

**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: January 18, 2021

TIME: 1:30 p.m.

LOCATION: Zoom Meeting

PRESENT: Danielle Weeks, Barbara Hooper, Deb Rayla, Molly DeWald, Alison El-Cassabgui, Tabitha Wolters, Amanda Price, Carol Charron, Rosa Hernandez

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 October 26, 2020, meeting was approved.

Announcements

- A. The Ottawa County buildings are open by appointment only. CAA is operating that way as well with appointments being completed via email whenever possible.
- B. The 2021 meeting schedule was provided. The board will meet again in February to stay on track with the regular schedule. Committee meetings will not be resumed at this time.

Action Items - None

Committee Reports

- A. Finance
 - 1. Olga Fredrick provided a financial overview for the board. The report covers through the first quarter that ended in December. The budget is still a work in progress with many changes, amendments and new funding sources.

2. The budget for memberships is running high. Olga has submitted a request for more funding.
3. Service contracts – specifically the Eviction Diversion program runs for one more month is expected to be fully expended.
4. The home rehabilitation program may need to use funds from last program year to cover this year's costs. That is typical for program income.
5. The food assistance category shows a negative balance because the funding has not yet been received.

B. Board Development

1. Jessica Poisson has chosen not to reapply for her position on the advisory board due to health issues. This leaves a Consumer sector position open. Please send any suggestions for a replacement to Jen Brozowski.

C. Program Oversight

1. Jennifer Brozowski reviewed the reports provided to the board ahead of the meeting. A question was raised about the denials in the utility assistance category. Denials can be for a variety of reasons – over income, applying too early for assistance, not providing proper documentation, etc.
2. Food programs – the TEFAP participation has increased since the COVID pandemic began.

New Business

- A. The VITA 2021 tax program is not being run due to COVID concerns. It was not an easy decision to make. The tax preparers were not comfortable with face to face appointments. Community Action House is running a VITA program for their own clients. Davenport University is preparing returns as well. Clients will be referred to the 2-1-1 line for help in finding a VITA site.
- B. The Eviction Diversion Program is a MSHDA grant with OCCAA acting as the fiduciary. The budget is over \$1.5 million with Good Samaritan providing the services. This program ends in February.
- C. The second round of ESG-CV funding for housing services has been received. OCCAA is the fiduciary for these funds as well. The community partners providing the services are Community Action House, Good Samaritan, Resilience and Salvation Army. The grant total is \$600,000.
- D. The CARES discretionary funding application has been submitted. It is open ended for use. CAA had great success with the Quarantine Kit program and will use the funding for kits again if granted. The grant total would be \$50,000 and run through September. Jen will keep the board updated.
- E. The STAR report from the Bureau has been received. This is a report card of sorts documenting how OCCAA has performed. The score was 5 out 5. Thanks to everyone for their efforts to achieve this rating. The STAR report affects which grants for which the agency can apply.
- F. There was one finding on the Weatherization monitoring report that has been corrected by OCCAA. There were no financial findings and no programmatic findings. A huge thank you to Olga Frederick for all of her great work with the financials.

- G. A client story was provided to the board in the packet. It is nice to hear the personal side of stories and how the agency has impacted lives. There were many great stories to choose from.
- H. The water repair and car programs have been extended until February 15.

Old Business

- A. The Walk for Warmth is a virtual event this year due to COVID. Please follow the CAA Facebook page, share the event, register at the runsignup.com page or the CAA website. Please consider taking video or photos of yourself walking and post them to our Facebook page. The Health Department building and the Fillmore complex will be running jeans week again to help raise funds. OCCAA will be running the annual WFW breakfast as well.

Public Comment – None

Next meeting is scheduled on February 22, 2021 at 1:30 pm via Zoom. Information will be sent out ahead of time on how to join the meeting.