

**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 19, 2024

**TIME:** 10:00 am

**LOCATION:** 12251 James Street, Holland

**PRESENT:** Alison El-Cassabgui, Kate Chrisman, Esther Fifelski, Danielle Weeks, Britney Brown, Molly Brouwer

**STAFF:** Jennifer Brozowski, Kerri Mammoser, Aaron Goodell, Barb Koning, Olga Frederick

**QUORUM:** Yes

**Call to Order**

The meeting was called to order by Jennifer Brozowski. An ice breaker activity was done to help introduce new board members.

**Consent Items**

- A. Meeting minutes from April 24, 2024, were approved.
- B. The Fair Housing Policy was removed from the consent items for further review and revision. This will be sent out for an email vote once this is complete.
- C. The Fair Housing Resolution was removed from the consent items for further review and revision. This will be sent out for an email vote once this is complete.

**Announcements**

- A. Welcome to Kate Chrisman and Rachelle Gelder to the Consumer Sector. Kate works for Building Men for Life. Rachelle works for Jenison schools.
- B. OCCAA will be bringing on temporary staff member in August. It is Kiersten Duiven, the intern from last fall. She will be working on the food programs during Megan Kwantes' maternity leave. She will start on August 5<sup>th</sup> and work through December 31<sup>st</sup>.

## Committee Reports

### A. Finance

- a. The financial report was sent out to board members.
- b. Final funding for the TEFAP and CSFP programs was received from the State. TEFAP had a \$9,000 decrease and CSFP was slightly higher than expected.
- c. The Department of Energy grant is ending June 30. The funds are nearly expended.
- d. The Reach and Resiliency grant is used to cover the Door Dash fee for the CSFP program.
- e. Board members asked for a comparison from the previous year. Olga will create a report to accommodate the request.
- f. The Bipartisan Infrastructure Law grant funds will carry forward to the next grant year. Funding will change depending on OCCAA's capacity to complete the work.

### B. Program Oversight and Development Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.

### C. Board Development

- a. A private sector seat has become vacant. Phil Roxbury has stepped down from his seat. OCCAA thanks Phil for the time he spent on the advisory board. There is a link to the application on the County website. There have been a few applications received. The Talent and Recruitment will be doing interviews soon.

## New Business

- A. Bradford White donated water heaters to the Weatherization program last year. They have agreed to donate 15 additional units this year. OCCAA is very appreciative of this partnership.
- B. Lumbermen's has agreed to donate building materials and offer other materials at a very discounted price. OCCAA is very appreciative of this partnership as well.
- C. State Emergency Relief Funds are used by MDHHS to cover utility assistance. For OCCAA to use MEAP funding, applicants must go to MDHHS first. However, the SER funds are now depleted. Applicants can now come directly to OCCAA for utility assistance.
- D. The Organizational Standards monitoring results were provided to the board. OCCAA had no findings.
- E. OCCAA has applied for a grant through the Michigan Endowment Fund. It is called Nutrition and Healthy Lifestyles. The grant application was submitted in May. This is to help offset the costs of the food programs such as Door Dash fees, staff time, marketing, etc. OCCAA should receive word in September if the grant has been awarded to the agency.
- F. Barb Koning gave a presentation on the Community Development Block Grant. The program was originally a grant received to do home repair projects. Now, it runs on program income only generated by loans being paid back to OCCAA. Projects must be a health and safety concern to qualify.

Public Comment

A. None

Adjourn @ 11:12 am

Next meeting is scheduled August 21, 2024, at 10:00 am at 12251 James Street in the main conference room.