

**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: August 23, 2021

TIME: 1:30 p.m.

LOCATION: 12251 James Street, Holland and Zoom Meeting

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

STAFF: Olga Frederick, Jennifer Brozowski, Kerri Mammoser,

VISITOR: None

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 with the addition to add a staffing update under announcements. Board attendance and terms was added under board development.
- B. Meeting minutes from the June 28th meeting were approved.

Announcements

- A. Signatures are needed for governing documents every two years. Jen Brozowski will be emailing those out to board members that require signatures.
- B. BCAEO has determined that board meetings cannot be 100% virtual going forward. The public must be aware of the meetings and able to attend.
- C. Katherine VanSweden is leaving her position with CAA on September 2. Katherine handles the food programs. Her position is a part time position and will be posted. There may be some restructuring with staff first. Kerri Mammoser has offered to take on some of the administrative duties involved with the programs. Jen will speak with Olga on staffing and budget. She is also pursuing an Americorp member.

Action Items

- A. Approval of Community Action plan for CSBG for FY2022 before going to the Board of Commissioners. Jen Brozowski reviewed the budget and the plan with the CAA board. Plan was approved.

Committee Reports

A. Finance

1. Olga Fredrick provided a financial overview for the board. The report covers the numbers through July 31, 2021. There are two months left to spend out grants. There are several that will roll over into the next fiscal year. LIHEAP, CSFP and MEAP to not roll over. Of those, CSFP may have administrative dollars left over.

B. Program Oversight

1. Jen Brozowski reviewed the program reports that were provided to the board prior to the meeting. No questions were raised from the board.

C. Board Development

1. Carol Charron has family health issues and hasn't attended board meetings due to this. Stefanie Machiela cannot be reached. As a reminder, a board member can be replaced after three missed meetings as noted in the bylaws. If there are circumstances preventing attendance, please reach out to Jen Brozowski.
2. Board terms have been reviewed. There are several terms expiring at the end of the year. Those are Alison El-Cassabgui, Molly DeWald, Amanda Price, Deb Rayla, Carol Charron and Tabitha Wolters. Jen will reach out individually to those members.

New Business

- A. AnaSue Jaramillo gave an overview of the migrant program. The migrant program has been in operation since 1992. It typically runs from June through August/September. The assistance given is usually food and gas money. In years past medical bills, vehicle repair and housing needs have been addressed. The Migrant Resource Council meets once a month. AnaSue attends those meetings to stay up to date on the latest migrant news and any migrant appreciation or back to school events that may be taking place. The income guideline during COVID was 200% of the federal poverty level. It is normally 125% and will return to that level next fiscal year. AnaSue tried to show a video, but technology was not cooperating. Jen will send out the video to board members.
- B. A board training video will also be sent out to board members entitled "Who says what goes." It covers how the board communicates and makes decisions. Board members are encouraged to view the video on their own time.
- C. The client success story provided in the packet is about a woman that was paying off a home rehabilitation loan. She expressed her gratitude to the agency.
- D. OCCAA is using Survey Monkey to gather customer satisfaction information. Staff have included a hyperlink to the survey in their email signatures. Thus far 21 surveys have been completed. Jen will look into having a Spanish version available.

- E. A review of the agency mission statement took place during the board meeting. Staff suggestions were presented. Amanda Price recommended to state the positive first. More feedback will be gathered, and a vote will take place at the next board meeting.

Old Business

- A. Jen has received board meeting survey results and feels they are helpful. She will review them all.
- B. Utility assistance is unusually slow. The MEAP grant is mostly spent out on affordable payment plans. The CERA funding available is inadvertently causing the limited utility activity that we are seeing. Good Samaritan currently has a two month backlog on applications. CAA is doing utility assistance with CARES funding on an emergency basis. Any CERA application that is only past due on utilities (and not rent) are being sent to CAA.

Public Comment – None

Adjourn @ 2:54 pm

Next meeting is scheduled on October 25, 2021 at 1:30 pm. In person and virtual options will be available.