

**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:** June 27, 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, Dick Matzen, Mechele Vaughn Dean

**STAFF:** Olga Frederick, Jennifer Brozowski, Kerri Mammoser,

**VISITOR:** None

**QUORUM:** Yes

Call to Order

The meeting was called to order by Jennifer Brozowski. The ice breaker for this meeting was to have Board members split up in to pairs and ask each other three get to know you questions.

Consent Items

- A. The Agenda for today's meeting was approved.
- B. Meeting minutes from the April 25, 2022 were approved.
- C. The Fair Housing Policy and Fair Housing Resolution were approved.

Announcements

- A. Mechele Vaughn Dean and Dick Matzen have officially joined the Board as Consumer Sector Board members. Welcome Mechele and Dick!
- B. Jen Brozowski will be attending the MCA Summer Conference at Boyne Mountain. The conference is being held July 25-28. She will bring any board information learned back to the next board meeting.

## Committee Reports

### A. Finance

- a. Olga provided the financial report. Most grants are at 50% spent. Some grants will carry over to the next fiscal year. The grants were briefly explained to the new board members. As a reminder, the financial report does run about a week behind actual revenues/expenditures.

### B. Program Reports

- a. Reports were provided in the board packet. Jen reviewed each program. Weatherization will fall short of the goal this year. There is a large stimulus coming for that program. The agency is working on contractor recruitment. If there are recommendations, please send them to Jen.
- b. CSFP numbers continue to be low. Megan Kwantes is working to onboard as many participants as possible. Jen Brozowski is reaching out to other agencies to collaborate such as Senior Resources and Meals on Wheels. Alison recommended Grand Haven Area Public Schools as well. She will send contact information to Jen.

### C. Board Development

- a. The Advisory Board is now full! The bylaws were modified to lower our total seats to nine. We currently have eleven members, but quorum will be based on the required nine members.

## Old Business

- A. 2017 Strategic Plan updates: The focus has been on staff development and team building. An outside contractor, Humanergy, was brought in to conduct team building sessions. Staff participated in the first session with two subsequent sessions to follow. The agency is also developing plans to expand the social media presence. Jen has started conversations with professors at GVSU in the Communications department. There may be students available to help with media and possibly the Walk for Warmth next year.

## New Business

- A. Staffing update: Michelle Brothers will be leaving her Weatherization Coordinator position on July 22. Michelle has been with County for 22+ years and will surely be missed. We wish her well with her new opportunity.
- B. The organizational standards have been noted on the agenda for Board reference. CAA's must meet these standards each year. Jen provided a copy of those that are specific to the Board.
- C. Organizational Standards monitoring results were presented. There are no findings, only recommendations. One recommendation is to note the volunteer activities of consumer sector Board members.
- D. Board Chair, Barb Hooper, has been in place for quite some time. Barb is offering the position up to anyone else that might be interested. The Board Chair appoints members to committees and acts as a go-between with the CAA Director. Please let Jen know if you are interested. A vote on a new Chair will take place in August.

Public Comment – None

Adjourn @ 2:40 pm

Next meeting is scheduled on August 22, 2022 at 1:30 pm at 12251 James Street in the main conference room.