

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: February 26, 2018

TIME: 1:30 p.m.

LOCATION: CAA Office, 12251 James St., Holland – Main Conference Room

PRESENT: Barbara Hooper, Diane Rosie, Christen Korstange, Mike Stock, Stefanie Machiela, Carol Charron, Barton Lucas, Tabitha Wolters
-Ashley Kimble *visitor considering membership
-Jessica Poisson *visitor considering membership

STAFF: Paula Huyser, Dave Mayer, * Jeff Schilling – Strategic Planning Consultant

QUORUM: Yes

Call to Order

The meeting was called to order by Chair, Barbara Hooper.

Consent Items

- A. Agenda for today's meeting was approved.
- B. Minutes from December 18, 2017 meeting were approved with the correction of removing Tabitha Wolter's name as she was not in attendance at the meeting.

Announcements

- A. Paula welcomed two visitors to the meeting who are considering Board membership.
- B. The Michigan Community Action (MCA) annual Legislative Day & Awards ceremony will be held this year on Thursday, May 3, 2018 at the capitol in Lansing. OCCAA has submitted a nomination for a Volunteer award. Paula is on the award review committee this year. Paula will attend the event and there are short legislative visits scheduled for the morning.
- C. The MI Community Action and CSBG conferences are combined this year and will take place at Crystal Mountain Resort & Conference Center July 10-12, 2018. OCCAA conference funding is uncertain at this time, but please let Paula or Kerri know of your interest and updated information on the status of funding will be given closer to the date.

- D. The Building MI Communities conference is being held April 30 – May 2, 2018 in Lansing. Again, conference funding is uncertain, however, updated information on the status of funding will be given closer to the date.

Action Items: None.

Committee Reports

A. Finance Reports

1. Dave Mayer gave an updated report. Current fiscal status is as projected, but there are some concerns for the future due to several factors. Dave shared that one grant, MI Enrolls, will discontinue on 3-31-18. That is an annual loss of \$19,000 of revenue that helps to fund one staff position. Dave also added that a couple of other grants have had a decrease in the amount of funding for staffing which further squeezes the budget for payroll. County administration costs have continued to rise and did so significantly this year. Dave and Paula will continue to meet, discuss, and watch this very closely. County upper management is aware of the status.

B. Board Development Committee

1. Ashley Kimble from Holland Board of Public Works visited today and she is considering Board membership as a Public Sector representative to replace her previous co-worker, Deena Roberson, who left for another employment opportunity.
2. Jessica Poisson also visited today and she is considering Board membership as a Consumer Sector member.

C. Program Oversight & Development

1. Program reports were sent out to Board members for review. There were no questions from the Board members about the reports.
2. WAP (Weatherization)-LIHEAP funding became available on 2-8-2018. These funds usually are available in October. The staff will do their best to spend funds by the closing date of the grant, which is 9-30-2018.
3. LCA-LIHEAP funds became available on 1-5-2018. The Utility Assistance staff members have already assisted several customers/clients with these funds. This grant ends 8-31-18.
4. CSBG Carry-forward funding of \$67,000 is now available and our State Bureau has revised the spending time frame for these funds to an earlier time, so these funds will be used now, prior to current CSBG Program Year funding. OCCAA will have no difficulty spending out the Carry-forward funds.
5. The CSFP Annual Report was inadvertently not sent out with this Board packet. This will be done for the April 30, 2018 meeting.
6. Paula mentioned to the Board to be sure to read the Client Story in this Board packet.

Old Business

- A. Jeff Schilling provided an update on the OCCAA Strategic Plan. Paula handed out a small packet that contained some reporting on the Strategic Plan progress. Jeff provided a brief summary of the Strategic Plan process and the role that the Board and the agency staff members play in the process. Jeff had a chance to review the two Strategic Planning reports and commented that good progress is being made. Paula commented that the time frame on the Tactics spreadsheet that Jeff provided has been extremely helpful with keeping momentum going. Jeff met with Paula and staff member, Katherine Van Sweden, earlier in the day to go over Strategic Plan measurement items. Measurement on the goals will begin soon and will be able to be tracked over time. Ongoing Strategic Planning updates will be provided to the Board at the October and February meetings.
- B. Paula distributed a one page photo gallery of the Walk For Warmth Building Breakfast that the OCCAA staff members hosted on 1-31-18. Proceeds from the event were \$375.50.
- C. Mike and Paula gave a report about the actual Walk For Warmth event held on Saturday, Feb. 10, 2018 at City on a Hill building in downtown Zeeland. The donation total at this date is \$16, 596. The event was well attended and the speakers did a great job. Mike continues to post information, photos and videos on social media. Paula stated she would like to invite all Board members to attend next year. Tabitha raised a good idea of next year having a contest between Board members to get the most pledges.
- D. Paula explained the different memberships that OCCAA pays annual dues: NCAF, NCAP, CAPLAW, LNPA and MCA.

New Business

- A. The topic for this month's board training was the Board & Staff/Program Manager partnership. A handout was provided that listed unique responsibilities for each and also shared responsibilities.
- B. The CSBG-IS/Annual Report pages were reviewed. The Board found the visual charts to be very helpful, especially if printed in color.
- C. Paula announced that Peter Armstrong had been in touch recently to share that he is leaving Ottawa County Friend of the Court employment the end of this week (3-2-18). As a result, he is no longer able to serve as a Public Sector Board member. Since there are no current open Private Sector seats, it is likely he will leave OCCAA Board membership. Paula will be in contact with him soon to discuss this. There is a potential candidate for the Public Sector Board seat opening that Paula has contacted.

Public Comment – None.

Next meeting is scheduled for **April 30, 2018, 1:30 pm**, at 12251 James Street, main conference room.

Meeting Adjourned 2:30 P.M.