

**OTTAWA COUNTY COMMUNITY
ACTION AGENCY ADVISORY BOARD**

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.

MEETING MINUTES

DATE: January 31, 2022

TIME: 1:30 p.m.

LOCATION: 12251 James Street, Holland and Teams Meeting

PRESENT: Danielle Weeks, Barbara Hooper, Molly Brouwer, Rosa Hernandez, Alison El-Cassabgui, Carol Charron, Angie Eliopulos, Phil Roxbury

STAFF: Olga Frederick, Jennifer Brozowski, Kerri Mammoser,

VISITOR: None

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski. Jen provided an ice breaker to the board and did a round table with each member to answer questions about themselves. It was a way to get to know each other better.

Consent Items

- A. The Agenda for today's meeting was approved.
- B. Meeting minutes from the October 25, 2021 were approved.

Announcements

- A. Mechelle Vaughn-Dean has shown interest in joining the Board. She would fill a vacancy in the Consumer sector.
- B. Phil Roxbury has joined the board. Phil fills a Private sector seat. He previously worked for OCCAA for 10 years. Welcome, Phil!
- C. Diane Rosie has stepped down from the board effective October 25, 2021. Diane served the Consumer sector.
- D. The new Board meeting schedule for 2022 was provided.
- E. The County audit is available at this website:
<https://www.miottawa.org/Departments/FiscalServices/pdf/Audit/2020CAFR.pdf>

Action Items - None

Committee Reports

A. Finance

- a. Olga provided the financial report. It has been redesigned by program and grant. Grant periods will be added to the report. This should make it easier to read and understand. "Pass thru" grants will be added in the future as well.

B. Program Reports

- a. Reports were provided in the board packet. It was mentioned that CSFP numbers continue to be down. For utility assistance, the spending has been done with the CARES program.

C. Board Development

- a. There are two seats open in the Consumer sector. Please send any suggestion for members to Jen Brozowski.

Old Business

- A. Megan Kwantes started at CAA on January 31, 2022. She will be running the food programs. Megan is working on her master's degree in Public Health. She is passionate about food justice.
- B. Walk for Warmth updates: Saturday, February 5, is the date for the Walk. The event is held at City on Hill in Zeeland. The Fillmore Complex and the Health Department building are holding a "Jeans Week" fund raiser. Funds raised so far have reached \$14,000 with \$10,000 of that coming from SEMCO Energy. There is still a need for volunteers at the registration table, food and coffee stations. Let Jen know if you are interested.

New Business

- A. A board training video was played. The video was called "Staying A-board: 5 Ways to engage and retain board members." Jen asked for board members to send her any feedback.
- B. There are volunteer opportunities available to board members. Strategic planning is coming up. Food programs need volunteers on an ongoing basis for packing, distributions and paperwork. Please let Jen know if you are interested in helping.
- C. CRF monitoring is complete. The report was provided in the board packet. There was one finding for the lack of a customer signature in the gift card program.
- D. The weatherization deferral program is starting. This program will cover repairs that are keeping weatherization clients from moving forward. The grant is through DOE and is \$40,000.
- E. Feeding America has taken over our food deliveries for the CSFP program. Most deliveries take place on the second Tuesday of the month. There are just two sites on Thursday. Feeding America may have a grant to cover the cost. This is still to be determined.

Public Comment – None

Adjourn @ 2:50 pm

Next meeting is scheduled on February 28, 2022 at 1:30 pm. In person and virtual options will be available.

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