCAA received its STAR Report from the Bureau. The report rates the agency on several different categories. OCCAA earned a 4.4 out of 5 stars rating this year. Congratulations to our team!
- E. Walk for Warmth will be held March 4, 2023. The agency is looking for connections for sites that can host. A list will be sent out to board members for signup.

Public Comment – None

Adjourn @ 2:48 pm

Next meeting is scheduled on December 14, 2022 at 1:30 pm at 12251 James Street in the main conference room.