

**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 19, 2025

TIME: 1:00 pm

LOCATION: 12251 James Street, Holland

PRESENT: Brittney Brown, Debbie Deater, Alison El-Cassabgui, Molly Brouwer, Esther Fifelski, Danielle Weeks

STAFF: Jennifer Brozowski, Kerri Mammoser, Megan Kwantes

QUORUM: Yes

Call to Order

The meeting was called to order by Alison El-Cassabgui.

Announcements

- A. OCCAA would like to give a huge thanks to Rosa Hernandez for her years of service on the advisory board. Rosa's term ends 12-31-25.

Consent Items

- A. Meeting minutes from October 15, 2025, were approved.

Reports

- A. Finance (OS 8.7)
 - a. The financial report was included in the board packet. Emma provided an overview of FY25. The report for FY26 has funding listed as "pending" based on the federal government budget.
 - b. The State has now received its first quarter of funding, plus January. This is due to the continuing resolution at the federal level.
- B. Program Oversight and Development Reports (OS 5.9)
 - a. Reports were provided in the board packet.
 - b. LIHEAP funds are used for Weatherization as well as case management activities for utility assistance.

- c. Weatherization has been slowed a bit by homes needing deferral work.
- d. October was a big month for TEFAP. The number of households served was 2,199. Megan is still waiting on pantry numbers for November.

C. Advisory Board

- a. Cheryl Clark, County Treasurer, has expressed an interest in OCCAA. She would like to learn more about what we do. There is also an opportunity for collaboration with clients that may also be behind on their property taxes. Cheryl will be invited to future board meetings.
- b. Consumer Sector – Gabrielle Dunai has been approved for the consumer sector seat by the Board of Commissioners. Jen has reached out to her to get orientation scheduled. Gabbie works for Jehovah Jireh.
- c. Public sector - Danielle Weeks has been approved for a third term by the Board of Commissioners.
- d. Private sector – Nathan Slauer has been approved by the Board of Commissioners for the private sector. Nathan works for the Outdoor Discovery Center. He has experience with grant writing and funding raise.

Old Business - None

New Business

A. Fundraising Updates

- a. The Game Day for Good event raised \$1,776 for the agency. Planning to hold the event again next year.
- b. The Walk for Warmth for 2026 is being held on February 20, 2026, @ 5:30 pm at EV Construction in Holland. Posters have been printed. Board members are welcome to take some to distribute. OCCAA is working on collecting items for the silent auction. Any suggestions for donations for the auction would be appreciated. \$657 has already been raised by letters that went out to past donors. We are still looking for sponsors. If there are any suggestions, please pass them along.

B. Monitoring Results

- a. The programmatic monitoring report has come out. There were no findings and two recommendations. One recommendation is regarding dates on the files that we are working with State on resolving. The other was an incorrect income computation.

C. Funding Updates

- a. CSBG funding for the first quarter has been released. LIHEAP, TEFAP and A16 funds have also been released for the year.
- b. Consumers Energy reached out to let OCCAA know about funds that could be available for the agency. A final decision on the amount available will be made after 12-31-25. Preliminary number is \$550,000. \$500,000 will go toward assistance and some repairs. \$50,000 will be administrative fees. These funds will only be Consumers Energy customers.
- c. Esther Fifelski mentioned someone that could be willing to assist OCCAA clients with budgeting. She will send her contact information to Jen.
- d. Megan applied for a community impact grant with United Way. The application was \$300,000 over three years. The intent is to do mobile home repairs if

awarded the funds. Mobile homes do not qualify for the home rehab program. An additional idea is to do inspections on mobile homes before the purchase is made. OCCAA has been in contact with Punchlist Partners. This company helps teach homeowners basic home repair.

D. Bylaws

- a. Every five years the bylaws need to be updated. This is scheduled to take place in 2027. Jen would like to start the process in 2026. There is verbiage regarding the membership requiring full Board of Commissioner approval. OCCAA would like to have this removed. Jen will send some information over to corporate counsel for guidance on how to proceed. The Advisory Board vacancies must be filled within 90 days to remain compliant with the State. BoC approval can sometimes slow that process.

Public Comment - None

Adjournment at 2:02 pm

Next meeting is scheduled February 18, 2026, at 10:00 am at 12251 James Street in the main conference room.