

AGENDA: OTTAWA COUNTY COMMUNITY ACTION AGENCY
Advisory Board Meeting: Wednesday, February 19, 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. Correspondence

- A. GrandPR presentation

III. Consent Items

- A. Approval of minutes from December 11th meeting (pages 2-3)
- B. Vote for Co-Chair, Esther Fifelski, as nominated at August 21st meeting
- C. Vote for Chair, Alison El-Cassabgui, as nominated at August 21st meeting

IV. Reports

- I. Finance (OS 8.7)
 - 1. Fiscal Report; Update on fiscal status (page 4)
- II. Program Oversight and Development (OS 5.9)
 - 1. Program reports (pages 5-7)
- III. Advisory Board – no updates

V. Old business

- A. Walk for Warmth

VI. New Business

- A. Programmatic Monitoring (pages 8-9)
- B. CSFP updates
- C. Grants

VII. Public Comment

VIII. Adjourn

Next Meeting: April 16, 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: December 11, 2024

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

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

STAFF: Jennifer Brozowski, Kerri Mammoser, Emma Bryant, Olga Frederick

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski. An ice breaker activity was done to help board members get to know each other better.

Consent Items

- A. Meeting minutes from October 16, 2024, were approved.
- B. Approval of Rachelle Gelder for Chair of the Walk for Warmth Committee
- C. Approval of Ken Styles for Co-Chair of the Walk for Warmth Committee

Committee Reports

- A. Finance
 - a. The financial report was included in the board packet.
 - b. Reports were provided for FY24 and FY25. For FY24 the water grants started in FY24 so there is no comparison to FY23. All other grants should have a comparison shown.
 - c. FY25 began October 1. The water grant budgets will be decreasing due to confusion with the funding source. LWUA will be \$80,000 for two years.
 - d. DOE funding is about 50% spent already. However, additional funding has been received and is not noted on the report at this time.
 - e. CDBG does not have funds for FY25. Program funds collected from the previous fiscal year would be used for FY25. In FY24, there was less than \$35,000 collected. This makes those funds unrestricted. The plan is to invest those funds for future use.

- f. CSBG funding is set for two years. The percentage spent showing is a combination of two years.

B. Program Oversight and Development Reports

- a. Reports were provided in the board packet and were reviewed at the meeting.
- b. Holland BPW and Zeeland BPW are considered opt-out providers. They are not able to shut off customers from November 1 to April 15. During that time, those customers are not eligible for MDHHS State Emergency Relief funds. This is when they will come to OCCAA for assistance. April 1 to November 1, those customers are required to apply at MDHHS before coming to OCCAA.
- c. Jen will include the board members on the CSFP volunteer sign ups and send out the schedules. Distributions are the first week of the even numbered months on Tuesday and Thursday. Door Dash delivers the boxes to the seniors.
- d. Rosa asked about Weatherization contractors. Jen will send out the link to the open RFP on our website.

C. Board Development

- a. There are two board seats that are still in process. The Talent and Recruit Committee meets on December 17 and should finalize those appointments to send to the full Board of Commissioners on December 19.
- b. The terms for Ken Styles and Esther Fifelski were corrected to reflect policy. An amendment went through the Board of Commissioners and was approved. Their terms will now end in 2027.
- c. A pause had to be put in place on voting for Chair and Co-chair for the Advisory Board. Alison El-Cassabgui is up for the Chair position but has not yet been approved by the Talent and Recruitment Committee.

New Business

- A. Rose Hernandez mentioned that long time Walk for Warmth fund raising organizer at Michigan Works has passed away. West MI Works are going to fill those shoes and continue the tradition of the chili cookoff to raise money.
- B. The STAR report was provided in the meeting packet. The rating an agency receives can determine the amount of funding received. Board members asked how the ratings were determined. Unfortunately, there is no rubric or standard to go by. Jen will provide contact information for the State. A comparison between ratings back to FY20 was shown.

Public Comment

Molly Brouwer is working with a client that was having issues with their home. Issues like electrical and plumbing not functioning properly. She referred them to OCCAA to help with repairs. Combined with another program, the repairs have been made, and the home is now safe for the family to live in.

