

ACSET COMMUNITY ACTION AGENCY (CAA) GOVERNING BOARD MEETING
Monday ▪ February 27, 2017 ▪ immediately following ACSET Governing Board
 Westside Service Center ▪ 215 Straight Avenue NW, Grand Rapids, MI 49504

MINUTES

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

CAA Members Absent: Commissioner Womack

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

Guests Present: Ionia County Commissioner Larry Tiejema (ACSET Governing Board Chairperson)

1. Call to Order, Chairperson Senita Lenear at 10:17 a.m.
2. Public Comment – Agenda Items- None
3. Approval of the January 23, 2017 Minutes

Action Required

Motion- Com. Mast

Supported- Com. Allen

Item approved by vote- Motion carried

4. Report on Financial Activities

- a. Proposed FYE 2017 Budget Modification

Action Required

Brenda Isenhart, ACSET Chief Financial Officer, stated that the proposed budget modification reflects an increase in the commodities expense and corresponding revenue. The proposed increase reflects more closely the value of commodities expected to be disbursed. A budget increase for the categories of Transportation and Outside Services is also being requested. Brenda noted that vehicle insurance has increased for the transport vehicles and that outside services is expected to be higher due to services involved in the Metrics Reporting, Community Needs Assessment, ENTF coordination and CSI energy report. Brenda requested ACSET CAA Governing Board's approval of the proposed budget modification.

Motion- Com. Mast

Supported- Com. Allen

Item approved by vote- Motion carried

- b. ACSET Financial Report- Notes to January 2017 Board Financials

Information Item

Brenda Isenhart reviewed ACSET CAA Board Financials for the seven months ending January 31, 2017. Brenda answered board members' questions.

5. 2017 Walk for Warmth

Information Item

Susan Cervantes, ACSET Associate Director, reported that the 2017 Walk for Warmth took place on February 11, 2017. Grand Rapids Mayor Rosalynn Bliss welcomed and Commissioner Carol Hennessey attended the event and provided the resolution. Susan stated that approximately \$20,000 has been raised through the United Way Campaign, the Battle of the Bowls contest, and ACSET payroll deductions. Susan reported that Godwin High School became a new partner this year, and CAA is looking at options to increase community connections in other CAA-related activities.

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 indicated that ACSET CAA is currently looking to fill the driver positions, weatherization specialist positions and 1 temporary opening for the Community Services Specialist position.

7. Community Action Agency (CAA) Reorganization Update **Discussion Item**
Jacob Maas, ACSET Chief Executive Officer, reviewed the process of the reorganization of ACSET CAA and the Kent County Community Development Department. A chart was provided to the Governing Board for further discussion regarding ACSET CAA staff benefits should the reorganization of ACSET CAA be approved by the County and City Commissions. Brenda Isenhart reviewed the document and the various options of leave time payouts staff could receive. Board members discussed various ways to neutralize the impact of transition on CAA employees. Suggestions were made as to handling seniority dates, sick time, and administrative time.
8. ACSET Governing Board Orientations **Information Item**
Susan and Jacob reported that the ACSET CAA Governing Board Orientations took place on Tuesday, February 21, 2017. Commissioners Mast, Womack and Stek were all in attendance.
9. Other Business- Cancellation of March 27, 2017 ACSET CAA Governing Board meeting.
10. Public Comment- None
11. Adjournment at 11:28 a.m. by Chairperson Senita Lenear

Recorded by: _____

Received by: _____