

**OTTAWA COUNTY
COMMUNITY ACTION AGENCY BOARD**

MINUTES

DATE: August 26, 2019

TIME: 1:30 p.m.

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

PRESENT: Barbara Hooper, Carol Charron, Stefanie Machiela, Deb Ralya, Alison El-Cassabgui, 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 with one addition. TEFAP update was added to the Program Oversight section as number 5.
- B. Minutes from the June 24, 2019, meeting were approved.

Announcements

- A. Ottawa County Deputy Director, John Shay, Paula's supervisor, will be coming to the October 28, 2019 Advisory Board meeting in order to meet the Board and for the Board to meet him. John will share a few details of his professional background and some general information about the County.
- B. The Board of the State Association of Community Action (MCA) recently relieved Executive Director, Kate White, of her position. The network was not given any details about this action. There is an interim Director serving at this time. Previous Macomb County CAA Director, Frank Taylor, has stepped in until a new Executive Director is hired. Paula will keep the board updated on this item.

Action Items

1. **Recommended motion:** to approve the Community Services Block Grant (CSBG) grant application/budget as presented on pp. 6-9. Paula Huyser showed the whole plan with narrative that is available for the public to review. **Motion passed.**

Committee Reports

A. Finance

1. The finance report was handed out at the meeting. Dave reported that the budget numbers have been adjusted since last meeting. The biggest change was in MEAP funding. Revenues are a bit lower than last year.
2. IT costs are lower than last year.
3. The Home Rehab program has program income to spend. It is difficult to find participants and contractors for this program. As a result, \$113,000 of program income needed to be returned. One change in the program was made recently. After five years, 50% of the loan is now forgivable.

B. Board Development

1. Jessica Poisson was to return to the board this month. Health issues preventing her from doing so. We hope to see her at the next board meeting.
2. One of the CAA Organizational Standards requires Board members to receive key documents every two years in order to ensure they are fully informed on various topics. Paula was able to obtain the necessary signatures and will continue to monitor when those signatures are due.

C. Program Oversight

1. Program reports were provided prior in the board packet. There were no questions raised regarding those reports.
2. MEAP Program update: The state Association of CAA's (MCA) was instructed by its Board not to pursue submitting a proposal for the MEAP program for the upcoming grant year. Instead, the CAA's state Bureau, MDHHS-BCAEO, has submitted a proposal. They asked for \$16.3 million. This is more than double what MCA was awarded last grant year. OCCAA should hear something back on this by mid-September as the grant is scheduled to begin on October 1.
3. CSBG Discretionary for PY2019-2020 was funded at \$18,000. OCCAA will use these funds to provide tax and migrant assistance.
4. A client story was provided in the board packet.
5. TEFAP update: OCCAA has left the NW Consortium for obtaining food for the TEFAP program. The agency will now collaborate with Southwest Michigan CAA. This will save money for the program. Paula Huyser and Katherine VanSweden visited the Southwest facilities last week. The agreement is expected to be approved by the Board of Commissioners on August 27. Paula and Katherine will be working on providing the board a lunch made from TEFAP food items. Katherine will also provide a sample box so that board members can see what a typical TEFAP distribution provides to low income Ottawa County residents.

Old Business

- A. The Emergency Solutions Grant amount has now been determined and there is a slight increase of about \$1,000 for OCCAA-Fiduciary services this grant year. OCCAA is the fiduciary for this grant and receives a relatively small amount from the grant for these activities. The remainder of the grant amount is “pass through” to four sub-grantees. Those sub-grantees are Community Action House, Salvation Army Grand Haven, Good Samaritan Ministries and United Way. United Way provides monitoring services for the grant.

New Business

- A. Paula passed around a handout for board training. The training was about ROMA – Results Oriented Management and Accountability. CAA’s are measured on outcomes. Each are required to compile an annual report based on those outcomes.
- B. **Walk For Warmth:** Mark your calendar! The OCCAA staff recently set the date for 2020 – **Saturday, Feb. 8, 2020**. More details to come as the months progress.
- C. Resignation of OCCAA staff member Phil Roxbury happened earlier in August. Phil left on good terms. Unfortunately, he had three medical issues that came up this summer. Prior to this, he had medical leave in the summer of 2017 and 2016. He felt he needed to focus on restoring his health. We wish him the best and are very thankful for all his dedicated work for OCCAA. Internal discussion to occur as to position replacement.
- D. Census 2020: activity continues for this grant. Formal grant signing should happen in September – it is delayed due to the leadership change at MCA.
- E. Thank you to those board members that participated in the OCCAA survey. Results are being tabulated and discussed internally as part of the strategic plan.
- F. The new 2020 meeting schedule was provided to the board. Notice different meeting room for Apr. & Oct.
- G. OCCAA received monitoring letters from overseeing state Bureau. Monitoring was on organizational standards, programmatic and fiscal records. All monitoring letters are positive and indicate quality functioning of the agency. No findings were recorded.
- H. A new grant summary document will be distributed at the October meeting when all grant funding amounts will be known.
- I. An updated Advisory Board membership roster was provided.
- J. The topic of disposal/shredding of Advisory Board documents was discussed. Board members need to be cognizant of the sensitive material sometimes provided in the packet. Members should shred the information or return it to OCCAA for shredding.
- K. A handout was provided with ALICE (Asset-Limited, Income-Constrained, Employed) information from 2017 for our area. This is the most recent data available.

Public Comment – None.

Next meeting is scheduled on October 28, 2019 1:30 pm at 12251 James Street, main conference room.

Adjournment: 2:25 PM