Adjourn @ 11:15 am

Next meeting is scheduled February 19, 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	163,388.11	26%	464,772.67	644,739.37	167,483.30
Total		628,160.78	163,388.11	26%	464,772.67	644,739.37	167,483.30

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	20,193.27	31%	44,806.73	65,000.00	12,976.19
Water Affordability Grant	Oct 2024 - Sep 2025	100,000.00	20,082.17	20%	79,917.83	100,000.00	16,864.46
Walk for Warmth Program			3,554.03				3,084.44
Total		165,000.00	43,829.47	27%	124,724.56	165,000.00	32,925.09

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	100,000.00	20,871.17	21%	79,128.83	103,157.00	34,907.53
Commodity Supplemental Food Program	Oct 2024 - Sep 2025	30,000.00	13,115.09	44%	16,884.91	30,000.00	8,612.43
Reach & Resiliency Grant	May 2023 - June 2025	33,216.41	15,931.94	48%	17,284.47	50,666.06	14,458.19
Total		163,216.41	49,918.20	31%	113,298.21	183,823.06	57,978.15

Weatherization grants

Grant	Grant timeframe	FY25 Budget	Spent YTD	Percentage spent	Balance	FY24 Budget	Spent YTD
Department of Energy Grant - FY24	July 2024 - June 2025	484,223.04	199,552.74	41%	284,670.30	382,704.56	132,569.38
Low Income Home Energy Assistance Program	Oct 2024 - Sep 2025	381,426.00	65,771.69	17%	315,654.31	241,400.00	51,922.68
Bipartisan Infrastructure Law Grant	Oct 2024 - Sep 2025	670,487.00	101,946.35	15%	568,540.65	676,150.00	115,836.70
Deferral Reduction	Jan 2024 - Sept 2026	347,319.84	55,449.03	16%	291,870.81	543,269.00	1,487.26
Total		1,883,455.88	422,719.81	22%	1,460,736.07	1,843,523.56	301,816.02

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	6,560.68	13%	43,439.32	50,000.00	-
Community Development Block Grant	July 2024 - June 2025	-	60.00	-	(60.00)	57,770.00	3,475.00
Total		50,000.00	6,620.68	13%	43,379.32	107,770.00	3,475.00

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	89,318.84	31%	198,039.16	281,701.00	105,148.33
Total		287,358.00	89,318.84	31%	198,039.16	281,701.00	105,148.33

OCCAA Utility Assistance Statistics (FY 2024-2025)

February 2025

Grant		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	YTD/Total
Walk for Warmth	Expenses	\$595	\$72	\$209	\$466									\$1,342
	Households	3	1	2	2									8
	Avg Payment	\$198	\$72	\$104	\$233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168
Water Affordability Grant	Expenses	\$2,748	\$799	\$2,410	\$2,113									\$8,071
	Households	4	4	13	9									30
	Avg Payment	\$687	\$200	\$185	\$235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$269
MI Energy Assist Prog (\$38,000)	Expenses	\$816	\$215	\$767	\$4,453									\$6,251
	Households	2	2	2	8									14
	Avg Payment	\$408	\$108	\$383	\$557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$446
MEAP - APP responsibility (part of \$38,000)	Expended	890	1,787	1,544	1,980									6,200
	Payments	8	11	13	13									45
	Avg Payment	\$111	\$162	\$119	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$138
ZBPW (\$5,000+)	Expenses	\$0	\$453	\$1,282	\$163									\$1,898
	Households	0	2	4	1									7
	Avg Payment	\$0	\$226	\$321	\$163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$271
Holland BPW grant (\$50,000)	Expenses	\$0	\$1,382	\$909	\$466									\$2,756
	Households	0	4	4	2									10
	Avg Payment	\$0	\$345	\$227	\$233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$276
HBPW C.A.P.	No. of appts.	7	11	7	9									34
Denials		7	6	1	2									16
FY 2024/25 Monthly Totals	Expenses	\$5,050	\$4,708	\$7,120	\$9,641	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,519
	Households	17	24	38	35	0	0	0	0	0	0	0	0	114
	Avg Payment	\$297	\$196	\$187	\$275	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$233
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	\$102,186
	Households	33	36	29	36	35	50	28	22	35	50	28	32	414
	Avg Payment	\$252	\$135	\$154	\$165	\$212	\$323	\$235	\$249	\$277	\$374	\$256	\$233	\$247

OCCAA Energy Education, Home Energy 101 and Homeowner Programs

January 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	0	0	0	0	0	0	0	18

HQS Inspections

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD
HQS Inspections	8	7	15	17	0	0	0	0	0	0	0	0	47

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	2

Weatherization Prog.

