

**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: February 18, 2026

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Alison El-Cassabgui, Molly Brouwer, Gabby Dunai, Esther Fifelski, Danielle Weeks

STAFF: Jennifer Brozowski, Kerri Mammoser

QUORUM: Yes

Call to Order

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

Announcements

- A. Welcome to Gabby and Nate! Gabby is filling a vacant Consumers sector seat and Nate is filling a vacant Private sector seat.
- B. A motion was made to amend the agenda to revise the date of the meeting minutes to December 19 and to advance Brittney Brown to the Talent and Recruitment committee.

Consent Items

- A. Meeting minutes from December 19, 2025, were approved.
- B. Approval to advance Brittney Brown to the Talent and Recruitment committee of the Board of Commissioners to be approved for an additional term on the OCCAA Advisory Board.

Reports

- A. Finance (OS 8.7)
 - a. The financial report was included in the board packet. Emma was not available for the meeting.
 - b. Consumers Energy has approved a grant for OCCAA in the amount of \$246,000. The grant has gone through the Finance committee and will go to the full Board

of Commissioners on Thursday, February 26. Once approved, spending will begin on March 2, 2026.

- c. The Water Affordability Grant continues through September 30, 2027. The funds will hopefully be spent out by the end of the grant period.
- d. The LIHEAP grant was on a continuing resolution at the federal level. That has since been resolved so OCCAA can begin spending those funds.

B. Program Oversight and Development Reports (OS 5.9)

- a. Reports were provided in the board packet.
- b. The Consumers Energy grant is available only to Consumers customers. OCCAA has an agency cap of \$600 for utility assistance. The funds can also be used for electrical repairs that are preventing a household from having electrical service. The cap for this is \$2,000.

C. Advisory Board

- a. Brittney Brown has expressed an interest in additional term on the OCCAA board as a Consumer sector member. Her current term ends February 28, 2026.

Old Business

- A. The 2026 Walk for Warmth is Friday, February 20, at 5:30 pm at EV Construction in Holland. Volunteers are still needed on the day of the event. The silent auctions will be going live online today, February 18, on the Give Butter website. Bidding will remain open until 6:45 pm on the day of the event. Donations can also be made through that site.

New Business

- A. OCCAA has received a 5-star rating from the Bureau this year. The report is included in the packet.
- B. Jen handed out a board matrix during the meeting. It is to gather information on what skills or areas of expertise that each board member may have. It will help identify any gaps that may exist and can be used for future board member selection.

Discussion

- A. The OCCAA advisory board bylaws and membership policy were included in the packet. The board member policy and bylaws do not align. The policy and the bylaws need to be reviewed. Feedback from board members will be most helpful for this. Jen has met with corporate counsel regarding the potential changes to the bylaws regarding the board member selection process.

Public Comment - None

Adjournment at 11:01 am

Next meeting is scheduled April 15, 2026, at 10:00 am at 12251 James Street in the main conference room.