

**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 15, 2023

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Danielle Weeks, Dick Matzen, Mechele Vaughn-Dean, Alison El-Cassabgui, Rosa Hernandez, Amanda Price, Phil Roxbury

STAFF: Olga Frederick, Jennifer Brozowski, Kerri Mammoser, Megan Kwantes, Barb Koning, AnaSue Jaramillo-Colon, Chris Nagy, Lupita Gutierrez

VISITOR: Britney Brown

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Consent Items

- A. Meeting minutes from the December 12, 2022, meeting were approved.
- B. Approval of term renewal for Consumer Sector member, Mechele Vaughn-Dean.

Announcements

- A. Welcome OCCAA staff members. Each staff member introduced themselves, told how long they have worked at OCCAA, their position and favorite part of their job.
- B. The 2023 meeting schedule was provided in the board packet. There was a request to move the December meeting to December 13 due to the holiday season. Everyone agreed to the change.

Discussion Item

- A. Jen Brozowski is asking for a committee to help review the internal policies of OCCAA. This would bring more clarity to some of the items that are spelled out in the by-laws.

Alison and Danielle are interested in participating. Jen will send out a doodle poll to establish the best dates and times. Meetings could be held via Teams if needed.

Committee Reports

A. Finance

- a. Olga provided the financial report.
- b. Two of the Weatherization grants received extra funding.
- c. There is a new grant for the food programs. It is called the Reach and Resiliency Grant. These funds will help pay for the Door Dash deliveries.
- d. Expenditures are updated through January 2023.
- e. The MI Hope grant started November 1, 2022. The permission to proceed was granted on January 3, 2023. All funds must be committed by September 30, 2024. No funds have been spent on the grant thus far. Barb Koning provided further explanation of this program.
- f. BIL is a multi-year program. Funding not expended in a year could get redistributed throughout the network.

B. Program Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.
- b. CSFP has surpassed the number of allotted slots for the first two months of the year. If this happens consistently, our slots could increase which would bring additional funding.
- c. Alison El-Cassabgui asked for information regarding clients that utilize multiple services at the agency.

C. Board Development

- a. The final Consumer Sector seat is under review. OCCAA is expecting Britney Brown to be approved at the next Board of Commissioners meeting on February 16, 2023.

Old Business

- A. The CSFP program will continue to use Door Dash for the monthly food box deliveries. Door Dash offered OCCAA a grant to help with the cost for the first couple of months. The remainder of the year will be covered by the Reach and Resiliency grant funds. Additionally, people will be able to donate through the Walk for Warmth and target the food programs as the beneficiary. Other delivery options are being explored once the grant funding is spent out.
- B. The Weatherization program has brought two additional mechanical contractors on board. There is also another inspector that will be brought on under contract.
- C. There is one other Weatherization job opening at this time. This will be for another inspector. This person would also do the HQS and Home Energy 101 inspections. This would be a full time County employee.

New Business

- A. The Walk for Warmth is fast approaching. The event is being held at EV Construction located at 86 E. 6th Street in Holland on March 4. OCCAA is looking for volunteers for the event. A signup sheet was passed around.
- B. The Walk for Warmth funding use policy was reviewed. Jen reviewed what the Walk for Warmth dollars are used for annually. Staff time spent with planning must be billed to Walk for Warmth. In the past, Walk for Warmth funding needed to be paired with other grant dollars. The updated policy would eliminate this requirement.
- C. The annual report was reviewed. There was a comparison shown between FY21 and FY22. A requested was made to include the total assistance dollars to the customer assistance provided chart. The demographics do not include individuals served in the HQS and TEFAP programs. Demographic information is not collected in those programs.
- D. The Holland Community Garden has partnered with OCCAA since 1999. At one time, OCCAA provided around \$500 to the garden each year. Some of the produce from the garden would go to CSFP recipients and was stored in the OCCAA warehouse. Limited funding did not allow for the funds to continue to go to the garden. Produce from the garden is now going to Community Action House. In light of this, OCCAA asked for the Holland Community Garden to use the cooler space in the adjoining warehouse space.

Public Comment

- A. Amanda Price mentioned the State passed a bill for blight elimination. Funds will be distributed to land banks throughout the State. The County received \$200,000 for blight elimination. Four properties have been identified for this funding.

Adjourn @ 11:28 am

Next meeting is scheduled on April 19, 2023, at 10:00 am at 12251 James Street in the main conference room.