

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: June 24, 2019

TIME: 1:30 p.m.

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

PRESENT: Barbara Hooper, Diane Rosie, Stefanie Machiela, Deb Ralya, Alison El-Cassabgui, Rebecca Hopp, Tabitha Wolters, Molly DeWald, Amanda Price

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 April 29, 2019, meeting were approved.

Announcements

- A. Welcome to Michelle Judge, DHHS-BCAEO monitor. Michelle visits our agency once every three years for monitoring and is here to observe the board meeting.
- B. Welcome to Amanda Price, new Public Sector board member. Amanda currently serves as the Ottawa County Treasurer.
- C. MI Community Action and DHHS-BCAEO will hold their joint annual summer conference at Boyne Mountain. The conference is scheduled for July 23-25. Due to limited funding, only staff members Paula Huyser and Michelle Brothers will attend. Paula will do a short presentation at the "CAA Showcase" session regarding the new Holland Board of Public Works direct assistance program.

Action Items

- A. Annual Approval of Fair Housing documents
 - 1. Recommended motion: To approve the Fair Housing Resolution, as presented in the Board packet. Motion approved.
 - 2. Recommended motion: To approve the Fair Housing Policy, as presented in the Board packet. Motion approved.

Committee Reports

A. Finance

1. The finance report was handed out at the meeting. Dave reported that overall expenditures are down. This is generally related to client assistance.
2. There are no major concerns noted.
3. A budget adjustment returning MEAP funding is waiting to be approved.
4. MEAP staffing dollars are still available for use. Utility intake workers have been utilizing these funds.

B. Program Oversight & Development

1. Program reports were provided to board members ahead of the meeting. A question was asked about food slots – allowable vs actual. There was also a question regarding the Reg + TM notation. Paula explained that there has been more food available through trade mitigation in recent months.
2. Michigan Energy Assistance Program (MEAP) update was given. OCCAA was required to return \$60,000 in direct assistance to help cover the shortfall for affordable payment plans. As previously noted, the agency was allowed to keep the staffing dollar associated with the MEAP grant. The utility intake staff has been using Walk for Warmth funding as well as the small amount of MEAP dollars retained to continue to assist clients. The amount of assistance per client is limited.
3. A utility assistance client story was provided in the board packet.

Board Development

- A. Board orientation was held on May 24, 2019, for Alison El-Cassabgui and Amanda Price. Both board members received the advisory board manual and signed the acknowledgement of receipt form. Welcome, again, to both Alison and Amanda!
- B. Consumer sector board member, Jessica Poisson, is experiencing health issues. Due to this, Jessica is unsure she will be able to carry out her term on the board. Paula will stay in touch with Jessica on this matter.
- C. Overseeing board development and training will be added to the responsibilities of the program/finance committee. This group meets one hour before the regularly schedule advisory board meeting. All members are invited to attend this meeting.

Old Business

- A. The final donation total for Walk for Warmth was \$27,533. This is slightly lower than anticipated due to a change in the Consumers Energy matching funds. Amanda Price mentioned that ITC could be a possible sponsor of future Walk for Warmth events. Paula will follow up on this.

- B. The Community Service Block Grant (CSBG) final allocation had an increase of \$1,268 bringing the grant total for the year to \$352,072. We are anticipating this to be the planning amount for the upcoming grant year as well.
- C. OCCAA has been selected again as the fiduciary for the Emergency Solutions Grant for the upcoming grant year. This grant flows from HUD, through MI State Housing Development Authority (MSHDA) down to the local level. Paula is working on the grant which is for homelessness solutions.
- D. The County budget planning process continues. Paula will have meetings in the future with Fiscal Services to discuss budget issues. The budget is tight again this year due to rising County administration costs and “flat” grant funding. Paula Huyser and Dave Mayer meet monthly and will continue to update the board.

New Business

- A. Paula passed around a handout for board training. The training this time is entitled “What makes a good board member?” The handout highlights 6 key points/suggestions. Paula noted that board meeting attendance is key.
- B. A proclamation by Governor Whitmer declaring May 2019 as Community Action Month was provided in the board packet.
- C. An information guide on Michigan Community Action was handed out. This guide highlights what the association does in Michigan.
- D. OCCAA has been given a small grant for Census 2020. Due to a decrease in the Census office budget, CAA’s are being used to educate and inform the community about the importance of filling out the census form. MCA is heading up the grant.
- E. A short survey regarding OCCAA will be sent to all board members thru Survey Monkey as part of the ongoing strategic plan. There are only five questions so please respond to the survey!

Public Comment – None.

Next meeting is scheduled on August 26, 2019 1:30 pm at 12251 James Street, main conference room.

Adjournment: 2:20 PM