OTTAWA COUNTY
COMMUNITY ACTION AGENCY ADVISORY BOARD
MINUTES

DATE: October 25, 2010
TIME: 1:30 p.m.
LOCATION: CAA Office, 12251 James St., Holland – Main Conference Room
PRESENT: Dan VanOmmen, John Burmeister, Barton Lucas, Allen Morningstar, Marjorie DeBlaay, Ed Sowards, Maureen VanHoven
GUEST: Char Seise
STAFF: Bill Raymond, Mark Kornelis, Paula Huyser, Janet Anspaugh
QUORUM: Yes

Call To Order
Dan VanOmmen was asked to chair the meeting in the absence of Chair, Sherry Miller.

Consent Items
The minutes of the August 31, 2010, meeting were approved and agenda was accepted as presented with the addition of Item #3 – Resolution CDBG Home Rehab Grant under Item IV- Action Items.

Announcements
a) New staff member - Kari Holcom has been hired as an A&E Specialist to work with the Housing Choice Voucher Program.
b) Donna Cornwell has been hired as a part-time/contractual Proposal Writer.
c) Ottawa County has hired a new Assistant Fiscal Services Director.(Marvin Hinga)

Action Items
a) Community Services Block Grant (CSBG) Plan – Based on a review of the proposed 2011 budget which listed direct program service categories, a motion was made and seconded (Lucas/Burmeister) to approve the submission of the 2011 Community Service Block Grant (CSBG) plan. Motion carried.

b) Revision – OCCAA By-laws – Based on information provided and the recommendation of Board Development Committee, a motion was made and seconded (VanOmmen/Sowards) to approve the revision of the OCCAA By-laws as follows: 1) to allow for an increase in the length of an individual term from 2
years to 3 years, 2) to revise the maximum length of service for advisory board members from 5 consecutive (2-year) terms to 4 consecutive (3-year) terms, and 3) to align board term timeframes to follow the calendar year (January-December) instead of October-September, pending subsequent approval by the Ottawa County Board of Commissioners. Motion carried.

c) **Community Development Block Grant (CDBG) Plan** – Based on the summary of activities (home rehabilitation of single-family owner-occupied homes, and emergency repairs in single-family owner-occupied homes) funded with CDBG funds, a motion was made and seconded (Burmeister/VanOmmen) to accept and approve the submission of the 2011-2012 Community Development Block Grant (CDBG) plan. Motion carried.

**Committee Reports**

a) **Budget/Finance Committee** – Bill Raymond
   - 2010/11 Budget – OCCAA’s budget for the program year beginning October 1, 2010, will be approximately $3.5 million.
   - Financial reports were provided for August and September. The County is in the process of exploring options for new software which will enhance current fiscal reporting.
   - Next committee meeting is scheduled for November 18 at 1:30 p.m.

b) **Board Development** – Dan VanOmmen/Ed Sowards
   - Committee minutes from the September 9, 2010, meeting were provided for information and/or comment.
   - An update on board openings and recruitment efforts was provided. Two applications have been received from persons interested in serving on the CAA Board (Louis Carroll, Peter Armstrong), and contact efforts will continue for additional persons of interest (George Williams).
   - **Election of Officers** - A motion was presented to accept the slate of officers by acclamation. Chair – Sherry Miller; Vice-Chair – Dan VanOmmen. Motion carried.

c) **Program Committee** – Mark Kornelis/Paula Huyser
   - **Program Reports**
     Reports were provided for the Food Security Programs, Migrant, MPRI, Energy Education, Homeowner Programs, Utility Assistance Programs, Weatherization Program and Housing Choice Voucher Program.
     Program highlights:
     - The CSFP food assistance program will increase from 420 slots to over 600 slots.
     - The two-hour Energy Education classes will also be offered in other areas in the County allowing for accessibility by a larger audience.
     - Weatherization staff will attend the statewide WX conference in Big Rapids.
- HCV-45 new slots were leased out
- Tax preparation assistance will be provided for Ottawa County residents and offered only to North Allegan County (Hamilton, Douglas, Saugatuck) residents.

New Business
a) **Walk for Warmth** – planning is underway for the event which will be held on February 12, 2011

b) **MCAAAA Fall Conference**
The conference was held on October 19-20 in Kalamazoo. Attendees Ed Sowards, Dan VanOmmen, Paula Huyser, Mark Kornelis, and Bill Raymond were offered the opportunity to provide comments.

c) **CSBG/ARRA Projects Update** – Mark Kornelis
Funding for the projects ended 9/30/10. Reports from all ARRA funded projects were distributed for review.

d) **Role Changes for Staff**
Janet Anpaugh is now located at 115 Clover; her new phone number is 616.494.3400. Laurel Parrott is located at the Fillmore Complex.

e) **HCV Status Update** – Mark Kornelis
An inspector will be hired to conduct HCV inspections; a task that Mark has undertaken since Millicent Lory resigned from her position. Also, a contract position will offer program-specific training to current HCV staff.

f) **Housing Commission Update** – Bill Raymond
Policy changes recommended by the consultant and tentatively approved by Ottawa County’s Corporate Counsel will go before the commissioners for final approval.

g) **2nd Chance Grant**
The West Shoreline Michigan Prisoner Re-Entry Initiative was awarded competitive grant funding in the amount of $2.7 million over the next three years to provide transitional employment for prisoners coming out of jail, and was one of thirty grants awarded nationwide.

Public Comment
Char Seise – appreciation for the opportunity to serve on the Board and comments regarding the Elizabeth Kneebone *Suburbanization of Poverty* event which was held October 21, 2010, in Grand Haven.

Next full Board Meeting: December 13, 2010, at 1:30 p.m.

Meeting Adjourned 2:39 p.m. (Lucas/VanOmmen)