

**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 18, 2023

**TIME:** 10:00 am

**LOCATION:** 12251 James Street, Holland

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

**STAFF:** Jennifer Brozowski, Kerri Mammoser, Olga Frederick, Megan Kwantes, Kiersten Duiven

**QUORUM:** Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Consent Items

- A. Meeting minutes from the June 21, 2023, meeting were approved.
- B. The FY24 Michigan Energy Assistance Program plan was approved.
- C. Alison El-Cassabgui moved to add the approval of the CSBG Expenditure Plan Reporting to the Reports section of the agenda. This item will be B 2. Motion was approved.

Announcements

- A. Welcome to Kiersten Duiven, new Public Health intern. She is working with Megan Kwantes on the food programs. Kiersten will be with us until December.
- B. The County Audit for FY22 is available on the County website.

Committee Reports

- A. Finance
  - a. Olga provided the financial report.
  - b. The Fiscal Year ended September 30. The numbers are very close to being final.
  - c. The Community Services Block Grant, Michigan Energy Assistance Program, Commodity Supplemental Food Program, The Emergency Food Assistance

Program, Emergency Solutions Grant, Department of Energy and Low Income Home Energy Assistance Program grants will be renewed in FY24. The Bipartisan Infrastructure Law grant remaining budget will roll over to FY 24. There is a new Water Affordability Grant that started October 1. Community Development Block Grant is based on program income from the previous fiscal year.

- d. The local utility grants are not included in the report thus far. Olga is looking at including them in the future.

#### B. Program Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.
- b. CSFP has exceeded the number of slots awarded to OCCAA for several months. The State has now increased our slots from 325 to 400. Door Dash is delivering the boxes to seniors for this program.
- c. Lower My Bill was discontinued earlier in the year. It is now the Home Energy 101 program. Homes are audited for energy efficiency. The client also receives energy saving products for their home such as light bulbs, power strips, etc.
- d. The Walk for Warmth expenditures were nearly \$50,000 in the last fiscal year. OCCAA will be focusing on fund raising for the Walk for Warmth to help more households in the community.
- e. Jen presented new dashboards that are being developed for the agency utility programs. Some suggestions were made regarding the information presented. A different program will be highlighted at each board meeting.
- f. The CSBG report was provided in the board packet. Jen presented the Community Action Plan at the board meeting. She highlighted the top three needs in the community as reported by the 2-1-1 of the Lakeshore organization. CSBG funding is mostly used for administrative costs. The board approved the expenditure plan as presented.

#### C. Board Development

- a. There are no vacancies currently.

#### Old Business

- A. Board documents required are all signed.

#### New Business

- A. Jen Brozowski reviewed the Strategic Plan and provided updates on the goals identified. The agency has been focusing on feedback from clients (items G and H in the Strategic Plan). Kiersten will be gathering data from customers and reporting outcomes from assistance provided.
- B. The board was asked for ideas on how to increase fund raising for the agency. Community connections are very beneficial. Jen is asking for board members to reach out to those connections and/or resources they may have. A list of donors that have been contacted will be sent out to the board as well as a script that has been used in the past. This will keep our message consistent.
- C. A home rehabilitation success story was presented to the board. The homeowner was very appreciative of having his plumbing and electrical issues resolved.

Public Comment

A. None

Adjourn @ 11:30 am

Next meeting is scheduled December 13, 2023, at 10:00 am at 12251 James Street in the main conference room.