

**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:** April 25, 2022

**TIME:** 1:30 p.m.

**LOCATION:** 12251 James Street, Holland

**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 question to board members.

Consent Items

- A. The Agenda for today's meeting was approved with one change. The Bylaw approval was moved to new business so further discussion could take place.
- B. Meeting minutes from the February 28, 2022 were approved.
- C. The Community Needs Assessment was approved.

Announcements

- A. May is Community Action month. Legislative Day is being held at the Capitol on May 19. It's a time to advocate for Community Action. It is also an opportunity to recognize volunteers for their community service. There is an award ceremony @ 1:00 pm. Additional information can be found on the MCA website.

Committee Reports

- A. Finance
  - a. Olga provided the financial report. The report is through the end of March. Most grants are less than 50% spent to date.

- b. There was a question about the funds left in the CERA program with Good Samaritan. It was explained that those funds will stay with Good Samaritan. MSHDA changed the rules of the grant by eliminating applicants with past due utilities only. Those were the clients that CAA had been helping.
  - c. Walk for Warmth has raised \$28,252.06 to date.
- B. Program Reports
  - a. Reports were provided in the board packet. No questions were raised at the meeting.
- C. Board Development
  - a. There are still two seats open in the Consumer sector and one seat open in the Private sector.
  - b. Jen Brozowski has been in touch with a potential candidate for the Private sector.
  - c. A potential candidate for the Consumers sector was expected at the meeting today but ended up not attending.

### Old Business

- A. Walk for Warmth total was updated by Olga. Jen is still waiting on an “ask” with ITC. She has not heard back from that company thus far.
- B. 2022 Strategic Planning updates: meetings will be held with the Strategic Impact department with the County. OCCAA is anticipating those to begin in September due to recent staffing changes. The time commitment would be 2-3 meetings of about 2 hours at a time. If interested in participating, please notify Jen Brozowski.

### New Business

- A. A board training video was planned but then discovered to be a duplicate of a previous video show. Look for a new video at the next meeting!
- B. The bylaws for the CAA Advisory Board have been updated. Changes include updating verbiage from Program Manager to Program Director, updating “handicap” to “disabled” and changing the meeting facilitator from the Board Chair to the Program Director. Another change is to the number of actual board members being reduced from 12 to 9. Once approved by this board, the bylaws will go through the County Planning Committee and then on to the Board of Commissioners. It is hoped the changes will be approved by January. A motion to accept these changes was made and seconded. Motion was approved.
- C. The annual report was updated for program year 2021 and included in the board packet.
- D. Migrant assistance for 2022 will look different from years past. Through the CSBG-D application, OCCAA was awarded \$10,000 to be used in collaboration with Public Health to provide transportation to migrant children specifically in the Grand Haven area. This was identified as an unmet need during a County strategic plan for migrant services. The transportation will be from summer school to the Boys and Girls Club. The funds will also cover the application fee for Boys and Girls Club.
- E. An overview of the MEAP program was provided. DHHS now determines eligibility for MEAP funding. Customers must be approved at DHHS first before using other agencies for assistance. A question was asked if the percentage of denials from DHHS was tracked. That data may be tracked at DHHS, but is not at OCCAA.

Public Comment – None

Adjourn @ 2:40 pm

Next meeting is scheduled on June 27, 2022 at 1:30 pm at 12251 James Street in the main conference room.