Dept. of Energy (DOE) July-June Goal: 30	1	3	8	2									14	14
BIL Oct-Sept Goal: 68	1	1	2	0									4	7
LIHEAP Oct-Sept Goal: 10		1	1	0									2	14
Combined	2	5	11	2	0	0	0	0	0	0	0	0	20	35

	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	29	375	400
March-25	209	28	92	29	358	400
April-25					0	400
May-25					0	400
June-25					0	400
July-25					0	400
August-25					0	400
September-25					0	400
October-25					0	400
November-25					0	400
December-25					0	400
Calendar Year (2025) To-date Totals	623	96	275	91	1,085	

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)

	Individuals Served		Total Slots	Pounds Received	Value
	Mass Dist	Pantry			
(Second Quarter) Jan - March 2025			2,330		
(Third Quarter) April - June 2025			2,330		
(Fourth Quarter) July - Sept 2025			2,330		
(First Quarter) Oct - Dec 2025			2,330		
Calendar Year (2025) To Date Totals	0	0		0	\$0.00
Totals from Fiscal Year 2024					



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

February 5, 2025

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

RE: Management Decision Letter FY24 MVID 3115 Programmatic Compliance Monitoring

Dear Ms. Brozowski,

The Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) is in receipt of Ottawa County Community Action Agency's (OCCAA) Corrective Action response dated January 28, 2025, regarding the Programmatic Monitoring Report dated November 26, 2024. The following is the MDHHS-BCAEO Management Decision regarding OCCAA's response to the Finding identified in the report.

BCAEO MANAGEMENT DECISION

MVID 3115

Finding #1 – Other Compliance Discoveries: Jobs Not Completed within 6 months of Energy Audit

Citation: CSPM 606

Corrective Action: Develop a Corrective Action Plan to address issues of jobs not being completed in a timely manner.

- OCCAA's response dated 1/28/25 is a submission of a Continuous Improvement Plan that includes Actions Steps, Expected Outcomes and Next Steps with timeframes and the person responsible

- **MDHHS-BCAEO's Response dated 1/29/25:** This finding is resolved. BCAEO recognizes the Corrective Action Plan Created by OCCAA to determine the root cause of timeliness issues in weatherization jobs. The action steps created to correct the issue are satisfactory. BCAEO will look for improvement in our next review.

MDHHS-BCAEO Response Summary:

The Bureau accepts OCCAA's responses for FY24 MVID 3115 for the Findings. All findings are resolved.

Your monitor saw great improvement from FY23 MVID 3087 to FY24 MVID 3115. However, in both reviews there was a finding for "Other Compliance Discoveries: Jobs Not Completed Within 6 Months of Energy Audit." As this was the second consecutive review with this issue, a formal Corrective Action Plan was required. In the event that a finding persists for a third consecutive review, a Technical Assistance Plan will be required.

Please contact Mackenzie Rosenberg-Scholte at MDHHS-BCAEO@michigan.gov if you have any questions regarding this Management Decision Letter.

Sincerely,



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

cc:

Alison El-Cassabgui, OCCAA Board Chair
Melanie Sanford, BCAEO Deputy Director
Tracy Thompkins, BCAEO Program Compliance Manager
Bob Haske, BCAEO Finance Manager
Maddy Kamalay, BCAEO Weatherization Manager
Ben Gulker, CSBG Specialist
Mackenzie Rosenberg-Scholte, Program Compliance Monitor
Theresa Stillman, Grant Manager
Cora Schimanski, Financial Monitor
MVID 3115