

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: April 30, 2018

TIME: 1:30 p.m.

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

PRESENT: Christen Korstange, Mike Stock, Stefanie Machiela, Tabitha Wolters, Rebecca Hopp

STAFF: Paula Huyser, Dave Mayer, Kerri Mammoser

QUORUM: No

Call to Order

The meeting was called to order by Paula Huyser.

Consent Items

- A. Agenda for today's meeting could not be approved without quorum.
- B. Minutes from February 26, 2018, could not be approved without quorum. Approval will be requested at the June meeting.

Announcements

- A. Rebecca Hopp was welcomed as a new Public Sector board member. The County has approved her application. Her term will run until 12-31-20.
- B. Ashley Kimble has also received County approval for a Public Sector position on the board. Her term will run until 12-31-20.
- C. Jessica Poisson is being considered for the Consumer Sector opening on the board. A vote will be taken by board members at the next meeting in June.
- D. Michigan Community Action (MCA) Legislative Day and Awards ceremony is being held on Thursday, May 3, at the capitol in Lansing. OCCAA has a food program volunteer who will receive an award. Katherine VanSweden will attend with the volunteer.
- E. Michigan Community Action Annual and CSBG Conference is being held at Crystal Mountain July 10-12. OCCAA is still in the process of assessing funding for attendance. Paula will stay in touch with those that have expressed interest in attending.

Action Items: None.

Committee Reports

A. Finance Reports

1. Dave Mayer passed out an updated fiscal report.
2. Client utility assistance is down from the same period last year due to new MEAP rules regarding “opt-out” utility companies. OCCAA was not able to assist clients from those companies until the first of April. April expenditures were around \$35,000.
3. LIHEAP funding was not available until February. This accounts for the lower expenditures in that program.
4. Dave Mayer will have budget adjustments for the next board meeting.
5. There was lengthy discussion on different cost categories such as office space rental costs, IT costs and other Administrative costs.

B. Board Development Committee

1. Ashley Kimble and Rebecca Hopp have been formally appointed to the board in the Public Sector.
2. Jessica Poisson’s board membership needs to be approved by board vote. Unable to approve due to lack of quorum. A vote is expected to take place at the June meeting.
3. Paula Huyser will schedule board orientation with the three new members in the upcoming months.

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. Final Congressional approval of the 2018 budget saw a slight increase for the WAP-DOE and WAP-LIHEAP programs. CSBG 2018 was approved at the same 2017 level of funding.
3. The CSFP annual report for 2017 was included in the board packet.
4. OCCAA Annual Report for 2017 was presented to the board. This is a one-page report highlighting the various programs and those served. The report will be updated in upcoming years.
5. OCCAA volunteer, Nelly Lara, was selected for the MCA Annual Volunteer Award for 2018. She will be presented with the award in Lansing on Thursday, May 3.

Old Business

- A. Walk for Warmth and CAA Annual Report presentations were planned, but new technology in the conference room prevented those power points from being shown. Those will be shown at the June meeting.
- B. A new OCCAA brochure in Spanish was passed out for board members.

New Business

- A. The topic for this month's board training was the Board & Staff interaction. A handout was provided that listed unique responsibilities for each and also shared responsibilities.
- B. DHHS-BCAEO monitoring results and closing letter were provided to board members. There were no concerns.
- C. A suggestion was given to have staff members attend future meetings to share what their position and responsibilities. This would be beneficial to new board members.
- D. Paula Huyser shared the monitoring results for the Organizational Standards conducted by DHHS-BCAEO. The agency did very well.
- E. Board members asked to have information on the Home Rehabilitation program sent to them to help get the word out about this program.

Public Comment – None.

Next meeting is scheduled for **June 25, 2018, 1:30 pm**, at 12251 James Street, main conference room.

Meeting Adjourned 2:35 P.M.