

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: February 25, 2019

TIME: 1:30 p.m.

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

PRESENT: Rosa Hernandez, Ashley Kimble, Stefanie Machiela, Tabitha Wolters, Barbara Hooper, Carol Charron,

STAFF: Paula Huyser, Dave Mayer

QUORUM: Yes (due to vacancies)

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. The Agenda for today's meeting was amended to include Chair/CoChair voting and an update by Ashley Kimble regarding her Advisory Board membership. Motion made/seconded and approved Agenda as amended.
- B. Minutes from the December 17, 2018 meeting: motion made/seconded and approved.

Announcements

- A. The Advisory Board welcomed two Board membership visitors: Deb Ralya and Molly Dewald. Both are far along the Board membership application process. Board of Commissioners approval is scheduled to occur tomorrow, Feb. 26, 2019. We are pleased to have both join the OCCAA Advisory Board! Board orientation will occur before the April 29, 2019 meeting.
- B. Phil Roxbury and Chris Nagy, OCCAA staff members, attended the first part of the meeting in order for the Board members to meet the two and hear about their job responsibilities.
- C. Paula mentioned the upcoming MI Community Action Legislative & Awards ceremony at the capitol in Lansing on May 2, 2019. Paula will be visiting legislative offices of local districts that morning and then attending the awards ceremony in the rotunda.

Action Items: None

Committee Reports

A. Finance

1. The finance report was handed out at the meeting. Dave reported that the expense column did not update on the report so he supplied an updated figure.
2. Dave stated that some spending is a bit behind for Weatherization (both DOE & LIHEAP), MEAP, and Home Rehabilitation. Weatherization will catch up after the winter months. MEAP direct assistance will be important to watch in light of the new eligibility and first assistance process via DHHS this year. It is possible this grant will not be fully spent out due to those significant changes. Home Rehab is slow going, but some projects are in the pipeline.
3. Dave also mentioned that OCCAA has carefully examined anticipated production and utilization of Weatherization – Dept. of Energy (DOE) funding and although the agency will meet, and exceed, production goals, the projects are lower in cost, thus spend out of grant funding will not occur. OCCAA has notified DHHS-BCAEO that it will return \$30,000 for redistribution to the network in order to help meet state-wide full expenditure of funds (which helps secure future funding).

B. Board Development

1. Molly Dewald, Ottawa County Public Health- Maternal/Infant Health Specialist is awaiting Board of Commissioners 2-26-19 approval of the Public Sector Board membership seat. This is a formality. Welcome!
2. Deb Ralya, is also awaiting Board of Commissioners 2-26-19 approval for a Private Sector Board membership seat. Again, this is a formality. Welcome!
3. Added Agenda item: Ashley Kimble, regrettably informed the Board that she will need to give up her Board membership seat due to recently accepting another job position. We are glad for her as her new job appears to be a good fit with her interests and skills, but are disappointed to see her leave. She was our main photographer at the Walk For Warmth event and did a fabulous job. She is actively recruiting for a replacement at Holland BPW for her Public Sector Board seat.
4. Board Chair and CoChair ballots/voting occurred at the meeting. Email voting to members not present also took place and secured the continuing Chair position to: Barb Hooper, and the CoChair position to: Carol Charron. Thank you to each for their willingness to continue with these responsibilities.

C. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. There were no questions regarding the reports.
2. The Direct Assistance “grant” with Holland BPW started on 1-11-19, and is off to a strong start. The agency receives a service fee of \$60 per assistance. Details of this grant were reviewed at the Program/Finance Committee meeting just prior to the full Advisory Board meeting.

3. The THAW program was not pursued due adequate funding from the MEAP program and the beginning of the HBPW Direct Assistance “grant”.
4. A client story was provided in the board packet.
5. Paula reported that the FEMA-EFSP grant term was extended from 1-31-19 to 2-28-19.

Old Business

- A. The 2019 Walk For Warmth was held on Saturday, Feb. 9, 2019 at 8:30 AM at City On A Hill in downtown Zeeland, MI. Several Board members attended and helped out in a variety of ways. THANK YOU! There was a good turn out this year – around 275 people. Consumers Energy secured enough donations to preliminarily state there will be a 3:1 Match of funds. That would be around \$19,000. Great news! Total proceeds update is \$25,500, and more donations continue to trickle in. Paula showed a short power point of the event. It went very smoothly this year. The event planning “in house” went well this year, although a lot of work. Tentative plan is to do internal event planning again next year, with the hope that experience will result in less time commitment for staff members.
- B. The OCCAA staff members hosted the 3rd Annual Walk For Warmth Building Breakfast on Feb. 1, 2019. The event got cancelled twice due to inclement weather. Proceeds were \$300. Paula had a slide highlighting this event in the power point presentation. THANK YOU OCCAA staff members!
Additionally, West MI Works held their annual Chili/Soup Cook-off to benefit the Walk For Warmth. Proceeds: \$400. Paula circulated a one page photo collage’ capturing this event during the meeting. We are thankful for this support from the West MI Works team!
- C. Advisory Board “Report Card” results were tabulated and a handout of the results was distributed at the meeting. Overall the results are great. The suggestion form the Program/Finance Committee is to work on No. 5, the lowest scoring of all the items. Paula will do some research on this and will present some ideas at the April 2019 meeting.
- D. Paula has completed the bulk of the work with Washtenaw County CAA on their Annual Report. They may request some further assistance with Organizational Standards. The agreement runs through June 30, 2019.

New Business

- A. Paula passed around a handout for board training. The training this time is a Checklist on Board Roles & Responsibilities and the National Community Action Partnership (NCAP) Promise.
- B. The Advisory Board reviewed and discussed the CSBG Annual Report that was submitted to MDHHS-BCAEO. The demographics pages were of most interest. The Board requested Paula to work with Kerri to produce a one page set of pie/bar charts to capture the

information in an easier visual way (similar to previous years). This information will be presented at the April 2019 meeting.

- C. The draft letter regarding the MI Energy Assistance Program (MEAP) was reviewed and discussed. There was consensus by the members present to change the letter to final form and send it out to the appropriate recipient. Email approval on this item was also confirmed by members not present at the meeting.
- D. DHHS-BCAEO programmatic monitor, Michelle Judge, is tentatively planning on being at the agency for monitoring the week of April 29, 2019. She is planning to attend the Advisory Board meeting that day. The Advisory Board welcomes her to attend the meeting.

Public Comment – None.

Next meeting is scheduled for **** April 29, 2019 (fifth Monday) at 1:30 pm**, at 12251 James Street, main conference room.

Adjournment: 2:40 PM