

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: December 17, 2018

TIME: 1:30 p.m.

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

PRESENT: Rosa Hernandez, Ashley Kimble, Christen Korstange, Stefanie Machiela, Tabitha Wolters, Barton Lucas, Barbara Hooper, Jessica Poisson, Mike Stock

STAFF: Paula Huyser, 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 as written.
- B. Minutes from October 29, 2018, were approved as written.

Announcements

- A. Kerri Mammoser attended the board meeting and gave an overview of her duties at OCCAA. Kerri started at CAA during the ARRA period in 2009. She has worked in several areas including Weatherization, Michigan Works and is now working as an Assessment and Eligibility Specialist with the main focus on utility assistance. Kerri also helps to coordinate the annual tax program.
- B. Thank you to Mike Stock and Christen Korstange for their dedicated service on the OCCAA Advisory Board. The Board is considering writing a letter on Mike's behalf to advocate for him remaining in his position. Mike recently moved just over the county line in to Allegan County and, therefore, is not able to continue with the Board

Action Items:

- A. Recommended motion:** To approve formal acceptance of the 2018 Community Assessment introduced at the October 29 meeting. The Board reviewed key pages prior to the vote. **Motion passed.** (Lucas/Wolters)

- B. **Recommended motion:** To accept/re-appoint two Consumer Sector Advisory Board members Carol Charron and Tabitha Wolters. Letters of recommendation were provided in the board packet. **Motion passed.** (Lucas/Stock)

Committee Reports

A. Finance

1. The finance report was handed out at the meeting. Major budget items have shown a slight decrease (i.e., administrative, IT costs, conferences).
2. Paula Huyser reported that CSBG Discretionary funding was approved. The funds will be used for the tax program, migrant program and technology upgrades.
3. DOE funding increased by \$8,000 for training and technical assistance.
4. LIHEAP funding increased \$57,000.
5. Client assistance will be increasing with the new Holland BPW direct assistance grant starting in January with a \$50,000 budget.

B. Board Development

1. Open public sector seat will be filled by a representative from Ottawa County Public Health. She will visit at the February meeting. Her name is Molly DeWald.
2. A food program volunteer is being considered for the open private sector seat. Her name is Deb Ralya. Paula is arranging for her to come to the February meeting.

C. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. There were no questions regarding the reports.
2. Weatherization DOE funding has increased by \$8,000 for training and technical assistance. This will support staffing while attending training. LIHEAP increased by \$57,072 some of which can support staffing.
3. There was an email from THAW on 11-17-18 seeking a partnership with OCCAA. The email stated that THAW would contact OCCAA, but have not done so thus far. Paula will follow up.
4. A client story was provided in the board packet.

Old Business

- A. The Walk for Warmth is scheduled for Saturday, February 9, 2019 at 8:30 am at City on a Hill in downtown Zeeland. The poster contest has concluded and the winner is Kylie Walters from Holland Christian High School. Posters were distributed at the meeting. Advisory Board participation at the Walk is strongly encouraged. A sign-up sheet including some of the volunteer needs was passed around to board members.
- B. The Advisory Board "report card"/evaluation was handed out during the meeting.
- C. As noted earlier, a new grant with Holland BPW will be starting in January. This is funding provided by Holland BPW to allow direct assistance to their customers throughout the year. OCCAA will be compensated per case to provide this service.

D. Paula has met with the Washtenaw County staff regarding the OCED Training and Technical assistance contract. She will continue to coach them through the annual report process.

New Business

- A. Paula passed around a handout for board training. The training this time is on Board members as Brand Ambassadors.
- B. OCCAA has been granted the CSBG Discretionary funding as previously noted.
- C. The Advisory Board schedule for 2019 was included in the board packet.

Public Comment – None.

Next meeting is scheduled for **February 25, 2019 at 1:30 pm**, at 12251 James Street, main conference room.