

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: October 29, 2018

TIME: 1:30 p.m.

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

PRESENT: Christen Korstange, Tabitha Wolters, Carol Charron, Barton Lucas, Barbara Hooper, Diane Rosie, Ashley Kimble, Mike Stock, Jessica Poisson

STAFF: Paula Huyser, AnaSue Jaramillo (for staff presentation)

QUORUM: Yes

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. Agenda for today's meeting was approved. (CK,DR)
- B. Minutes from June 25, 2018, and August 20, 2018 meetings were approved. (BL,TW)

Announcements

- A. October is National Weatherization Program month. MCA is promoting this and OCCAA will be posting some items on Facebook, and possibly the website.
- B. AnaSue Jaramillo attended the board meeting and gave board members an overview of her duties at OCCAA. AnaSue works in the Utility Assistance and Migrant Assistance programs, and is in training to handle all Weatherization Program intake responsibilities. Thank you, AnaSue!
- C. The new 2018 Community Assessment was released last week. A copy was available at the meeting. The link information where it can be found on the United Way website was given. The most relevant sections for OCCAA are: Executive Summary and Basic Needs. The OCCAA Program/Finance Committee will delve into these sections at the December meeting and will bring relevant items to the full Board's attention at the December meeting. Link: <https://www.ottawaunitedway.org/community-assessment>

Action Items:

- A. Recommended motion:** To approve the Community Services Block Grant application as presented on pages 6 and 7. **Motion approved (TW, DR)**
- 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 approved (BL, DR).** There was some discussion about this item in light of possible revision to the county residency requirement. The Board felt it was important to approve the current revisions and then amend the Bylaws in the future if there is a need for further change.

Committee Reports

A. Finance

1. Dave Mayer was unable to attend the meeting but he did provide an updated financial report and an email statement that gave an overview of current fiscal standing. The OCCAA budget is tight, but sound at this time. Dave will be able to more thoroughly update the Board on this at the December meeting when fiscal year end is closed out.
2. Paula Huyser gave a short summary report to the OCCAA Program/Finance Committee preceding the full Board meeting. This report gave a brief overview of the three meetings she has had with Fiscal Services regarding the agency budget (June 29, Sept. 7, Oct. 29, 2018). The meeting scheduled today was interrupted due to other departmental emergencies, so that has been rescheduled for early November.

B. Board Development

1. Paula reported that Christen Korstange's term will end 12-31-18, and she is unable to re-apply due to other work responsibilities. Paula has tentatively approached the Ottawa County Public Health supervisor and it looks like one of the workers will be able to fill this Public Sector seat.
2. Mike Stock would like to re-apply, but due to recently moving out of Ottawa County into Allegan County, Paula is exploring the possibility of an exception to this requirement. The Board will be updated on this at the December meeting.
3. Barton Lucas's term will expire on 12-31-18 too. He has re-applied. Paula is pursuing an exception for him as he has exceeded the term limit guideline.
4. Carol Charron's term will also expire on 12-31-18 and she is considering re-applying. She has a new part-time job (congratulations Carol!) so she is thinking through whether her schedule will allow her to continue to serve on the Board.
5. Tabitha Wolter's term will also expire on 12-31-18. She has indicated her desire to continue to serve on the Board (THANK YOU) so a letter of recommendation will be presented to the Board in December for continuation of her seat.

C. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. There were no questions regarding the reports.

2. Paula gave an update on several grants – funding level changes. MEAP funding for staffing remained about the same (we had hoped for a bit more), but direct assistance dollars are down due to first assist requirement through local DHHS/SER; it looks like OCCAA will qualify for WAP-DOE and WAP-LIHEAP Carry-forward funding. This will help with staffing dollars, but will raise production requirements. CSFP & TEFAP funding is slightly higher than last year. OCCAA is in negotiation with Holland BPW for a “private” utility grant that will come with staffing dollars. There is no LCA-Deliverable fuel grant available this year – it is lumped in with the MEAP funding – this results in a slight loss of staffing dollars.
3. OCCAA may participate with the THAW program this year if the staffing reimbursement is reasonable (in the past it was too low to cover costs of the program).
4. Paula and Katherine will be assisting Washtenaw CAA with their CSBG Annual Report – this will be added revenue for the agency.
5. We will be using some Walk for Warmth funds for staffing this year. This will be minimized as much as possible to save as much funding for direct assistance.
6. Client story: see packet for narrative of client assistance.

Old Business

- A. **Walk for Warmth:** This important annual event is scheduled for Saturday, Feb. 9, 2019 at City on a Hill in downtown Zeeland. Mike Stock is not available to do the event planning this year. As a cost savings, and staff funding availability move, the OCCAA staff will coordinate all parts of the Walk this year (with some of Mike’s help – Thank You). Two handouts were distributed at the meeting to encourage Board involvement and attendance at the Walk. Board members were able to sign up to help by giving time, talent, or financially. Further reminders about the Walk for Warmth will occur as the months go by. Thank you for your help!
- B. Update on the Strategic Plan: a handout was distributed that outlined progress on the Strategic Plan. Steady progress has occurred and is planned for upcoming months. Another report on the Strategic Plan will happen at the February 2019 meeting.
- C. OCCAA participated in the Ottawa Connect event again this year on October 18, 2018. It was well attended and was a good opportunity to share agency information with those that attended the event.

New Business

- A. Paula passed around a handout for board training. The training this time was on Community Action Agency ethics.
- B. Update on CSBG-Discretionary funds for Migrant Assistance, TAX Assistance and technology upgrade was not available. Paula emailed the state Bureau earlier in the day and recipients of the funds had not yet been determined. The date to begin these grants is 11-1-2018, so the information should be forthcoming. An update will be available at the December meeting.

- C. Advisory Board survey will occur at the December meeting. Board members will be able to fill out a short questionnaire.
- D. OCCAA “Star Report” from DHHS-BCAEO was discussed. Paula indicated that although the Weatherization Report had several “red” sections indicating poor performance, this was not the case. Paula spoke with the Bureau about this and supplied the Bureau’s response that performance for the program was strong overall. Paula will be following up on one item that may be an error.
- E. 2017 Weatherization Report and Lower My Bill Report were part of the packet. The Board commented that these reports looked very comprehensive and appealing to the viewer’s eye.
- F. Paula briefly went over an additional handout on tapping into Board member’s contacts/network for agency needs that could ease the budget burden. Board members can email Paula with a response or if they have further questions: phuyser@miottawa.org

Public Comment – None.

Next meeting is scheduled for **December 17, 2018, 1:30 pm**, at 12251 James Street, main conference room. Please note: * this is the **3rd Monday of the month**.