

**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:** June 21, 2023

**TIME:** 10:00 am

**LOCATION:** 12251 James Street, Holland

**PRESENT:** Dick Matzen, Alison El-Cassabgui, Phil Roxbury, Britney Brown, Rosa Hernandez, Amanda Price, Danielle Weeks

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

**GUEST:** Patrick Waterman

**QUORUM:** Yes

**Call to Order**

The meeting was called to order by Jennifer Brozowski.

**Consent Items**

- A. Meeting minutes from the April 19, 2023, meeting were approved.
- B. The OCCAA Advisory Board Membership Policy was approved.
- C. The Fair Housing Policy was approved.
- D. The Fair Housing Resolution was approved.

**Announcements**

- A. Patrick Waterman, Deputy County Administrator, is in attendance. Welcome, Patrick.
- B. The MCA Summer conference is being held at Crystal Mountain July 17-20. Jen Brozowski, Lupita Gutierrez and Megan Kwantes will be attending.
- C. OCCAA has created a new position. Megan Kwantes has been promoted to Grant and Development Coordinator. She will be working on finding new grant opportunities, the strategic plan, data analysis, and marketing.

## Committee Reports

### A. Finance

- a. Olga provided the financial report.
- b. Olga made a change to the budget for the Low Income Household Water Assistance Program grant. The state reallocated funds to agencies that had further need. The new grant award is now \$196,969.00.
- c. Weatherization DOE grant ends June 30. All the expenses are not in yet, but the grant should be completely spent out. The goal of 29 units complete should also be met.
- d. Other grants are on track to be spent out by fiscal year end of September 30.

### B. Program Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.
- b. CSFP has been meeting and exceeding the slot total of 325 per month since January 2023.
- c. The Lower My Bill program has merged into the Home Energy 101 program. Each Home Energy 101 audit provides \$200 of income for the agency. The program provides BPW customers with energy saving items and tips on energy saving measures in their home.
- d. Weatherization has a deferral reduction fund that is helping to complete repairs to homes that have been deferred from the program. Once the repairs are complete, the home can then be weatherized. Finding contractors had been an ongoing issue, but there is now a roofing contractor and electrical contractor under contract.
- e. The Low Income Household Water Assistance Program funding is struggling to be spent. Part of the issue is providers not wanting to sign the required Memorandum of Understanding.
- f. The Michigan Energy Assistance Program is only being spent on affordable payment plans at this time. The grant should be fully spent by grant end.

### C. Board Development

- a. All OCCAA Advisory Board positions are now full!

## Old Business

- A. None.

## New Business

- A. MCA Board Training was held in April and May. If you have attended the training, please let Jen Brozowski or Kerri Mammoser know so it can be recorded. Jen will send the link to the training out again for those who may not have the chance to view it.
- B. The Strategic Plan has five goals. One of them is rebranding the agency. Approval has been granted to change the agency name to OCCAA. This is to help distinguish us from Community Action House. A committee is formed to look at a new branding for OCCAA. Shannon Felgner, Communications Director, will be assisting with this process.

- C. A new fund development committee has been formed within the agency to look at improving community outreach, marketing, and fund-raising opportunities. Walk for Warmth planning will be a part of this committee. Any board members are welcome to join. The 2024 Walk for Warmth will be held on Friday, March 8, from 5:30 to 8:00 pm. The theme will be a glow walk. The event is tentatively planned at EV Construction providing construction projects do not interfere.
- D. Weatherization monitoring results were provided in the board packet. There were no findings. There were administrative recommendations that were incorporated into the agency peer monitoring process.
- E. Programmatic monitoring results were provided in the board packet. There were no findings. There were a couple of administrative recommendations. As with Weatherization, these were incorporated into the agency peer monitoring process.
- F. Organizational Standards monitoring results were provided in the board packet. There were 58 standards that needed to be met this year in a variety of areas. There were no findings. All standards were met.

Public Comment

- A. None

Adjourn @ 10:50 am

Next meeting is scheduled August 16, 2023, at 10:00 am at 12251 James Street in the main conference room.