

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: June 25, 2018

TIME: 1:30 p.m.

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

PRESENT: Christen Korstange, Mike Stock, Stefanie Machiela, Rebecca Hopp, Barton Lucas, Rosa Hernandez, Barbara Hooper, Ashley Kimble, Carol Charron, Jessica Poisson

STAFF: Paula Huyser, Dave Mayer, Kerri Mammoser

QUORUM: Yes

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. Agenda for today's meeting was approved without changes.
- B. Minutes from February 26, 2018, and April 30, 2012, were approved.

Announcements

- A. Michigan Community Action Annual & CSBG conference is being held July 10-12, 2018, in Crystal Mountain. Diane Rosie and Barb Hooper are attending on a one-day scholarship. Paula Huyser and Michelle Brothers will be attending the full conference.
- B. National Community Action Partnership Conference update: Paula submitted a scholarship nomination for Diane Rosie to attend. No NCAP Board decision has been made to date.
- C. Katherine VanSweden is an OCCAA staff member. She gave the board an overview of her time at OCCAA and the duties she covers for the agency. Her main function at this time is the Food Commodities Program coordinator.

Action Items:

- A. Approve Jessica Poisson as a Consumer Sector representative to the OCCAA Advisory Board (approval dates back to the April 30, 2018 meeting – no quorum) Approved.

- B. Recommended motion: to approve the Fair Housing Resolution, as presented in the Board packet. (Lucas/Stock) Approved.
- C. Recommended motion: to approve the Fair Housing Policy, as presented in the Board packet. (Lucas/Charron) Approved.

Committee Reports

- A. Finance
 - 1. Dave Mayer passed out the fiscal report. Administration costs have gone up by 33% so far mainly due to the underfunded pension.
 - 2. Weatherization and Client assistance has decreased from last year at the same time. For utility assistance, Holland BPW customers were not able to be served until April. For Weatherization, LIHEAP funding did not start until February.
 - 3. A meeting is scheduled with County Administrator, Al Vanderberg, and Fiscal Director, Karen Karasinski, is set for Friday, June 29, 2018. OCCAA financial status will be discussed. Paula Huyser will be attending.
- B. Board Development
 - 1. Board orientation was held on Monday, June 4, 2018 with Ashley Kimble, Rebecca Hopp and Jessica Poisson. All three received the OCCAA Advisory Board manual and they signed the acknowledgement of receipt form for key documents/policies.
- C. Program Oversight & Development
 - 1. Program reports were provided to board members ahead of the meeting.
 - 2. The month of April was a record month for utility assistance.
 - 3. The client story was reviewed. Mike Stock asked if those stories can be posted to our social media. Paula will need to do some checking on that.

Old Business

- A. A power point presentation was given on the Walk for Warmth. Thank you, again, Mike Stock for all of your hard work.
- B. The power point shown to the Board of Commissioners for the OCCAA Annual Report was also shown.
- C. The board had asked to see the Organizational Standards for all CAA's. It was in the packet for review.

New Business

- A. Paula passed around a handout for board training. The training this time is on Board Chair/Co-chair prep.
- B. DHHS-BCAEO Agency annual review letter was provided to the board.
- C. There are proposed changes to the MEAP program that will affect OCCAA. MEAP funding may be directed through DHHS beginning in October which would mean a revenue loss to OCCAA. Paula will continue to keep the board updated.

- D. There is a potential for TANF (Temporary Assistance to Needy Families) funding to come through for the CAA network.
- E. The Ottawa County Fiscal Single Audit is available on the Ottawa County website.
<https://www.miottawa.org/Departments/FiscalServices/audit.htm>
- F. OCCAA is presenting at the MCA Summer Conference on the Walk for Warmth event. OCCAA will be one of several CAA's that will be presenting during the "CAA Showcase" sessions.

Public Comment – None.

Next meeting is scheduled for **August 20, 2018, 1:30 pm**, at 12251 James Street, main conference room.

Meeting Adjourned 3:00 P.M.