

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – November 16, 2023**

PRESENT:

Bill Hefferan
Marna Robertson
Art Jeannot
Grace Ronkaitis
Josh Chamberlain
David Anolick
Brandy Keeney (remote with vote)
Kat Byers
Debbie Bishop
Peachy Rentenbach (remote no vote)
Sam Getsinger
Pam Niebrzydowski
Kyra Summers
Chuck Corwin

ABSENT:

Tonya Schroka
Rev. Gerald Cook (E)
Lindsey Walker (E)
Ashlea Walter
Anthony Ansorge (E)
Truman Bicum
Jamie Kramer
Marc Milburn (E)
Evelyn Machia (E)
Bethany Parent (E)

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

AGENDA

Art Jeannot requested approval for the meeting Agenda.

Motion by Kat Byers, supported by Sam Getsinger, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the October 19, 2023, meeting of the NMCAA Board of Directors were presented for Board action.

Motion by Chuck Corwin, supported by Pam Niebrzydowski, that the minutes of the October 19, 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 November 9, 2023.

Motion by Marna Robertson, supported by Debbie Bishop, that the minutes of the November 9, 2023, Head Start Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reported that the FY23 Organizational Standards Monitoring Review is due November 28, 2023. Community Services Block Grant Organizational Standards that pertain to the Board of Directors were also reviewed.

Current interactions with the community include:

- 10/25 NMCAA overview presentation to 2024 Nursing School graduates at Baker College Cadillac
- 10/31 Testified on SB 540 & 550 Michigan Senate Committee Housing and Human Services
- 10/04 Comedy for Community Fund Raising Event Cadillac
- 11/09 Open House for Early Learning Center 403 E North Street Cadillac
- 11/15 NMCAA overview presentation North Ed Career Tech Students
- 11/28 2023 Michigan Governor's Service Award
NEMCSA School Success Partnership Program

Registration is open for Virtual Community Action Board Training. These virtual trainings are offered at no cost to CAA board members and staff. This training will provide CAA board members with an opportunity to learn about what serving on a Community Action Agency board entails. Topics to be covered include Tripartite boards, fiscal and legal responsibilities, and a brief history of Community Action. This training is provided at no cost and is for new board members or continuing board members who may want a refresher. Register for a day or evening session. To register, click "register" next to the date to attend.

December 6, 2023, 12:00 - 1:30 PM EST [Register](#)

December 7, 2023, 7:00 - 8:30 PM EST [Register](#)

The 2024 Committee Grid was reviewed. The 2024 BOD Committee Grid with committee assignments for the year will be sent out in January. Please let Kerry know before the end of the calendar year if you have a committee assignment preference.

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

COMMITTEE REPORTS **EXECUTIVE COMMITTEE**

Chuck Corwin reported that the Executive Committee met earlier today. Meredith Gafill presented the FY24 budget with the actual FY23 numbers for comparison. This was requested last month with the approval of the FY24 Annual Budget. All numbers were in line and there were no further questions.

The FY23 WIPFLI audit preparation was reviewed. Actual dates are to be determined. The FY24 committee schedule was reviewed and it was recommended that the Senior Nutrition Investment Committee be merged with the Executive Committee since most of the Senior Nutrition Investment Committee members are also on the Executive Committee and it is usually a brief meeting.

Motion by Chuck Corwin, supported by Grace Ronkaitis to merger the Senior Nutrition Investment Committee into the Executive Committee. Motion carried.

Motion by Kay Byers, supported by Pam Niebrzydowski, to accept the Executive Committee report as presented. Motion carried.

BUSINESS

HOMELESS PREVENTION PROGRAM MASTER LEASING PILOT

Sarah Hughes, Homeless Prevention Director, continued the discussion started last month regarding the Master Leasing Pilot Program. Homeless Prevention (HP) is fully committed to making its Master Leasing program a long-term success with future-plans for expansion. The current plan is to Master Lease five (5) units from a long-term HP vendor/landlord and community partner, Ayers Investment Properties, LLC. At present, all five (5) of the units currently house existing HP clients, whose leases will be renewed (as NMCAA subleases) once the Master Leasing program begins operations, and open units in the future will be filled with one of the current 224 HP clients.

Motion by Debbie Bishop, supported by Sam Getsinger, to accept the implementation of the Homeless Prevention Program Master Leasing Pilot for an initial 5 Master Leases with potential expansion to include additional units within the next 2 fiscal years, as presented. Motion carried.

HEAD START NON-FEDERAL MATCH WAIVER

Shannon Phelps, Child & Family Development Director, presented the Head Start Non-Federal Match Waiver. The Non-Federal Match for Fiscal Year 2023 is required to be \$1,888,978. The collected amount as of October 31, 2023 is \$1,292,104 with an additional projected collection of \$258,420 for November and December bringing the projected total to \$1,550,524 for FY23. The difference of \$338,454 is being requested for the NFM Waiver submission to the Office of Head Start.

Motion by Bill Hefferan, supported by Brandy Keeney, to approve the submission of a Head Start Non-Federal Match Waiver Request in the Amount of \$338,454 for FY 23. Motion carried.

NMCAA HOME REHAB PROGRAM UPDATES

Tish Stave, Home Energy & Efficiency Services (HEES) Director, reviewed the services that can be covered with the Emergency Home Repair program.

Examples of eligible repairs include:

- Repairing or replacing heating units or water heaters
- Installing or repairing wells or septic systems
- Repairing or replacing a roof that is leaking and damaging the interior of the home
- Repairing foundations that threaten the structural stability
- Providing handicap accessibility to the home or to bathroom facilities
- Repairing or replacing dangerous electrical connections
- Repairing plumbing leaks
- Other repairs that effect the well-being of the occupants

Qualifications and the application process were also reviewed.

Cherryland Electric Home Repair is a new program that is available to Cherryland Electric customers and can assist with things like:

- Roof
- Windows
- Mold remediation
- Lead abatement
- Handicap Accessibility
- Floor Repairs

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- Skirting
- Foundation
- Underbelly repair for mobile homes

\$20,000 is available for repairs, up to \$4,000 per project and clients must be at or below 200% of the Federal Poverty Level.

HOMESTRETCH DEVELOPMENT UPDATES

Jon Stimson, Homestretch Executive Director, presented project updates on the Lake & Main - Frankfort and Carver Street - Traverse City housing projects. Both projects include funding from NMCAA. The Frankfort project will consist of 2 buildings with 6 townhouses in each building. This building layout can be easily replicated. Plans are underway to utilize the same building plans in other areas. The Carver Street project has completed the clearing of the housing location and looks to start construction soon. This project contains 1- & 2-bedroom layouts. There are additional projects coming up that include sites in Benzie County, Traverse City and Elk Rapids.

OTHER BUSINESS **MISCELLANEOUS ITEMS**

- State legislature gaveled out for the year, though committees will still meet. The Community Action Modernization Act discussion should continue in the Economic Development and Small Business Committee.
- Northern Michigan Policy Conference
Friday, January 19, 2024 11:00 a.m. to 5:30 p.m.
Grand Traverse Resort & Spa: The Governors Room
- Did you know that next year NMCAA will celebrate 50 years? Stay tuned for the celebration updates!

Optional December Meeting:

A motion by Sam Getsinger, supported by Marna Robertson, to forgo the December meeting and meet again in January. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 2:22 PM.

Next meeting will be held Thursday, January 18, 2024

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary