

ACSET COMMUNITY ACTION AGENCY (CAA) GOVERNING BOARD MEETING
Monday ▪ January 23, 2017 ▪ immediately following ACSET Governing Board
 Westside Service Center ▪ 215 Straight Avenue NW, Grand Rapids, MI 49504

MINUTES

CAA Members Present: Commissioners Lenear, Mast, Stek, Womack

CAA Members Absent: Commissioner Allen

ACSET Staff Present: Jacob Maas, Susan Cervantes, Brenda Isenhart, Melanie White, Nancy Wiest, Laura Krist, Janette Monroe

Guests Present:

1. Call to Order, Vice-Chairperson Lenear at 10:27a.m.
2. Public Comment – Agenda Items- None
3. Approval of the December 7, 2016 Minutes

Action Required

Motion- Com. Mast

Supported- Com. Stek

Item approved by vote- Motion carried

4. ACSET CAA Governing Board Election of Chair and Vice-Chairperson **Action Required**
 Melanie White, Staff Attorney, noted that because a representative from Kent County served as Chairperson of the Board in 2016, it is now time to elect a Chairperson from the City of Grand Rapids for the 2017 calendar year. Melanie reviewed that the two representatives from the City of Grand Rapids Commission are to be considered for the office of Chairperson. The same is true for the three Kent County representatives for the office of Vice-Chairperson.

Motion- Com. Mast moved to nominate Commissioner Lenear to serve as the Chair of the ACSET CAA Governing Board for 2017.

Supported- Com. Womack

Item approved by vote- Motion carried.

Motion- Com. Mast moved to nominate Commissioner Stek to serve as the Vice-Chairperson of the ACSET CAA Governing Board for 2017.

Supported- Com. Womack

Motion by vote- Motion carried

Commissioner Lenear proceeded to conduct the meeting as the newly appointed Chair of the ACSET Governing Board.

5. Report on Financial Activities- Notes to December 2016 Board Financials **Information Item**
 Brenda Isenhart, ACSET Chief Financial Officer, reviewed ACSET's CAA Board Financials for the sixth month ending December 31, 2016. Brenda answered board members' questions.
6. Report on Administrative Activities- ACSET CAA Operations Staffing **Information Item**
 Laura Krist, ACSET Human Resource Director, reported that ACSET CAA currently has 22 positions of 32 filled,

and 10 vacancies. Laura noted that at this time, CAA is looking to fill only the Driver and Weatherization positions until more is decided on the CAA reorganization issue.

- 7. Community Action Agency (CAA) Reorganization Update **Action Required**
 Jacob Maas, ACSET Chief Executive Officer, reviewed that ACSET’s Legal Department has reviewed various CAA regulations and statutes and determined that a formal letter of support for the reorganization of CAA be signed by both the CAA Advisory Board Chair and ACSET CAA Governing Board Chair. Jacob noted that this letter will be sent to the Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity (MDHHS, BCAEO). Jacob reviewed the 4 key beneficial components that are included in the letter which support the reorganization of ACSET CAA and Kent County Department of Community Development. Chairperson Lenear inquired on the projected timeline of when the City of Grand Rapids and Kent County Commissions will be taking formal action on the reorganization. Jacob noted the Kent County Commissioners will be initially addressing the reorganization issue at the County’s Executive Session on February 9, 2017. Jacob noted that the Municipal Partnership Act Agreement between Kent County and the City of Grand Rapids will need to be addressed in March or April. Discussion took place on the structure of the boards, and it was noted that the County Commission would replace the ACSET CAA Governing Board, and the County Commission would re-appoint the CAA Advisory Board. Jacob answered board members’ questions. Chairperson Lenear requested that a list of the CAA Advisory Board members be provided at the next meeting. Susan Cervantes, ACSET CAA Associate Director, stated there are currently 15 members serving on the tripartite CAA Advisory Board.

Motion- Com. Mast moved to recommend an endorsement of the letter being sent to MDHHS BCAEO in support of the reorganization of ACSET CAA and Kent County Department of Community Development.
Supported- Com. Womack
Item approved by vote- Motion carried

- 8. ACSET Governing Board Orientations **Information Item**
 Susan and Jacob noted that ACSET would like to schedule orientations with the new board members in the next couple of months.
- 9. Other Business- None
- 10. Public Comment- None
- 11. Adjournment at 10:59 a.m. by Chairperson Lenear

Recorded by: _____

Received by: _____