

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – April 20, 2023

PRESENT:

Bill Hefferan
Marna Robertson
Art Jeannot
Grace Ronkaitis
Rev. Gerald Cook
David Anolick
Anthony Ansoorge
Truman Bicum
Kat Byers
Debbie Bishop
Jamie Kramer
Peachy Rentenbach (remote no vote)
Sam Getsinger
Pam Niebrzydowski
Brian Alexander
Marc Milburn
Evelyn Machia
Chuck Corwin
Philip Haner
Bethany Parent

ABSENT:

Annemarie Conway (E)
Tonya Schroka (E)
Lindsey Walker
Ashlea Walter (E)
Brandy Keeney (E)

The meeting was called to order at 12:31 P.M. by Vice-Chairperson Rev. Gerald Cook. Roll call was taken, and a quorum was established.

AGENDA

Jerry Cook requested approval for the meeting Agenda.

Motion by Marc Milburn, supported by Art Jeannot, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the March 16, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Chuck Corwin, supported by Bethany Parent, that the minutes of the March 16, 2023, NMCAA BOD meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Kat Byers, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on April 13, 2023.

Motion by Grace Ronkaitis supported by Debbie Bishop, that the minutes of the April 20, 2023, Head Start Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, stated that David Anolick was able to join the NMCAA Leadership for the Strategic Planning session which was held on April 4, 2023. It was a very productive day with next steps determined in moving the process forward. If additional Board members would like to participate in further planning opportunities, please let Kerry know. Many things happening currently including:

- Migrated data from servers and accounting software into the cloud
- Digitizing expense report approval system for all departments using the software PODIO.
- Strategic Planning Action Team Development and next steps.
- Implementation of new reporting database for the Bureau of Community Action called empowOR.
- Staff have been trained on a new electronic process for utilizing GAP Funds (unrestricted donations used for gap funding) as a part of case management.
- Six NMCAA staff attending WIPFLI OMB Uniform Guidance Training at Mid-Michigan Community Action (4/25 & 4/26).
- NMCAA staff will present at the Michigan Community Action (MCA) Agency Summer Conference July 18-20 at Crystal Mountain.
- 4/18 Recorded a podcast with New Leonard Media
- Community Champion Meals on Wheels Ride-Along Campaign.
- May is Community Action Month and Older Americans Month.

Motion by Kat Byers, supported by Philip Haner, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS

DEVELOPMENT COMMITTEE

Peachy Rentenbach, Development Committee member, announced that the Development Committee met on April 10, 2023. The FY 2023 second Quarter Fund Development Plan and committee purpose were reviewed along with a brief background update for the new committee members. Next month the recent March for Meals campaign results will be presented.

Motion by Bethany Parent, supported by Jamie Kramer, to approve the Development Committee report as presented. Motion carried.

EXECUTIVE COMMITTEE

Peach Rentenbach, Executive Committee Chairperson, reported that the Executive Committee met earlier today. Meredith Gafill, Controller, presented the March Financial Update Review to the committee. The Meals on Wheels Financial Spending Report draft was reviewed by Kim Aultman, Director of Operations. The Cost-of-Living wage adjustments were reviewed for Non-Head Start Staff. The Fiscal Year 2022 Single Audit was discussed with a motion developed for the Board's approval.

FY 2022 SINGLE AUDIT

Karl Eck, CPA, WIPFLI, presented the NMCAA FY 2022 Single Audit. The Consolidated Statements of Financial Positions, Consolidated Statements of Activities, Consolidated

Statement of Functional Expenses, Consolidated Statement of Cash Flows, and Notes to the Consolidated Financial Statements were reviewed. The Report on Compliance for Major Programs shows no findings. The expenditure threshold requirement for a major program is \$750,000 or 3% if over \$25 million in expenditures. The NMCAA programs that were reviewed were Emergency Rental Assistance Program, Weatherization Assistance Program, and Head Start. NMCAA is a low-risk auditee and there were no current year or prior year findings.

Motion by Grace Ronkaitis, supported by Art Jeannot, that the Board of Directors accept the 2022 Fiscal Year Single Audit as presented and will become effective at 9:00 a.m. on April 27, 2023, allowing for additional comments by April 26, 2023. Motion carried.

