

**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: August 21, 2024

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Ken Styles, Rosa Hernandez, Alison El-Cassabgui, Esther Fifelski, Britney Brown, Rachelle Gelder

STAFF: Jennifer Brozowski, Kerri Mammoser, Emma Bryant, 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 June 19, 2024, were approved.
- B. The Fair Housing Policy was approved.
- C. The Community Services Block Grant was approved.

Announcements

- A. Welcome to Ken Styles. Ken is the newest private sector board member. Ken is a project manager with GM.

Committee Reports

- A. Finance
 - a. The financial report was sent out to board members.
 - b. The requested comparison to last fiscal year has been added to the report.
 - c. The deferral reduction grant budget is significantly higher than last year. The state expanded the scope of the program.
 - d. Most grants end on September 30, 2024. The grants are recurring and will be renewed October 1, 2024. Budgets will vary based on grant rules for FY25.

- e. The Community Services Block Grant was given an extension to complete a couple of larger projects that are in process.
- B. Program Oversight and Development Reports
- a. Reports were provided in the board packet and were reviewed at the meeting.
- C. Board Development
- a. All board sets are now filled. There will be four members with terms ending 12-31-24. Jen will be looking at the policy for seating members. It would be more advantageous to have members begin a three year term beginning with initial appointment rather than fill an existing term.

New Business

- A. MDHHS ran out of State Emergency Relief funds for utility assistance on June 15, 2024. Considering this, OCCAA received an influx of utility assistance requests. The number of inquiries the agency receives tripled. On August 5, it was decided to place a pause on accepting new applications for utility assistance. This allowed staff time to catch up on pending applications. On Monday, August 26, OCCAA will begin taking applications.
- B. It is time for Board Chair and Co-Chair elections. Jen would like two nominations for each position email to herself and Kerri Mammoser. She will send a follow up email requesting those names. Board members requested bios from each member for this process and for new board members going forward.
- C. Jen gave a presentation on the Low-income Water Utility Affordability Program. The program started on May 1. The grant covers water and wastewater bills. It will also cover in-home plumbing for metered services. It does not cover well and septic repairs. Jen will email the presentation to the board members.

Public Comment

- A. None

Adjourn @ 11:16 am

Next meeting is scheduled October 16, 2024, at 10:00 am at 12251 James Street in the main conference room.