

**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: February 19, 2025

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Rosa Hernandez, Brittney Brown, Danielle Weeks, Esther Fifelski, Molly Brouwer, Alison El-Cassabgui-virtual

STAFF: Jennifer Brozowski, Emma Bryant, Barb Koning, Megan Kwantes, AnaSue Jaramillo-colon, Maria Gutierrez

GUESTS: Tina Duoibes & Brianna Conway - GrandPR

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski. Everyone went around and shared their name and role with OCCAA.

Consent Items

- A. Meeting minutes from December 11, 2024, were approved.
- B. Approval of Alison El-Cassabgui for Chair of the Advisory Board.
- C. Approval of Ester Fifelski for Co-Chair of the Advisory Board.

Committee Reports

- A. Finance
 - a. The financial report was included in the board packet.
 - b. OCCAA received increased funding for the Reach & Resiliency, DOE, and LIHEAP grants.
 - c. Short discussion on fiscal year vs. grant years for OCCAA
- B. Program Oversight and Development Reports
 - a. Reports were provided in the board packet and were reviewed at the meeting.
 - b. No questions or discussions.

- C. Advisory Board
 - a. No updates or discussion

Old Business

- A. Walk for Warmth
 - a. Discussion of the shared google sheets to remind board members to sign up to volunteer at the event.
 - b. Discussion on the assistance needed with gathering in-kind donations and monetary donations from local businesses.
 - c. Rosa reported that West Michigan Works! Chili, Soup, and Salad Cookoff will be taking place on Wednesday, February 26.

New Business

- A. Programmatic Monitoring
 - a. Brief discussion on the process of weatherization and why/how some projects fall behind the deadline (ex. Needing a custom size fridge).
 - b. Rosa shared information about window warranties to hopefully help reduce some future weatherization costs.
- B. CSFP Updates
 - a. Discussion of why OCCAA is unable to continue providing the program and that June will be the last OCCAA distribution.
 - b. Molly asked for clarification on if we are unable to sustain it, how would other agencies sustain it. Leading to discussion about larger food banks and agencies having the infrastructure to support the operations.
- C. Grants
 - a. Discussion of how the current executive orders could effect OCCAA grants and funding. Currently, there is no effect and OCCAA is in communication with the National Partnership to stay up to date on changes.
 - b. OCCAA will keep board informed if there are any significant changes to federal grant status.

Public Comment

None

Adjourn @ 11:15 am

Next meeting is scheduled April 16, 2025, at 10:00 am at 12251 James Street in the main conference room.