

**Attendance**

**PRESENT:**

Anthony Ansorge  
Art Jeannot  
Bethany Parent  
Bill Hefferan  
Blair Cole  
Brandy Keeney  
Chuck Corwin  
David Anolick  
Debbie Bishop  
Evelyn Maciha  
Grace Ronkaitis  
Gwenne Allgaier  
Josh Chamberlain  
Kat Byers  
Kyra Summers  
Marc Milburn  
Marna Robertson  
Melanie Chaney  
Pam Niebrzydowski  
Peachy Rentenbach (remote)  
Rev. Gerald Cook  
Sam Getsinger  
Truman Bicum

**ABSENT:**

Ashlea Walter  
Lindsey Walker

The meeting was called to order at 12:30 p.m. by Chairperson, Art Jeannot. Roll call was taken, and a quorum was established.

**Agenda**

Chairperson, Art Jeannot, requested approval of the meeting Agenda.

Motion by Rev. Jerry Cook, supported by Chuck Corwin, that the meeting agenda be approved as presented. Motion carried.

**Minutes of Previous Meeting**

The minutes of the March 21, 2024, meeting of the Board of Directors were presented for Board action.

Motion by Kat Byers, supported by Bethany Parent, that the minutes of the March 21, 2024, meeting be approved as presented. Motion carried.

**Membership Announcements**

None.

**Public Input**

None.

### Policy Council Report

Blair Cole, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on April 4, 2024.

Motion by Pam Niebrzydowski, supported by Brandy Keeney, that the minutes of the April 4, 2024, Head Start Policy Council meeting be approved as presented.  
Motion carried

### Executive Directors Report

Kerry Baughman, Executive Director, reported that there is a new multi-family **Weatherization project, "Keystone Village Apartments"**, which includes 24 units at a cost to NMCAA of \$1,600 per unit (not including health and safety costs). The goal is to gain 2-3 projects this size for PY24 – looking for Low Income Housing Tax Credit (LIHTC) properties or properties with Department of Housing and Urban Development (HUD) voucher clients for streamline eligibility.

- Rent cannot be raised for 24 months after Weatherization is involved.
- Property owners cannot get a tax credit on the project, but NMCAA can apply for rebates.

#### **Health Equity Challenge Grant, United Healthcare \$50,000**

Applicant: Michigan Environment Council and Michigan Alliance for Lead Safe Homes

Coalition Partners: Four partners representing Detroit, Benton Harbor, Grand Rapids and NW Michigan (\$10,000 per partner).

Goal: Parent to Parent model to increase awareness regarding changes to universal lead testing requirements in Michigan. Will be done by attending fairs, spreading the word, and increasing awareness.

#### **Local Water Utility Affordability Program Award**

Michigan Department of Health & Human Services Bureau of Community Action

Amount: \$300,000 (to be used for bill arrearages and up to \$9,000 for repairs if needed)

Grant Term: 10/1/24 – 9/30/26

Goal: Assist eligible residents who have a financial burden, have a balance on their water and/or wastewater utility bill, have had their water service shut off, and/or are at risk of having their water and/or wastewater service shut off.

#### **Final Uniform Guidance Revisions Released Effective 10/1/24**

Indirect Costs (200.414) The Office of Management & Budget (OMB) followed through on its proposed revision and in the Final Rule increased the de minimis for indirect cost recovery from 10% to up to 15% of modified total direct costs. In the Final Rule, OMB raised the threshold of federal funds expenditure that triggers a Single Audit, from \$75,000 to \$1 million.

#### **FY24 3rd Quarter Leadership Team Priorities**

- Pilot development of universal intake process using database **empowOR**.
- Develop a communication plan for elements of the strategic plan, implementation of the Entrepreneurial Operating System (EOS)\* with managers, and brand refresh.

*\*An Entrepreneurial Operating System (EOS) is a way for an organization, no matter the size, to have consistent processes that provide a shared language, accountability, increased efficiency, and better communication.*

**Financial Management Services (FMS) Board Report Fiscal Year 2024**

Grant spending and financials were reported for March 2024 and included the Homebuyer Education Program (HEP) and the Family Self-Sufficiency Program (FSS).

