

**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: February 28, 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, Amanda Price, 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 share “two truths and lie” about themselves. The other board members had to decide which was a lie.

Consent Items

- A. The Agenda for today’s meeting was approved.
- B. Meeting minutes from the January 31, 2022 were approved.

Announcements

- A. Strategic planning is done every five years. The process will be starting soon and board members are needed to join the meetings. Jen is meeting in March with the Planning and Performance Improvement department to determine a timeline. Please let Jen know if you are interested in participating. Barb Hooper was a part of the process in 2017 and shared that it was 3-4 meetings lasting 1-2 hours each. Alison El-Casabgui, Carol Charron and Phil Roxbury may be interested.

Action Items

- A. Board member Stefanie Machiela has not participated in the meetings since February 2021. Jen Brozowski has spoken with on numerous occasions. Stefanie was given a deadline to respond as to whether she wished to remain on the board. No response was

received. A motion was made to remove Stefanie Machiela from the CAA Advisory Board (El-Casabgui) and was seconded (Hernandez). A vote was taken and the motion was passed with one board member opposed (Charron).

Committee Reports

A. Finance

- a. Olga provided the financial report. The report is through the end of January. Two new grants have been added. They are LiHWAP and the Weatherization Deferral programs. LiHWAP is for water bills and the Deferral program can help with repairs that would otherwise prevent a home from being weatherized. Both grants just started.
- b. The CERA program with Good Samaritan has ended. OCCAA was able to spend out all but a small portion of those funds.
- c. Walk for Warmth has raised \$24,697.13 to date.
- d. Olga was asked to add the percentage of funds spent to the report.

B. Program Reports

- a. Reports were provided in the board packet. Jen Brozowski asked if the board would like to see anything different in these reports. Please provide any feedback to Jen. It was requested that the percentage of client assistance spent be added to the reports. There was also a request for Jen to provide an overview of a specific funding source during each meeting and to start with MEAP. This will help Board members understand why/if a particular grant is not spent out

C. Board Development

- a. There are two seats open in the Consumer sector and one seat open in the Private sector. There had been a potential candidate in the Consumer sector, but Jen has not been able to reach her. Please send any suggestion for members to Jen Brozowski.

Old Business

- A. Walk for Warmth is close to reaching the goal set of \$25,000 total funds raised. There is a church group that is still collecting funds. Jen is waiting on a response from ITC and is researching for potential donors since donations are accepted year-round.
- B. 2017 Strategic Planning updates: The focus has been on team building and the agency website. Jen is open to any website update suggestions. She has been in contact with possible contractors for team building activities.

New Business

- A. A board training video was played. The video was called "CAA Board Meeting Ecosystem." The video focused on key pieces to board meetings. It was suggested that these meetings be watched outside of Board meetings. Jen will check with the Bureau on training requirements.
- B. The Organizational Standards monitoring is complete. OCCAA met all the standards. Four recommendations were made, but there are no findings.

C. Program monitoring: There were two findings during this last monitoring cycle. There are no disallowed costs. One finding was that client appeared to be over income for utility assistance. The agency was able to provide 90 days of income information instead of 30 day to show the client was eligible. The other finding involved signatures on documentation. The agency used a form to show consent from the client during COVID. The Bureau wanted further documentation. Jen created a corrective action plan and held staff training. The agency will begin internal monitoring of files in the future to prevent any further findings.

Public Comment – None

Adjourn @ 2:45 pm

Next meeting is scheduled on April 25, 2022 at 1:30 pm. In person and virtual options will be available.