

**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 21, 2024

**TIME:** 10:00 am

**LOCATION:** 12251 James Street, Holland

**PRESENT:** Dick Matzen, Alison El-Cassabgui, Britney Brown, Rosa Hernandez, Danielle Weeks, Molly Brouwer, Phil Roxbury

**STAFF:** Jennifer Brozowski, Megan Kwantes, Olga Frederick

**QUORUM:** Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Consent Items

- A. Meeting minutes from December 13, 2023, were approved.

Announcements

- A. Need to reschedule April Meeting due to Director conflict. Meeting rescheduled for Wednesday, April 24, 2024, 10am-11:30am

Committee Reports

- A. Finance
  - a. Olga provided the financial report.
  - b. Large deferral reduction increase
  - c. New water grant (LWUA)– award pending from MDHHS, help with bills and home water repairs, not well/septic
  - d. LIHEAP increase in funding
- B. Program Reports
  - a. Reports were provided in the board packet and were reviewed at the meeting.

### C. Board Development

- a. Public seat still open as of December 31, 2023
  - i. Received 5 applications – only 1 person meets public sector requirements.
  - ii. Being sent to talent and recruitment board committee

### Old Business

#### A. W4W event updates

- a. Volunteer sign ups – Talk to Megan Kwantes
- b. Chili cook-off Feb 28 – at MiWorks
- c. Jeans week coming up – March 4-8

#### B. Home Rehab program overview – postponed to April meeting when program coordinator is available.

### New Business

#### A. Programmatic Monitoring - 2 findings

- a. Missing documents (income documentation for 18yo high school student).  
Solution - internal training, and policy and documentation updates
- b. Wx job not completed w/in 6months. Solution – Coordinator now including more specific dates on internal files
- c. Discussion about advisory board comment regarding meeting total in 2023.

#### B. Community update: EmPOWER Program – OCCAA helping clients that come to us if we can, if they are ineligible – staff will contact HBPW to see if the client is eligible for emPOWER, to avoid confusion for clients.

#### C. County update: Program and FTE Metrics and Annual Report

- a. Finance and Administration meeting – March 5: metrics report
- b. OCCAA's annual report will be March 26 @6:30pm

#### D. Advisory Board survey – completed during meeting

### Public Comment

- A. None

Adjourn @ 11:15 am

Next meeting is scheduled April 24, 2024, at 10:00 am at 12251 James Street in the conference room 2.