

ACSET COMMUNITY ACTION AGENCY (CAA) GOVERNING BOARD MEETING
Monday ▪ April 24, 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

CAA Members Absent: Commissioners Stek, 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 10:00 a.m.
2. Public Comment – Agenda Items- None
3. Approval of the February 27, 2017 Minutes **Action Required**
Motion- Com. Allen
Supported- Com. Mast
Item approved by vote- Motion carried
4. Report on Financial Activities
 - a. ACSET Financial Report- Notes to March 2017 Board Financials **Information Item**
 Brenda Isenhart reviewed ACSET CAA Board Financials for the nine months ending March 31, 2017.
 Brenda answered board members' questions.
5. LIHEAP Funding for Weatherization **Information Item**
 Susan Cervantes, ACSET Associate Director, reported that the Bureau of Community Action and Economic Opportunity of the Michigan Department of Health and Human Services (BCAEO-MDHHS) has notified ACSET CAA of additional funding that will allow ACSET to weatherize approximately 34 homes.
6. CAA Advisory Governing Board Member Nomination **Action Required**
 Susan reported that on March 16, 2017, the CAA Advisory Governing Board reviewed and voted to approve Tom Oosterbaan's application for appointment to the board. Susan noted that Mr. Oosterbaan currently serves as the CAA Advisory Governing Board Chairperson.
Motion- Com. Mast
Supported- Com. Allen
Item approved by vote- Motion carried
7. 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, 10 vacancies and 1 temporary position. Brief discussion took place, and Laura answered board members' questions.
8. Community Action Agency (CAA) Reorganization Update **Discussion Item**
 Jacob Maas, ACSET Chief Executive Officer, reported that the reorganization plan was presented to the full Kent County Board of Commissioners at the end of March, and the Board passed a resolution for October 1 as an official transition date to merge ACSET CAA with the Kent County Department of Community Development.

9. Other Business- None

10. Public Comment- None

11. Adjournment at 10:13 a.m. by Chairperson Senita Lenear

Recorded by: _____

Received by: _____