

AGENDA: OTTAWA COUNTY COMMUNITY ACTION AGENCY
Advisory Board Meeting: Wednesday, October 15, 2025 10:00am
12251 James Street Holland, MI 49424-Main Conference Room

Mission: 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.

I. Call to Order

II. Consent Items

- A. Approval of minutes from August 20th meeting (pages 2-3)

III. Reports

A. Finance (OS 8.7)

- 1. Fiscal Report; Update on fiscal status (page 4)

B. Program Oversight and Development (OS 5.9)

- 1. Program reports (pages 5-7)

C. Advisory Board

- 1. Consumer Sector

- 2. Public Sector

- 3. Private Sector

IV. Old business

V. New Business

A. Fundraising updates

- 1. Game Day for Good

- 2. Walk for Warmth

B. Monitoring results (pages 8-9)

C. Funding

D. Bylaws

VI. Public Comment

VII. Adjourn

Next Meeting: December 10th, 2025 10am at 12251 James Street Holland, MI 49424- Main Conference Room

**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.

OCCAA FY25 (October 2024 - September 2025) Available Funds

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Community Services Block Grant	Oct 2024 - Sep 2026	628,160.78	369,040.69	59%	259,120.09	644,739.37	390,365.18
Total		628,160.78	369,040.69	59%	259,120.09	644,739.37	390,365.18

Utility Assistance grants:

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Michigan Energy Assistance Program	Oct 2024 - Sep 2025	65,000.00	59,094.77	91%	5,905.23	65,000.00	64,085.00
Water Affordability Grant	Oct 2024 - Sep 2027	100,000.00	50,065.94	50%	49,934.06	100,000.00	48,145.92
Walk for Warmth Program			17,668.68				14,832.84
Total		165,000.00	126,829.39	77%	55,839.29	165,000.00	127,063.76

Food Assistance grants

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
The Emergency Food Assistance Program	Oct 2024 - Sep 2025	91,562.00	75,564.86	83%	15,997.14	93,863.00	91,867.32
Commodity Supplemental Food Program	Oct 2024 - Sep 2025	41,929.00	41,929.00	100%	-	30,380.00	30,380.00
Reach & Resiliency Grant	May 2023 - June 2025	23,216.41	23,216.41	100%	-	50,666.06	41,899.53
Total		156,707.41	140,710.27	90%	15,997.14	174,909.06	164,146.85

Weatherization grants

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Department of Energy Grant - FY24	July 2024 - Sep 2025	484,223.04	457,225.03	94%	26,998.01	229,623.00	14,808.04
Low Income Home Energy Assistance Program	Oct 2024 - Sep 2025	381,426.00	275,505.02	72%	105,920.98	241,400.00	225,952.43
Bipartisan Infrastructure Law Grant	Oct 2024 - Sep 2025	670,487.00	187,527.51	28%	482,959.49	676,150.00	361,587.51
Deferral Reduction	Jan 2024 - Sept 2026	347,319.84	188,395.45	54%	158,924.39	543,269.00	201,611.16
Total		1,883,455.88	1,108,653.01	59%	774,802.87	1,690,442.00	803,959.14

Home Rehab Program

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Local Water Utility Affordability	April 2024 - Sep 2026	50,000.00	39,535.74	79%	10,464.26	50,000.00	13,686.24
Community Development Block Grant	July 2024 - June 2025	-	-	-	-	61,695.00	58,431.38
Total		50,000.00	39,535.74	79%	10,464.26	111,695.00	72,117.62

Subrecipient Grants

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Emergency Solutions Grant	Oct 2024 - Sep 2025	287,358.00	266,656.56	93%	20,701.44	281,701.00	281,701.00
Emergency Solutions Grant 23-25	Oct 2023 - June 2025	22,094.00	22,094.00	100%	-	-	-
Total		287,358.00	266,656.56	93%	20,701.44	281,701.00	281,701.00

OCCAA Energy Education, Home Energy 101 and Homeowner Programs

September 2025

Home Energy 101 and 201

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD
HE101 and 201	4	6	6	2	0	5	4	0	4	5	6	1	43

HQS Inspections

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD
HQS Inspections	7	7	16	17	15	8	5	8	9	11	2	7	112

Homeowner Programs

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	YTD	In Prog.
Home Rehab (Emergency)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Weatherization Prog.

Dept. of Energy (DOE) July-June Goal: 30	1	3	10	2	2	4	6	3	4	5	1	2	43	18
BIL Oct-Sept Goal: 68	1	1	0	0	0	1	2	0	0	1	1	5	12	9
LIHEAP Oct-Sept Goal: 10		1	1	0	2	1	6	3	2	4	2	5	27	13
Combined	2	5	11	2	4	6	14	6	6	10	4	12	82	40

OCCAA Utility Assistance Statistics (FY 2024-2025)

