

Agenda Item 3.

**ACSET Community Action Agency – Advisory Governing Board Meeting
121 Franklin S.E., Grand Rapids, MI 49507 – Conference Rooms C & D
Thursday, January 19, 2017 - 12:00 PM**

Minutes

Advisory Board Members Present: Tom Oosterbaan, Christina Swiney, Betty Zylstra, Latoya Black, James Geisen, Ruth Kelly, LaTarro Traylor, Matthew VanZetten, Sergio Cira-Reyes, Benjamin Escalante, Judy Knapp

Advisory Board Alternate Members Present: Jessica Vail, Samarhia Giffel

Advisory Board Members Absent: Hattie Patterson, Carolyn Priester, Tracie Coffman, Enid Gaddis

ACSET Staff Present: Jacob Maas, Susan Cervantes, Sherrie Gillespie, Melanie White, Janette Monroe

Guests Present: Kendrick Heinlein, Area Agency on Aging of West Michigan (AAAWM)

1. Call to Order, Chairperson Tom Oosterbaan at 12:16 PM
Quorum obtained. Introductions around the room.
2. Public Comment – Agenda Items
None
3. Approval of November 17, 2016 Minutes **Action Required**
Motion: Matthew VanZetten
Second: Benjamin Escalante **Motion Approved**
4. Reorganization of Community Action Agency **Action Required**
Jacob Maas, ACSET Chief Executive Officer, reviewed with the members some of the ongoing conversations that have been occurring in the past with Kent County and ACSET relating to the reorganization of CAA and Kent County Community Development Department and the possibility of merging the two entities into one department. Matthew VanZetten, who is currently serving as the Interim Director for the Kent County Community Development Department, reviewed a memo provided by Kent County Administrator Daryl Delabbio addressed to the Kent



County Board of Commissioners about the reorganization possibility. The memo states that Kent County and ACSET have been working together with representatives from Plante Moran to examine certain requirements, obligations, staffing models and grant management needs. Matthew provided a Power Point presentation and some additional input regarding how this decision will benefit Kent County and the Community. Some of the key benefits include: Improved Services to Clients, Maintain Federal Funding, Regionalization Concerns, and Administrative Realities. Jacob that ACSET's Legal Department has reviewed various CAA regulations and statues and determined that a formal letter of support for the reorganization of CAA should be signed by the Chairpersons of the CAA Advisory Board and CAA Governing Board. This letter would be sent to the Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity. Brief discussion took place. Jacob and Matthew answered board members' questions. Chairperson Tom Oosterbaan requested endorsing the reorganization and transition of ACSET CAA to Kent County.

Motion: LaTarro Traylor
 Second: Christina Swiney
 Abstained: Matthew VanZetten

Motion Approved

5. Request for Proposals Review

Action Required

Susan Cervantes, ACSET Associate Director, reviewed that at the last meeting, some members were nominated to serve on an ad-hoc committee for reviewing and rating recent proposals. Susan indicated that she currently needs a representative from each of the three (3) sectors. Susan requested volunteers, and the following members volunteered: LaTarro Traylor (Public), Judy Knapp (Private) and Christina Swiney (Consumer). Susan stated that she will send out a follow-up communication on the committee.

Motion: LaTarro Traylor
 Second: Ruth Kelly

Motion Approved

6. Consumer Sector Board Representative – Heinlein

Action Required

Susan Cervantes, Associate Director, introduced Kendrick Heinlein from AAAWM. Kendrick introduced himself to the board.

Motion: Jessica Vail
 Second: LaTarro Traylor

Motion Approved

Susan noted that she will need to schedule orientations with Kendrick as well as Sergio Cirra- Reyes in the next couple of months.

7. **Fiscal Report** **Information Item**
Susan Cervantes, Associate Director, reviewed that grants are being utilized very well. Susan noted that with respect to Senior Services, there will some increases in the grants due to productions.

The Fiscal Report is in compliance with Organizational Standard 8.7.

8. **Programmatic Report** **Information Item**
Sherrie Gillespie, Programs Manager, reported that funding is on track and that programs are exceeding and making all units and have been on target since 12/31/2016.

The Programmatic Report is in compliance with Organizational Standards 5.9 & 9.1.

9. **Other Business**
Susan Cervantes, Associate Director, reported that the 2017 Walk for Warmth, is scheduled to take place on Saturday, February 11, 2017. Our fourth annual “Battle of Bowls” is scheduled to take place on February 3, 2017. This event helps raise money for heating homes, and these funds are matched 2 to 1 from Consumers Energy. Susan provided a packet of information at the meeting. Matthew VanZetten requested that an electronic version also be sent out for distribution around the community.

10. Public Comment: None

11. Adjournment: 1:16 PM

Motion: LaTarro Traylor
Second: Judy Knapp

Next ACSET Community Action Advisory Governing Board Meetings:

Thursday, March 16, 2017 12:00 Noon
ACSET – Multi Purpose A

Thursday, May 18, 2017 12:00 Noon
ACSET – Conference Rooms C & D

Thursday, July 20, 2017 12:00 Noon
ACSET – Conference Rooms C & D

Thursday, September 21, 2017 12:00 Noon
ACSET – Conference Rooms C & D

Thursday, November 16, 2017 12:00 Noon
ACSET – Conference Rooms C & D