

**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: June 18, 2025

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

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

STAFF: Jennifer Brozowski, Kerri Mammoser, Emma Bryant

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Consent Items

- A. Amend the June 18 agenda to read “approval of minutes from the April 16 meeting.”
- B. Meeting minutes from April 16, 2025, were approved.
- C. The Fair Housing Policy was approved.

Committee Reports

- A. Finance (OS 8.7)
 - a. The financial report was included in the board packet.
 - b. Reach and Resiliency is overspent. OCCAA did receive an additional \$10,000 from MEDC to help cover this deficit. Any remaining deficit will be covered by CSBG funds. There may also be funding available in the CDBG program.
 - c. The TEFAP budget was reduced to \$41,113 this year. This is something that Jen will be looking into.
 - d. The BIL grant in the Weatherization program is underspent currently. There are concerns that the grant may be discontinued as of October 1. OCCAA is being conservative with spending until more is known about the future of the grant.
- B. Program Oversight and Development Reports (OS 5.9)
 - a. Reports were provided in the board packet.

C. Board Development

- a. Debra Deater has been voted in via email as a Consumer Sector member. Debra will need to go through the full Board of Commissioners for final approval.

Old Business

- A. OCCAA has been awarded the Weatherization grant again. There is a meeting on June 18 regarding more details of the award. The exact total of the funding has not yet been finalized.
- B. The board survey results were provided in the packet. The results are helpful to OCCAA to receive this feedback. Overall, the results were great.
- C. OCCAA has been working on rebranding. The agency worked with Grand PR from Grand Valley University. The results were not as desired. For now, the rebranding is on hold. Grand Valley gave several options to resolve this issue. A concept paper has also been written for the Michigan Health Endowment for funding to help with the rebranding process. If awarded this grant, it opens other options.
- D. The Commodity Supplemental Food Program will be ending with OCCAA July 31. Megan Kwantes is prepping letters to go out to clients to inform them of the change. This letter should go out early next week. The biggest change will be that home delivery will be discontinued. Participants will need to pick up boxes. The distribution sites will stay the same.

New Business

- A. A survey was sent out to determine a date/day for the 2026 Walk for Warmth. The Walk will move to February. The day of the week has not yet been determined. OCCAA has been meeting the Parks Foundation to see how they pursue donations. Other suggestions were provided by board members for area organizations that may help with the Walk for Warmth.
- B. An update has been made to the Walk for Warmth funding provided to customers. OCCAA has decided to reduce the cap to \$100 for Holland BPW customers. Those customers have several other funding sources available to them. This is to stretch the funding as far as possible.
- C. OCCAA went through the Six Thinking Hats activity earlier this year. During this activity, the focus was on funding and how to generate more for the agency. It was decided to pursue County general funds this year. Jen showed a graph showing the difference between the CSBG funds received and the overhead that needs to be paid to the County. The general funds request would help offset those costs. Board members offered to be present if Jen must appear before the full Board of Commissioners to make public comments in support of OCCAA.
- D. The Home Energy 101 program is expanding to Zeeland Board of Public Works customers. The pilot should kick off within the next few months.
- E. A wage study was done to determine the cost of providing utility assistance to Zeeland BPW customers. The administrative fee charged in the past to hold these appointments was \$60. After this study, that fee will increase significantly. An updated contract has been sent to Zeeland BPW for approval.

Public Comment - None

Adjournment at 11:27 am

Next meeting is scheduled August 20, 2025, at 10:00 am at 12251 James Street in the main conference room.