September 2025

Grant		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	YTD/Total
Walk for Warmth	Expenses	\$595	\$72	\$209	\$798	\$519	\$1,583	\$841	\$2,798	\$2,492	\$750	\$0	\$0	\$10,656
	Households	3	1	2	4	3	9	5	15	17	5	0	0	64
	Avg Payment	\$198	\$72	\$104	\$199	\$173	\$176	\$168	\$187	\$147	\$150	\$0	\$0	\$167
Water Affordability Grant	Expenses	\$2,748	\$799	\$2,410	\$2,113	\$2,192	\$2,470	\$1,625	\$2,552	\$1,659	\$1,102	\$2,086	\$2,493	\$24,252
	Households	4	4	13	9	9	9	7	7	8	4	7	6	87
	Avg Payment	\$687	\$200	\$185	\$235	\$244	\$274	\$232	\$365	\$207	\$276	\$298	\$416	\$279
MI Energy Assist Prog (\$38,000)	Expenses	\$816	\$215	\$767	\$4,066	\$1,015	\$0	\$3,470	\$1,588	\$0	\$1,648	\$1,359	\$1,746	\$16,690
	Households	2	1	2	8	1	0	11	4	0	4	4	5	42
	Avg Payment	\$408	\$215	\$383	\$508	\$1,015	\$0	\$315	\$397	\$0	\$412	\$340	\$349	\$397
MEAP - APP responsibility (part of \$38,000)	Expended	1,133	1,787	1,544	1,980	1,381	3,597	2,210	1,733	1,234	1,201	974	\$725	19,498
	Payments	9	11	13	13	19	21	20	20	19	16	14	13	188
	Avg Payment	\$126	\$162	\$119	\$152	\$73	\$171	\$110	\$87	\$65	\$75	\$70	\$56	\$104
ZBPW (\$5,000+)	Expenses	\$0	\$453	\$1,282	\$163	\$118	\$550	\$1,469	\$99	\$700	\$700	\$169	\$0	\$5,704
	Households	0	2	4	1	1	1	4	1	1	1	1	0	17
	Avg Payment	\$0	\$226	\$321	\$163	\$118	\$550	\$367	\$99	\$700	\$700	\$169	\$0	\$336
Holland BPW grant (\$50,000)	Expenses	\$0	\$1,382	\$909	\$466	\$4,525	\$3,119	\$0	\$0	\$703	\$0	\$206	\$0	\$11,310
	Households	0	4	4	2	12	10	0	0	6	0	2	0	40
	Avg Payment	\$0	\$345	\$227	\$233	\$377	\$312	\$0	\$0	\$117	\$0	\$103	\$0	\$283
HBPW C.A.P.	No. of appts.	6	11	7	9	8	9	5	1	6	6	4	0	72
Denials		7	6	1	2	0	1	7	2	2	4	3	5	40
FY 2024/25 Monthly Totals	Expenses	\$5,293	\$4,708	\$7,120	\$9,586	\$9,749	\$11,319	\$9,615	\$8,771	\$6,787	\$5,402	\$4,795	\$4,965	\$88,110
	Households	18	23	38	37	45	50	47	47	51	30	28	24	438
	Avg Payment	\$294	\$205	\$187	\$259	\$217	\$226	\$205	\$187	\$133	\$180	\$171	\$207	\$201
FY 2023/24 Monthly Totals	Expenses	\$8,300	\$4,860	\$4,459	\$5,956	\$7,425	\$16,127	\$6,588	\$5,484	\$9,691	\$18,686	\$7,164	\$7,446	\$102,184
	Households	48	36	29	36	35	54	36	28	44	60	37	39	482
	Avg Payment	\$173	\$135	\$154	\$165	\$212	\$299	\$183	\$196	\$220	\$311	\$194	\$191	\$212

	Individuals Served					Slots
	Holland-Zeeland (SW)	Jenison-Hudson (SE)	Tri-Cities (NW)	Coopers-Allend (NE)	County Total	
January-25	202	26	91	33	352	400
February-25	212	42	92	30	376	400
March-25	209	28	92	30	359	400
April-25	206	42	98	38	384	393
May-25	203	27	97	38	365	393
June-25	203	41	97	34	375	393
July-25	201	27	97	34	359	393
August-25					0	393
September-25					0	393
October-25					0	393
November-25					0	393
December-25					0	393
Calendar Year (2025) To-date Totals	1,436	233	664	237	2,570	

Calendar Year 2024 Average/Month	199	32	78	33	341
Calendar Year 2024 Box Totals (annual)	2,388	378	931	400	4,097

The Emergency Food Assistance Program (TEFAP)

	Households Served		Total Slots	Pounds Received	Value
	Mass Dist	Pantry			
(Second Quarter) Jan - March 2025	548	3,832	2,330	57,682	\$4,023.00
(Third Quarter) April - June 2025	564	4,165	2,330	72,567	\$4,156.65
(Fourth Quarter) July - Sept 2025	595	4,775	2,330	75,927	\$54,933.15
(First Quarter) Oct - Dec 2025			2,330		
Calendar Year (2025) To Date Totals	1,707	12,772		206,176	\$63,112.80
Totals from Fiscal Year 2024					



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

October 7, 2025

Jennifer Brozowski, Executive Director
Ottawa County Community Action Agency
12251 James Street, Suite 300
Holland, MI 49424

Re: Monitoring Closeout Letter
BCAEO MVID 3630

Dear Ms. Brozowski,

The Michigan Department Health and Human Services (MDHS) Bureau of Community Action & Economic Opportunity (BCAEO) has closed the following monitoring visit.

Agency DUNS #: 08-589-9011
Agency Federal ID: 238-6004883

Monitoring Number: 3630
Monitoring Dates: 03/19/25-05/20/25
Monitoring Type: PY24 IDOE QAM

Please retain this letter for your records. Any identified findings and/or corrective action plans will be reviewed during your next scheduled monitoring visit.

If you have questions regarding this letter, please contact me at MDHHS-
BCAEO@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Kris Schoenow".

Kris Schoenow, Executive Director
MDHHS-Bureau of Community Action & Economic Opportunity

CC: Alison El-Cassabgui, Board Chair
Melanie Sanford, MDHHS-BCAEO Deputy
Director Monitoring File MVID 3630