

**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: August 20, 2025

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Debbie Deater, Alison El-Cassabgui, Rosa Hernandez, Molly Brouwer, Esther Fifelski, Danielle Weeks

STAFF: Jennifer Brozowski, Kerri Mammoser, Emma Bryant, AnaSue Jaramillo-Colón, Barb Koning, Myra Ocasio, Megan Kwantes

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Announcements

- A. Welcome Debbie Deater! Debbie is our newest Consumer Sector board member.

Correspondence

- A. Myra Ocasio, Assistant Fiscal Services Director, gave a presentation on the Ottawa County Cost Allocation Plan. This is a tool that the County uses to determine overhead costs for each County department. The costs are for central services such as Administration, HR, IT, Facilities Maintenance, Corporate Counsel and Fiscal Services. The costs are based on the number of full-time employees in each department and are determined by an outside consultant to meet federal regulations.

Consent Items

- A. Meeting minutes from June 18, 2025, were approved.
- B. The CSBG budget and plan for FY26 were approved.

Committee Reports

A. Finance (OS 8.7)

- a. The financial report was included in the board packet.
- b. Spending is on track for the remainder of the fiscal year.
- c. Reach and Resiliency is fully spent out.
- d. CSFP ended as of July 31st. The remaining funds may be used in other areas. Jen is checking in to that.
- e. DOE was set to end on June 30 but has been extended to the end of September.
- f. BIL appears to be underspent but is not a concern for Weatherization programs.

B. Program Oversight and Development Reports (OS 5.9)

- a. Reports were provided in the board packet.
- b. The Emergency Food Assistance Program numbers are rising throughout the county. This is a food program available quarterly to anyone in need of food.
- c. Walk for Warmth funding for FY25 has been spent.
- d. The contract with Holland BPW for direct assistance and Promise Funds will end August 31.

C. Board Development

- a. All seats are currently filled on the OCCAA Advisory Board.

Old Business - None

New Business

- A. Megan Kwantes gave an update on fund-raising activities. There is a fund-raising event at Noodles and Company on Thursday, August 21, from 4 – 8 pm. 25% of total sales will come back to OCCAA. Alison will reach out to Unicorn Tavern to see if there is an option to do an event there in the future. Megan is looking for a new software platform to accept donations. OCCAA is planning a fall event at Pigeon Creek Park on October 25. The Parks Department will be partnering with OCCAA at this event. OCCAA is looking for donations of refreshments. OCCAA has a couple of community events coming up. If anyone is interested in helping with those, please let Megan know.
- B. The County budget cycle is in process. Jen spoke at both recent board meetings to review the needs of the agency. OCCAA has asked for general funds this year to help with budget shortfall. The next Board of Commissioners' meeting is August 26. There is another special meeting on September 2 to address the budget. Jen will be attending both of those meetings as well.
- C. AnaSue Jaramillo-Colón gave a client success story from the Weatherization program.

Public Comment - None

Adjournment at 11:29 am

Next meeting is scheduled October 15, 2025, at 10:00 am at 12251 James Street in the main conference room.