

**OTTAWA COUNTY COMMUNITY
ACTION AGENCY ADVISORY BOARD**

Mission Statement: Ottawa County Community Action Agency aims to reduce the effects of financial hardships by promoting self-sufficiency and empowering individuals and families to achieve economic independence.

MEETING MINUTES

DATE: October 15, 2025

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Ken Styles, Brittney Brown, Rosa Hernandez, Debbie Deater, Alison El-Cassabgui, Molly Brouwer. Esther Fifelski

STAFF: Jennifer Brozowski, Kerri Mammoser, Emma Bryant, Barb Koning

QUORUM: Yes

Call to Order

The meeting was called to order by Alison El-Cassabgui.

Consent Items

- A. Meeting minutes from August 20, 2025, were approved.

Reports

- A. Finance (OS 8.7)
 - a. The financial report was included in the board packet.
 - b. Fiscal year 25 ended September 30. Emma is still working on the final close out numbers. Those will be reported in December.
 - c. There are still two programs on hold due to budgets. One is LIHEAP and one is MEAP Assurance 16 program. LIHEAP is used in the Weatherization program and A16 is the case management portion of MEAP.
 - d. The Emergency Solutions Grant received additional funding. This is reflected in the report.
 - e. The Community Services Block Grant has been approved for spending from the State.
- B. Program Oversight and Development Reports (OS 5.9)
 - a. Reports were provided in the board packet.
 - b. The contracts with Holland BPW have ended as of 9-30-25.
 - c. MEAP does not require MDHHS SER approval starting FY26.

C. Board Development

- a. Kate Chrisman has resigned from her Consumer Sector position with the board. Jen will have the application open on the County website. Esther recommended reaching out to Evergreen Commons, Four Pointes, Momentum Center and other like agencies for board member suggestions.
- b. Public sector – Danielle Weeks term ends 12-31-25. Danielle has applied for another term. One other application has been received. The Board of Commissioners' Appointment and Alignment committee will interview the applicants.
- c. Private sector – Rosa Hernandez will term out on 12-31-25. Rosa has been with the Advisory Board for nine years. Thank you for your service to OCCAA! The posting for that seat has gone out. There have been a few applications received.

Old Business - None

New Business

A. Fundraising Updates

- a. The Game Day for Good event is being held on October 25 at Pigeon Creek Park. OCCAA is co-hosting with the Parks and Recreation department. The link to register is on the OCCAA website. OCCAA is using a new website for registering called Givebutter. Rosa will send Jen contact information for MSU and UofM. Esther will call the Talk of the Town radio show to try to secure a spot to promote the event.
- b. The Walk for Warmth for 2026 is being held on February 20, 2026, @ 5:30 pm at EV Construction in Holland. Debbie and Esther are helping to gather donations for the silent auction. There is a spreadsheet with possible donors listed. It was sent out to the board. Members can sign up to contact those donors. Alison will reach out to Unicorn Tavern in Grand Haven for a possible fund-raising event.
- c. OCCAA is putting together items for a gift basket for the Walk for Warmth poster contest winner. Suggestions for donations are welcome. The poster contest winner will be announced on November 17.

B. Monitoring Results

- a. The Department of Energy monitoring for the Weatherization program has been wrapped up. There were a couple of corrective actions items that have been addressed.
- b. Programmatic monitoring has also concluded. There were no findings. Jen will send out report when it is received.

C. Funding Updates

- a. OCCAA has been approved for County general funds this fiscal year. The funds will be available if OCCAA shows a deficit throughout the year.

D. Bylaws

- a. There were questions about whether the Board of Commissioners need to approve any of the OCCAA Advisory board seats. Jen reached out to CAPLAW for clarification. There is nothing in the law stating that the Board of Commissioners

need to approve OCCAA board members. She will be reaching out to the new County Administrator on updating the bylaws to reflect this. It was suggested to add to the bylaws that the OCCAA Advisory board must also approve the chosen candidate. OCCAA would like to have the application process continue to be done through the County website.

E. Public Sector Opening

- a. Jen will be writing a letter to the Board of Commissioners' Appointment and Alignment Committee supporting Danielle Weeks to maintain her seat on the OCCAA Advisory board.
- b. The OCCAA Advisory board voted to support Danielle Weeks' application to maintain her seat on the board. The vote was unanimous.

Public Comment - None

Adjournment at 11:01 am

Next meeting is scheduled December 10, 2025, at 10:00 am at 12251 James Street in the main conference room.