**Meals on Wheels (MOW) Board Report Fiscal Year 2024**

Grant spending and financials were reported for March 2024 and included Home Delivered and Congregate spending. There has been a decrease in revenue to date and an increase in expenses. Fund Development efforts are being made and additional fundraising to come.

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

**Business - NMCAA FY23 Single Audit**

The results of the FY23 Single Audit were presented by Karl Eck of WIPFLI, LLC. Food Distribution Cluster, Continuum of Care, Supportive Services for Veterans Families (SSVF) and Community Services Block Grant (CSBG) were the Federal Major Programs tested. NMCAA had no deficiencies in Internal Control and no non-compliance issues were found. NMCAA was determined to be a low-risk auditee.

Motion by Tony Ansorge, supported by Brandy Keeney, to accept the NMCAA FY23 Single Audit report as presented by WIPFLI provided there are not material difference in the final report when issued. Motion carried.

**Committee Reports - Executive Committee**

The Executive Committee met earlier today. March Financial Reviews were presented by Meredith Gafill, Controller. The FY23 Single Audit was reviewed by the committee and there was a discussion around establishing a line of credit for NMCAA.

Motion by Grace Ronkaitis, supported by Chuck Corwin, to accept the Executive Committee report as presented. Motion carried.

**Business - Financial Update Report**

Meredith Gafill, Controller reviewed the March 2024 financials which included comparisons to prior month and year expenditures and revenues.

Motion by Evelyn Maciha, supported by Melanie Chaney, to approve the February 2024 financials as presented. Motion carried.

**401(K) Employer Match Proposal - FY24 Priorities**

Betsy Rees, Human Resources Director and Meredith Gafill, Controller presented on FY24 priorities that include:

- Establishing an employer match for 401(k) Retirement Plan.
- Implementing a FY24 Cost of Living Adjustment.
- Setting Head Start wage targets to align with supporting the Head Start Workforce and Consistent Quality Programming final rules.
- Redesign/simplify salary wage scale across the organization and set wage targets across programs.
- Completing Employee Engagement Survey.

A 12-month analysis showed if 100% participation was achieved in our 401(k) plan, it was determined it would cost NMCAA an estimated \$131,236 per year at the requested 1% employer match.

Motion by Bill Hefferan, supported by Pam Niebrzydowski to request approval to establish an NMCAA 1% Match to the NMCAA 401(k) Retirement Plan beginning May 16, 2024 to last through December 31, 2025. Motion carried.

Northwest Michigan Community Action Agency, Inc.  
Board of Directors Meeting  
April 18, 2024  
Meeting Minutes



**Agency Focus - Annual Personnel Policy Updates**

Betsy Rees, Human Resources Director, presented on the Personnel Policies. The policies must follow Community Services Block Grant Organizational Standards (CSBG), which include being reviewed by an attorney and approved by the governing board within the past 5 years. NMCAA must make the employee handbook available to all staff and notify them of any changes.

The Personnel Committee will meet before the May Board Meeting. The revised Personnel Policies will be sent to the Board prior to the next meeting for review.

**Other Business / Miscellaneous**

Michigan Community Action Client of the Year Award goes to NMCAA's Housing and Energy Efficiency Services (HEES) client, Doug Birdsall. Mr. Birdsall will receive his award at the Michigan Community Action Legislative Day.

**Save The Date** – May 22, 2024, for Michigan Community Action Legislative Day in Lansing.

**Save The Date** – September 27, 2024, for NMCAA's 50th Anniversary Celebration at the Dennon Museum and Milliken Auditorium in Traverse City.

There being no further business to come before the Board, the meeting was adjourned at 2:16PM.

Next meeting will be: **Thursday, May 16, 2024**

Respectfully Submitted,

Debbie Bishop, Secretary  
Aimée Muloin, *Recording Secretary*