

**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 24, 2024

**TIME:** 10:00 am

**LOCATION:** 12251 James Street, Holland

**PRESENT:** Molly Brouwer, Esther Fifelski, Rosa Hernandez

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

**QUORUM:** No

Call to Order

The meeting was called to order by Jennifer Brozowski.

Consent Items

- A. Meeting minutes from February 21, 2024, will need to be approved via email vote. Jen will send this out to board members.

Announcements

- A. Welcome to Esther Fifelski! Esther is our new public sector representative. She is employed by the City of Holland.
- B. The Michigan Community Action summer conference is being held July 30-August 1 in Port Huron. Board members are welcome to attend. Let Jen know if you are interested.
- C. Legislative Day in Lansing will be held on May 22. Jen Brozowski will be attending and meeting with Mark Huizenga. OCCAA has two volunteers being honored for their service in the CSFP and TEFAP programs, John and Judy Pritchard.
- D. OCCAA Program Director, Jennifer Brozowski, has been invited to join the Michigan Community Action Board of Directors. Congratulations, Jen!
- E. The county audit is available on the county website.

Committee Reports

- A. Finance
  - a. Olga provided the financial report.

- b. Most grants are at the mid-way point through the fiscal year. Several programs are on track to spend out.
  - c. The \$25,000 increase to training assistance funds has been included in the Bipartisan Infrastructure Law grant.
  - d. The Weatherization grants are doing great this year spending out funds.
- B. Program Reports
- a. Reports were provided in the board packet and were reviewed at the meeting.
  - b. In discussing the Holland BPW grant, Esther suggested to put out information regarding the start of shut offs in the city newsletter. This goes out in January/February each year.
- C. Board Development
- a. A consumer sector seat has become vacant. Mechele Vaughn-Dean needed to step down for personal reasons. OCCAA thanks Mechele for the time she spent on the advisory board. Jen is actively seeking a new member. She will be sending out nominations via email for approval.

### Old Business

- A. The Walk for Warmth was a great success. Our final donation total is over \$16,000. The turnout for the event was tremendous even in the rainy weather.
- B. The OCCAA advisory board survey results were included in the packet. Jen reviewed some of the results with the board. Overall, the feedback was very positive.

### New Business

- A. The OCCAA fiscal year 2023 annual report was reviewed. This is the report that Jen presented to the Board of Commissioners at the end of March. There were several good questions and discussion on the agency programs. There were many great ideas on how to improve outreach.
- B. OCCAA is forming a new partnership with Good Samaritan for weatherizing the properties they own. Another meeting on this is taking place on April 25. Good Samaritan is holding a landlord event in May that Jen and Barb Koning will attend.

### Public Comment

- A. None

Adjourn @ 11:27 am

Next meeting is scheduled June 19, 2024, at 10:00 am at 12251 James Street in the main conference room.