

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: August 20, 2018

TIME: 1:30 p.m.

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

PRESENT: Christen Korstange, Stefanie Machiela, Rebecca Hopp, Barton Lucas, Barbara Hooper, Diane Rosie

STAFF: Paula Huyser, Dave Mayer, Kerri Mammoser

QUORUM: No

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. Agenda for today's meeting could not be approved without quorum.
- B. Minutes from June 25, 2018, could not be approved without quorum.

Announcements

- A. National Community Action Partnership Conference update: Diane Rosie was not selected by NCAP to receive a scholarship to attend the annual conference.
- B. Michelle Brothers attended the board meeting and gave board members an overview of her duties at OCCAA. Michelle is the coordinator the Weatherization and Home Rehabilitation programs. Thank you, Michelle!
- C. Ottawa County has a new Deputy County Administrator. His name is John Shay. John started with the County on July 23, 2018. Paula Huyser has met with him already to give him an introduction to CAA. Monthly meetings will continue between the two of them.

Action Items:

- A. **Recommended motion:** To approve the Community Services Block Grant application as presented on pages 6 and 7. **Motion could not be approved – no quorum.**
- B. **Recommended motion:** To approve the revised Bylaws as submitted by the Program Committee to allow email voting if no quorum and other minor wording updates. **Motion could not be approved – no quorum.**

Committee Reports

A. Finance

1. Dave Mayer passed out the fiscal report. Budget seems to be right on track to finish out the grant cycle. There are no concerns.
2. Paula Huyser met with Fiscal Services regarding next year's proposed budget. There are shortfalls that will need to be addressed. The next meeting is scheduled for September 7.

B. Board Development

1. Nothing to report at this time.

C. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. There were no questions regarding the reports.
2. OCCAA returned \$38,000 in MEAP II funding and \$14,792 in Consumers Discretionary funds to MCA for redistribution to the CAA network. NO staffing dollars were lost.
3. The Home Rehab program was able to assist an elderly widower with an urgent need to connect to the Township sewer system. His customer story is included in the board packet.

Old Business

- A. There will be opportunity for increased board involvement with the Walk for Warmth event this year. Paula has asked the board for ideas. There will be more information at the upcoming October and December meetings. Previous Walk for Warmth posters have been framed and hung in the hallway in the CAA reception area.
- B. For the MEAP 2018-2019 grant, both MDHHS:BCAEO and MCA submitted proposals to MPSC for being a grant recipient. No word yet on contract awards. Four OCCAA staff members attended the MI Bridges Navigation Partner training to better position OCCAA for participating with MEAP this coming grant year.

New Business

- A. Paula passed around a handout for board training. The training this time is on Common Mistakes Boards make.
- B. No further word from MDHHS on possible TANF funding.
- C. OCCAA is waiting to hear details on applying for CSBG-Discretionary funding for the Tax Assistance Program and the Migrant Assistance Program for the upcoming grant year. An update from BCAEO indicates the application should be released in August or September.
- D. A survey will be sent out to board members in October or December. This is to give new board members some time to get acclimated to the OCCAA Advisory Board.

Public Comment – None.

Next meeting is scheduled for **October 29, 2018, 1:30 pm**, at 12251 James Street, main conference room. Please note: this is the **5th Monday**.