

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – September 21, 2023

PRESENT:

Bill Hefferan
Marna Robertson
Rev. Gerald Cook
Art Jeannot
Grace Ronkaitis
Rev Gerald Cook
David Anolick
Lindsey Walker
Ashlea Walter (remote no vote)
Anthony Ansorge
Truman Bicum
Debbie Bishop
(remote no vote)
Peachy Rentenbach
Sam Getsinger
Pam Niebrzydowski
Kyra Summers
Marc Milburn
Evelyn Machia
Chuck Corwin
Bethany Parent

ABSENT:

Tonya Schroka
Annemarie Conway
Brandy Keeney
Kat Byers
Jamie Kramer (E)

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

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the August 17, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Pam Niebrzdowski, supported by Marc Milburn, that the minutes of the August 17, 2023, meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Annemarie Conway has resigned from the NMCAA Board of Directors due to meeting conflicts. Josh Chamberlain was presented for Board of Director membership as the replacement Commissioner from Charlevoix County.

Motion by Evelyn Machia, supported by Jerry Cook, to accept Josh Chamberlain as the County Commissioner representing Charlevoix County. Motion carried.

POLICY COUNCIL REPORT

The Policy Council minutes from the meeting held on September 14, 2023 were presented for approval.

Motion by Grace Ronkaitis, supported by Pam Niebrzydowski, that the minutes of the September 14, 2023, Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, stated that there is a strong likelihood of a Federal Government shutdown on October 1. Community Action lobbyist, David Bradley, has been communicating with Community Action Agencies and provided key points that agencies can take now to prepare for the potential shutdown.

- Submit expense reimbursement to federal and state sources and draw down available funds
- Talk with the state
- Assess short-term obligations
- Obtain or increase a line of credit
- Communicate with employees
- Reduce expenses as feasible

NMCAA is following these recommendations and will attend a meeting with the Michigan Community Action Network on 9/25.

The Modernization Act will be introduced in the House Economic Development and Small Business Committee.

The October Annual Meeting will include the presentation of the Slate of Officers. Please contact Kerry if interested in one of the Executive Committee positions.

Real-Work Perspectives on Poverty Solutions Speaker Series through the University of Michigan will meet on Fridays during the Fall 2023 semester. This series is free and open to the public, <https://poverty.umich.edu>

Forest Area Federal Credit Union will be collecting donations for homeless and low-income weatherization projects in their Forest Area Federal Credit Union communities through the month of September.

Motion by Sam Getsinger, supported by Art Jeannot, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS

PLANNING AND EVALUATION COMMITTEE

The Planning and Evaluation Committee met earlier today to review the ROMA (Results Oriented Management Accountability) cycle and the Head Start five-year Continuation Grant, Goals and Goal measures. An overview of the Head Start self-assessment was presented with data results.

Motion by Marna Robertson, supported by Sam Getsinger, to accept the Planning and Evaluation Committee report as presented. Motion carried.

EXECUTIVE COMMITTEE

Peachy Rentenbach reported that the Executive Committee met on September 19th to discuss current planning for the potential government shutdown. The formal evaluation of the Executive Director was also completed. The Committee determined that the Executive Director, Kerry Baughman “Meets (or exceeds) Expectations” in all categories. They recommend a 5.6% COLA increase and an extension of the contract through September 30, 2026. Further discussion resulted in the Board considering a higher percentage for an increase in compensation.

Motion by Grace Ronkaitis, supported by Marna Robertson, to approve the extension of Kerry Baughman’s contract as Executive Director of NMCAA through September 30, 2026 and to provide a 6% salary increase. Role call vote. 13 yes votes, 6 no votes (Hefferan, Chamberlian, Cook, Ansorge, Milburn, Corwin). Motion carried.

BUSINESS

FINANCIAL UPDATES FOR AUGUST 2023

Meredith Gafill, Controller reviewed the August 2023 financials. Expenses did increase mostly due to the salaries for returning staff and the increases that went into effect August 1st for benefits.

Motion by Peachy Rentenbach, supported by Art Jeannot, to approve the August 2023 Financial updates. Motion carried.

HEAD START FIVE YEAR CONTINUATION GRANT

Shannon Phelps, Child and Family Development Director, presented the Head Start FY 2024 Head Start Baseline Grant Application. The baseline grant is completed once every five years with a yearly continuation grant submitted to provide annual updates to the baseline grant. The NMCAA Head Start Self-Assessment Report will be submitted with the grant. The planned budget is \$7,714,377 for Head Start and \$4,908,329 for Early Head Start. The Training and Technical Assistance Budget is \$76,712 for Head Start and \$99,411 for Early Head Start. A non-federal match waiver is also being requested for \$839,535 for Head Start and \$533,063 for Early Head Start.

Motion by Sam Getsinger, supported by Bethany Parent, to approve the NMCAA Head Start Self-Assessment Report and Fiscal Year 2024 Baseline Grant, including Non-Federal Match Waiver as presented. Motion carried.

HEAD START ENROLLMENT POLICY

A request is made to update the Head Start and Early Head Start enrollment policy to reserve up to 3% of funded enrollment for pregnant women, children experiencing homelessness, and children in foster care, as determined appropriate by the community needs assessment.

Motion by Bill Hefferan, supported by Bethany Parent, to approve the change to the enrollment policy to reserve up to 3% of funded enrollment for pregnant women, children experiencing homelessness, and children in foster care, as determined appropriate by the community needs assessment. Motion carried.

TEACHER CREDENTIAL WAIVER REQUEST

A waiver of Education Credentials is being requested for Monica Grogan at Marty Paul Head Start in Cadillac. Monica has a bachelor’s degree in creative writing. She is completing courses to attain a Bachelor of Science in Child Development with an expected completion in the fall of 2025.

Motion by Bethany Parent, supported by Bill Hefferan, to approve the submission to the Office of Head Start for a Teacher Qualification Waiver for Monica Grogan (will complete credentials in 12/2025), Marty Paul. Motion carried.

COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

The Community Services Block Grant (CSBG) period runs from October 1, 2023, through September 30, 2025. This is a 24-month budget but will receive a new allocation every 12 months. The total planning allocation is \$629,198 and includes 11% for administration and 89% for direct programming. The estimated distribution of CSBG program internal support is 13% for Income Management Programs, 58% for housing (includes Emergency Services), 26% for health & social behavioral development (includes nutrition), and 3% for linkage programs.

Motion by Lindsey Walker, supported by Pam Niebrzydowski, to approve the FY 2024 Community Services Block Grant as presented. Motion carried.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Tish Stave, Home Energy & Efficiency Services (HEES) Director, presented the NMCAA Weatherization Assistance Program FY 24 grant. The grant period is from October 1, 2023 – September 30, 2024. The total is grant is for \$280,480 and will provide for 20 projects.

Motion by Jerry Cook, supported by Bethany Parent, to accept the Low Income Home Energy Assistance Program grant for \$280,480 as presented. Motion carried.

OTHER BUSINESS
MISCELLANEOUS ITEMS

Board Engagement Opportunities

- If you are interested in visiting one of our early childhood classrooms to read a story or just say hello, please reach out to Shannon Phelps at sphelps@nmcaa.net.
- Registration for the Northwest Michigan Housing Summit is now open. It will be held at the Park Place Hotel in Traverse City on October 26th & 27th. Let Kerry know if you are interested in attending.

There being no further business to come before the Board, the meeting was adjourned at 1:57 PM.

Next meeting will be: Thursday, October 19, 2023
Annual Board Meeting and Luncheon

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary