

**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:** February 24, 2020

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

**LOCATION:** CAA Office, 12251 James St., Holland – Main Conference Room

**PRESENT:** Stefanie Machiela, Alison El-Cassabgui, Amanda Price, Molly Dewald, Deb Rayla, Carol Charron

**STAFF:** Dave Mayer, Kerri Mammoser, Olga Frederick, Michelle Brothers

**QUORUM:** No

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

1. The Agenda for today's meeting was approved.
2. Minutes from the December 17, 2019, meeting were approved with one change noted. The word formally was changed to formerly in Announcements item A.

Announcements

- A. Danielle Weeks is a Public Sector applicant attending the meeting today. Welcome, Danielle.
- B. The Michigan Community Action Board has hired a new Executive Director, Chong-Anna Canfora. Ms. Canfora started her new position on January 16, 2020.
- C. Ottawa County is in the process of hiring a new Program Director for OCCAA. First interviews have been completed. Two finalists have been identified. The second round of interviews will begin this week.

Action Items – None

## Committee Reports

### A. Finance

1. Olga Fredrick handed out a financial overview for January.
2. The Rehab program has spent 94% of program income.
3. Memberships are showing spent at 82%. All of those memberships are due at the beginning of the year so this is not unusual.
4. Walk for Warmth has raised \$19,795.79 to date.
5. The transitioning of duties from Dave Mayer to Olga Fredrick is continuing with comprehensive training.

### B. Board Development

1. Danielle Weeks submitted her application in early February for the Public Sector position on the board. It is expected the Board of Commissioners will approve her application at the February 25 meeting. Paula conducted orientation with Danielle on February 12.

### C. Program Oversight

1. Program reports were provided prior in the board packet.
2. The “denials” category on the utility assistance report appears much lower than in previous years. This is due to how the MEAP grant currently operates. It requires clients to pursue State Emergency Relief funds through DHHS before coming to other agencies. If OCCAA redirects clients to DHHS as required, those are not being counted as a denial because they are not technically being denied our services.
3. The MEAP grant continued to be slow to gain momentum for a variety of reasons that were anticipated. OCCAA is expecting higher volumes for April/May 2020.
4. Client stories were provided in the board packet that highlighted utility assistance. A question arose regarding Affordable Payment Plans (APP) and a brief explanation was provided. A question was also raised about sharing the client stories to the agency Facebook page. Client privacy and confidentiality are areas of concern with posting stories.

## Old Business

- A. The Walk for Warmth took place February 8, 2020. A PowerPoint presentation of the event was shown at the board meeting. The fund-raising total to date is \$19,795.79.
- B. A Walk for Warmth Building Breakfast brought in \$352. Thank you to all who participated.
- C. A Walk for Warmth Jeans Week fund-raiser took place at both the James Street and Fillmore Street campuses. The combined total raised was \$1,293.
- D. Strategic Planning update: the OCCAA staff members have met and discussed a staff development plan that consists of various ideas. The plan will be finalized and written up when the new Program Director is in place.

## New Business

- A. Michelle Brothers passed out “What Goes Into a Board Manual” for the board training that takes place each meeting.
- B. The Ottawa County Fiscal Single Audit is available on the Ottawa County website.  
<https://www.miottawa.org/Departments/FiscalServices/audit.htm>
- C. STAR agency report letter is not complete. Hopefully this will be ready for the April 2020 meeting.
- D. The one page Annual Report was provided in the board packet. Totals have been updated for program year 2019.
- E. The CSBG-Annual Report is complete. Select pages from the written report were provided in the board packet. Charts and graphs were also provided as a visual summary.
- F. MDHHS-BCAEO Programmatic and Organizational Standard monitoring has been rescheduled from February to June when the new Program Director is in place.

Public Comment – None.

Next meeting is scheduled on April 27, 2020 at 1:30 pm at 12251 James Street, main conference room.

Adjournment: 2:34 PM