

**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 17, 2026

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Britney Brown, Debbie Deater, Alison El-Cassabgui, Molly Brouwer, Danielle Weeks

STAFF: Jennifer Brozowski, Kerri Mammoser, Barb Koning, Emma Bryant

QUORUM: Yes

Call to Order

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

Consent Items

- A. Meeting minutes from April 15, 2025, were approved.
- B. The CSBG Plan and Budget for FY27 were approved.
 - a. There was a question about the budget regarding the miscellaneous category. It was explained that is the cost of County overhead.
- C. The MEAP Plan and Budget for FY27 were approved.

Reports

- A. Finance (OS 8.7)
 - a. The finance report was provided in the packet.
 - b. Most grants are being spent out appropriately.
 - c. The Department of Energy and Community Development Block grants will be ending 6-30-26. DOE may be seeing an extension through 9-30-26.
 - d. The Local Water Utility Assistance and Weatherization Deferral programs will end 9-30-26.
- B. Program Oversight and Development Reports (OS 5.9)
 - a. Reports were provided in the board packet.
 - b. There was a question regarding the Home Energy 101 program. The number of requests has been down in the past couple of months.

- c. There was a spike in utility assistance in March. This is when shut offs begin again and it is typical.

C. Advisory Board

- a. There is one opening in the private sector. Ken Styles has resigned his position due to a career change that no longer allows him to participate.

Old Business

- A. The OCCAA advisory board bylaws were reviewed by County Corporate Counsel. The hope was to have OCCAA provide more input in choosing board members. This is currently done by the Planning and Policy committee of the Board of Commissioners. This will likely be met with opposition. With the resignation of Ken Styles, it was suggested that the size of the board be reduced from nine to six. This would not require anyone to step down as the board can be overfilled. It would simply mean positions would not be filled if there are additional resignations. The consumer sector must fill one third of the board regardless of the overall size of the board. The board members in attendance agreed with the change. Jen will work on this change with Corporate Counsel.

New Business

- A. Haworth Helps has donated \$2,500 to OCCAA for program needs.
- B. A grant from the Grand Haven Area Foundation granted \$5,000 for community outreach activities in the northern part of the County.
- C. MCA has granted OCCAA member dividends in the amount of \$19,000 for energy efficiency programming needs. Once the MOU is drawn up, parameters can be established for its usage.
- D. At the end of April, a grant was submitted to EGLE to expand the Home Energy 101 program with Zeeland Board of Public Works. The program will function similarly to the Holland program. The grant application was for just under \$50,000. There has not been a decision at this point. The funds would pay for staff time, program supplies and energy saving items.
- E. A grant with Zeeland Board of Public Works was submitted requesting \$10,000 to continue the water utility assistance and repair programs. The decision will be made in July.
- F. There is a fund-raising event planned at Coopersville Brewing Company on Thursday, June 18, from 4 to 8 pm. A portion of the food sales will be donated to OCCAA. The County did a post about the event on Monday, June 15.
- G. OCCAA has been the fiduciary for the Emergency Solutions Grant for several years. The funds go out to Good Samaritan and Community Action House. There was a small administration fee that OCCAA received. Going forward, Good Samaritan will be the fiduciary for this grant. The decision was made by the Lakeshore Housing Alliance.

Discussion

- A. The client assistance policy has been revised. There was discussion about the lifetime cap for assistance. It had been agreed by staff that \$5,000 would be the lifetime cap for any individual coming to the agency. There was robust discussion among board

members. It was suggested to make the annual assistance cap \$1,000 to \$1,500 instead of \$2,000 and the lifetime cap be lowered to \$3,000. It was also suggested to change the lifetime cap to a set number of years instead. The information will be taken back to the team for further review.

- B. The mission statement was reviewed as required by Organizational Standard 4.1. There were not any recommended changes. The statement will remain as is.

Public Comment - None

Adjournment at 11:00 am

Next meeting is scheduled August 19, 2026, at 10:00 am at 12251 James Street in the main conference room.