BUSINESS

HEAD START TRANSPORTATION WAIVER

Shannon Phelps presented the Head Start Transportation Waiver Request. This annual request applies only to children enrolled in the Head Start program. This waiver creates the flexibility needed to work collaboratively with school districts and public transit authorities to maximize the transportation options offered to families and control costs. The Head Start Transportation Waiver allows for the waiver of child safety restraint systems and bus monitors.

Motion by Sam Getsinger, supported by Bethany Parent, to accept the Head Start Transportation Waiver for PY 23-24 as presented. Motion carried with 3 “no” votes.

HEAD START / EARLY HEAD START COLA & QUALITY IMPROVEMENT FUNDING AND NON FEDERAL MATCH WAIVER

Shannon Phelps announced that NMCAA is eligible for a 5.6% Cost of Living Adjustment for fiscal year 2023. The amount for Head Start is \$400,496 and Early Head Start is \$253,202. The Cost-of-Living Adjustment will provide a permanent increase of 5.6% in wages for employees, along with a 5.6% increase in payments for all Collaborative Centers and Child Care Partners. Remaining funds will be used for benefit package and wage adjustments and adjustments to offset increased operating costs (supplies and mileage).

NMCAA is also eligible to receive Quality Improvement (QI) funding for fiscal year 2023. The available amount is \$162,171 for Head Start and \$133,666 for Early Head Start. Planned uses for the QI funding include; retaining one Family Engagement Specialist and streamlining recruitment services. Remaining funds will be used for additional targeted wage increases, based on the most recent wage study.

A waiver was requested for the non-federal match requirement for both COLA and QI funds due to a lack of community resources and negative community impact should the program fail to exist.

Motion by Tony Ansorge, supported by Philip Haner, that the Cost-of-Living Adjustment of 5.6% for 2023 in the amounts of \$400,496 for Head Start and \$253,202 for Early Head Start and the non-federal match requirement waiver be accepted as presented. Motion carried.

Motion by Tony Ansorge, supported by Bethany Parent, that the Quality Improvement money of \$162,171 for Head Start and \$133,666 for Early Head Start, be accepted as presented. Motion carried.

NON-HEAD START COST OF LIVING ADJUSTMENT

Kerry Baughman recommended a 5.6% Cost of Living Adjustment for all non-Head Start staff. This would be an increase to match the Child Development staff increase and is recommended to begin on May 1, 2023. This increase will allow NMCAA to be more competitive in offering wages for open positions which continue to be a struggle to fill.

Motion by Kay Byers, supported by Bethany Parent, that the 5.6% Cost of Living Adjustment effective May 1, 2023, be approved for all Non-Head Start staff.
Motion carried.

Roll call was requested to approve the financial changes. Roll call was unanimous to accept.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) BUDGET INCREASE

Tish Stave, HEES (Home Energy & Efficiency Services) Director, announced the original FY 23 LIHEAP (Low Income Home Energy Assistance Program.) was for \$279,884. A second increase in allocations this fiscal year brings the total grant amount to \$514,885. This increase will allow NMCAA more flexibility to complete larger, more impactful work in homes. More health and safety issues in homes will also be addressed.

Motion by Kat Byers, supported by Bethany Parent, to approve the Low Income Home Energy Assistance Program (LIHEAP) FY 23 grant increase total for the year to \$514,885 as presented. Motion carried.

403(B) TERMINATION RESOLUTION

Kerry Baughman presented the Board Resolution Amendment of the Northwest Michigan Community Action Agency TDA Plan for Termination as discussed at the March meeting. The TIAA 403(b) plan will end on May 8, 2023.

Motion by Bill Hefferan, support by Evelyn Machia, to approve the Board Resolution Amendment of the Northwest Michigan Community Action Agency TDA Plan for Termination as presented. Motion carried, by unanimous roll call vote.

401(K) RETIREMENT PLAN RESOLUTION

Kerry Baughman presented the Board Resolution to establish the new Vanguard 401(k) Retirement Plan effective May 15, 2023.

Motion by Bill Hefferan, support by Marna Robertson, to approve the Board Resolution establishing the Northwest Michigan Community Action Agency Vanguard 401(k) plan as presented. Motion carried, by unanimous roll call vote.

OTHER BUSINESS

MISCELLANEOUS ITEMS

- Save the Date for the 2023 Michigan Community Action Legislative Day!
May 11, 2023 Heritage Hall, Michigan State Capital, Lansing

There being no further business to come before the Board, the meeting was adjourned at 2:32 PM.

Next meeting will be: Thursday, May 18, 2023

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary