

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: April 29, 2019

TIME: 1:30 p.m.

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

PRESENT: Barbara Hooper, Diane Rosie, Carol Charron, Stefanie Machiela, Deb Ralya, Alison El-Cassabgui, Rebecca Hopp

STAFF: Paula Huyser, Dave Mayer, Kerri Mammoser

QUORUM: Yes

Call to Order

The meeting was called to order by Barbara Hooper.

Consent Items

- A. The Agenda for today's meeting was approved.
- B. Minutes from the February 25, 2019, meeting were approved.

Announcements

- A. The board welcomed a new applicant/appointed public sector member from Holland BPW – Alison El-Cassabgui.
- B. Michigan Community Action Legislative Day and Awards ceremony is scheduled for Thursday, May 2, at the Capitol. Paula Huyser is scheduled to visit local legislator's in the morning and attend the awards ceremony at noon. Lunch is included.
- C. MI Community Action and DHHS-BCAEO Annual Summer Conference is being held at Boyne Mountain this year. It is scheduled for July 23-25, 2019. OCCAA has very limited funding for conference attendance. One, possibly two staff members will be attending.

Committee Reports

- A. Finance
 - 1. The finance report was handed out at the meeting. Dave reported that client assistance is down from last year.

2. Home Rehab is slow spending down. The program income is hard to spend due to a lack of contractors bidding on the projects. Emergency repairs also qualify for the program.
3. CSBG may get a slight increase in funding. More information should be available in the next week or two.

B. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. A report on the Tax Program was included since the program ended on April 5. There were no questions regarding the reports.
2. The Holland BPW direct assistance grant has been quite busy. Many clients/customers have been assisted from January to April. Beginning April 16, clients are now being referred to DHHS to apply for SER (State Emergency Relief) funds. OCCAA is still able to provide navigation services for the MI Bridges website when needed.
3. The MEAP grant saw an abrupt change/decrease in funding due to unforeseen circumstances with affordable payment plan (APP) projections. DTE's projections for the programs was severely off. Many of the CAA's have had funding drastically reduced. Paula has met with MCA and there may be some funding coming back to OCCAA. A meeting is being held in Detroit on Wednesday, May 1, with DTE and MEAP grantees. More information will be made available after that meeting. All Assurance 16 funds can be kept by OCCAA.
4. A client story was provided in the board packet.
5. The FEMA-EFSP grant was fully spent out by the end of grant cycle on February 28, 2019.
6. Weatherization funding from Dept. of Energy (DOE) and Low Income Home Energy Assistance Program (LIHEAP) will be increased for next grant year.
7. The 2018 Program Year Summary Report for utility assistance was included in the board packet.

Old Business

- A. The final donation total for Walk for Warmth was \$28,414. This will be revised, however, due to a miscommunication regarding the Consumers Energy matching funds. Consumers will be doubling donations made on the day of the Walk for Warmth event. The initial thought was that Consumers would triple the donations.
- B. DHHS-BCAEO has rescheduled the program monitoring to June 2019. Michelle Judge, monitor, is planning to attend the June 24 board meeting.
- C. Advisory Board voting results are in! Barb Hooper and Carol Charron have been voted to remain in their current Chair and Co-Chair positions. Thanks to both for being willing to serve in this capacity.
- D. The MEAP draft letter from the OCCAA board was sent to MCA for review. However, more urgent MEAP issues have arisen and this item has not been pursued thus far.

New Business

- A. Paula passed around a handout for board training. The training this time is entitled “What does board service entail?” The Program committee will help with topics for discussion in the future.
- B. A chart showing the yearly demographics for the agency was passed out. These charts coincide with the written statistics provided at last month’s meeting.
- C. The OCCAA 2018 Annual Report was also presented. It was noted that not all programs are counted in the statistics. (i.e., Michigan Enrolls, TEFAP) The board recommended putting the agency address on the report next year.

Public Comment – None.

Next meeting is scheduled on June 24, 2019 1:30 pm at 12251 James Street, main conference room.

Adjournment: 2:25 PM