

**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: October 26, 2020

TIME: 1:30 p.m.

LOCATION: Zoom Meeting

PRESENT: Alison El-Cassabgui, Amanda Price, Carol Charron, 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 August 31, 2020, meeting was approved.

Announcements – None

Action Items

- A. To review/approve the Fair Housing Resolution. Only supervisor/director name was changed in this resolution. **Approved.**
- B. To review/approve the Fair Housing Policy. Only supervisor/director name was changed in this policy. **Approved.**
- C. To review/approve the CSBG Plan. This is the annual plan submitted to the State. It was asked how it compares to last year. Olga Fredrick reported the plan is very similar to last year. It is a two-year plan and funds will carry forward after the first year. **Approved.**

Committee Reports

A. Finance

1. Olga Fredrick provided a financial overview for the board. The report covers through the end of the fiscal year. Most of the programs are underspent and will roll over into the new fiscal year that runs through September 2021.
2. The budget overall has increased with new COVID Relief programs. These include programs for migrant workers, water repair, quarantine kits, eviction diversion and CARES which funds utility assistance.

B. Board Development

1. Jessica Poisson has been experiencing some health issues that have prevented her from attending the board meetings. She did want the board to know that she wants to retain her seat and will likely be at the next meeting.

C. Program Oversight

1. Jennifer Brozowski reviewed the reports provided to the board ahead of the meeting. Utility assistance numbers are down in the MEAP category. This is due to clients needing the apply at DHHS first before receiving assistance from other MEAP providers.

New Business

- A. Jennifer Brozowski has been training with former Program Manager, Paula Huyser. Paula has been helpful in learning the programs, budgets, day to day operations, etc. on top of the new CARES grants.
- B. Walk for Warmth is scheduled for February 6, 2021. The first planning meeting will be held on Wednesday, October 28. The group will first be deciding whether to hold the actual walk or to have it held virtually.
- C. The County audit has been made available at <https://www.miottawa.org/Departments/FiscalServices/pdf/Audit/2019CAFR.pdf>
- D. The strategic plan was last done in 2017. Tactic #3 will be the focus of the agency at this time. This tactic is to prepare and implement an annual staff development plan. Jennifer is looking in to either DISC or Kolbe training. She is working with Human Resources on this.
- E. The program and finance committee that traditionally met ahead of the full board meeting has been tabled for now. The board stressed their support for our new Director, Jennifer Brozowski.

Old Business – None

Public Comment – None

Next meeting is scheduled on December 14, 2020 at 1:30 pm via Zoom. Information will be sent out ahead of time on how to join the meeting.