

**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 25, 2021

TIME: 1:30 p.m.

LOCATION: 12251 James Street, Holland and Zoom Meeting

PRESENT: Molly DeWald, Barbara Hooper, Danielle Weeks, Alison El-Cassabgui, Rosa Hernandez, Amanda Price,

STAFF: Olga Frederick, Jennifer Brozowski, Kerri Mammoser,

VISITOR: None

QUORUM: No

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. The Agenda for today's meeting will be sent out for approval via email since quorum was not established.
- B. Meeting minutes from the August 23rd meeting will be sent out for email approval since quorum was not established.

Announcements

- A. There will be several board vacancies at the end of the year. Tabitha Wolters, Diane Rosie and Deb Ralya will not be reapplying for their board position. Carol Charron is undecided at this time. The private sector positions have already been posted. The public sector will be posted soon. The Ottawa County site requirements have changed for applying. Applicants need to create a log-in now. Interviews with applicants will also be conducted.
- B. An Assessment and Eligibility Specialist position is posted to replace Katherine VanSweden. The position will be 30 hours per week working Monday thru Friday 9 am to 3 pm. This position will do the warehouse portion of the food program as well as utility assistance and weatherization intakes. The AmeriCorp posting brought in one candidate that was interviewed. That candidate accepted another position before CAA could extend an offer.

Action Items

- A. Approval of LiHWAP Plan will be emailed out for vote.
- B. Approval of MEAP Plan will be emailed out for vote.
- C. Approval of 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.*" Will be emailed out for vote. There was a brief discussion around eliminating the use of "poverty" and replacing with "financial hardship."

Committee Reports

- A. Finance
 - 1. Olga Fredrick provided a financial overview for the board. The report covers the numbers through the end of the fiscal year. Numbers are still being finalized. The top section of the report is revenue. This generally runs behind and month or two from the State. The lower section covers expenses and should be complete. Client assistance and service contracts will roll over to FY22.
- B. Program Oversight
 - 1. Jen Brozowski reviewed the program reports that were provided to the board prior to the meeting. It was noted that food program attendance is down due to increased SNAP benefits. More outreach is being planned with the new hire.

New Business

- A. The Community Needs Assessment is complete. United Way prepares this report every three years. Some of the programs at CAA are driven by the report. Utility assistance is one of the top three unmet needs in the community. Housing and income support and the other two. Once the report is available on-line, Jen will send out a link to the board.
- B. A board training video was viewed on three types of conflict. The video focused on loyalty and any conflicts of interest board members may have with the agency.
- C. The client success story provided in the packet is about a collaboration with DHHS to provide gas cards to Child Protective Services for weekend or after hours emergency cases.
- D. The Bureau issues a STAR report each year based on agency performance as well as other factors. OCCAA was awarded FIVE stars!
- E. Walk for Warmth will be held February 5, 2022, at 9:00 am at City on a Hill in Zeeland. CAA challenged Kent County to a friendly "duel" but received no response. The poster contest rules will be going out soon. A prize is being considered for the winner to encourage participation.

Public Comment – None

Adjourn @ 2:24 pm

Next meeting is scheduled on December 6, 2021 at 1:30 pm. In person and virtual options will be available.