

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – April 16,2020**

**In lieu of a physical meeting due to the Coronavirus, the Executive / Audit
Committee met virtually to conduct the Agency business**

PRESENT:

Art Jeannot
Rev. Gerald Cook
Debbie Bishop
Carolyn Rentenbach
Grace Ronkaitis
Jeff Miller

ABSENT:

The meeting was called to order at 12:35 P.M. by Executive / Audit Committee Chairperson Peachy Rentenbach. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the February 20, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Jerry Cook, supported by Debbie Bishop, that the minutes of the February 20, 2020 Board of Directors meeting be approved as presented. Motion carried.

POLICY COUNCIL REPORT

Shannon Phelps, Early Childhood Programs Director, presented the minutes from the Policy Council virtual meeting on April 9, 2020.

Motion by Jeff Miller, supported by Jerry Cook to accept the Policy Council virtual meeting minutes for April 9, 2020 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that a COVID-19 Response Team, including members of Executive Leadership, I/T and Reception, has been meeting regularly to navigate changes to policy and procedure because of the COVID-19 outbreak. NMCAA offices were closed to the public on March 19th and all calls are being answered and returned within 24 hours.

Senior Nutrition is delivering frozen meals weekly. Congregate meals are suspended with curbside pick-up in Leelanau County. Check-in calls to clients are being made

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regularly. Increased need has resulted in 4,488 meals served to 740 clients during the period of April 6 – April 10, 2020.

Commodity Supplemental Food Program deliveries from April 6-10 totaled 353 in Wexford County, 187 in Kalkaska County, 225 clients Antrim County and 146 clients Emmet County. Updated distribution schedules have been sent to Emergency Managers and community partners. Coordinating with Area Agency on Aging for distributions of Quarantine Food Boxes to food insecure seniors. Provided surplus boxes to Women's Resource Center in Traverse City.

Financial Management's Tax Preparation Program is currently providing tax preparation services virtually via email, fax, and mail and assisting at-risk populations receiving Economic Impact Payments for COVID-19. Budget and Housing workshops continue virtually along with virtual or telephone individual case management.

Funding opportunities are available to provide programming to prevent and address the economic hardships resulting from the pandemic. Coronavirus Aid, Relief, and Economic Security (CARES) Act Community Block Grant will allocate \$814,996 for NMCAA. Head Start/Early Head Start nationally has received \$250M for COVID-19 response with \$500M for summer programming. Senior Nutrition Program will receive support for home delivered meals. The Emergency Food Assistance Program (TEFAP) will receive support and the SSVF Program will have an increase of \$364,126 to focus on homeless prevention for veterans.

The Financial Reports and Annual Operations Plan and Report Summary for March 2020 and bank credit card statements for March 2020 were presented.

Motion by Art Jeannot, supported by Grace Ronkaitis, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

NMCAA IRS 990 FORMS

Dan Dewey, Controller, requested approval of the 2019 NMCAA Form 990s which include the 2018 Community Action Credit Counseling, 2018 Northwest Michigan Community Action, and the amended 2017 Form 990-T. The electronically sent return format is the same as the prior year. All Non-Profit organizations' 990s are available online at charitynavigator.org for free but registration is required.

Motion by Art Jeannot, supported by Jerry Cook, to accept the 2018 NMCAA Form 990s and the amended 2017 Form 990-T as presented. Motion carried.

HEAD START/EARLY HEAD START COST OF LIVING ADJUSTMENT (COLA)

Shannon Phelps, Child Family Development Director, announced the Head Start/Early Head Start funding has provided for a 2.0% COLA for 2020. This is a permanent increase of 2.0% in wages for employees. The fringe benefit package will also be

increased for all eligible employees. The amount for Head Start is \$131,395, Early Head Start \$51,274 and Early Head Start Expansion \$31,280.

Motion by Jeff Miller, supported by Jerry Cook, that the Cost of Living Adjustment of 2.0% in the amount of \$131,395 for Head Start and \$51,274 for Early Head Start, be accepted as presented. Motion carried.

Motion by Jerry Cook, supported by Art Jeannot, that the Cost of Living Adjustment of 2.0% in the amount of \$31,280 for Early Head Start Expansion be accepted as presented. Motion carried.

HEAD START/EARLY HEAD START QUALITY IMPROVEMENT GRANT APPLICATION

Shannon Phelps explained the Quality Improvement Funding Application for the Head Start Grant (\$173,964), Early Head Start (\$96,258) and Early Head Start Expansion (\$35,000) which will provide some salary adjustments to match the statewide survey results, expand some programming, and support other programming.

Motion by Art Jeannot, supported by Jerry Cook, that the Quality Improvement Funding Application for Head Start (\$173,964) and Early Head Start (\$96,258), be approved as presented. Motion carried.

Motion by Jerry Cook, supported by Peachy Rentenbach, that the Quality Improvement Funding Application for Early Head Start Expansion (\$35,000) be approved as presented. Motion carried

HEAD START/EARLY HEAD START NON-FEDERAL MATCH WAIVER

Shannon Phelps presented the Non-Federal Share Match Waiver for Head Start and Early Head Start for both the COLA and Quality Improvement Applications because of the COVID-19 Pandemic.

Motion by Jerry Cook, supported by Grace Ronkaitis, that the Non-Federal Match Waiver for the Cost of Living Adjustment and Quality Improvement Applications for Head Start and Early Head Start, be approved as presented. Motion carried.

Motion by Peachy Rentenbach, supported by Jerry Cook that the Non-Federal Match Waiver for the Cost of Living Adjustment and Quality Improvement Application for Early Head Start Expansion be approved as presented. Motion carried

HEAD START CARES ACT FUNDING APPLICATION

Shannon Phelps announced that the CARES Act is allocating \$250M to be distributed across Head Start Programming as a part of one-time funding to be used for activities in response to the Coronavirus. There is also \$500M to be awarded to Head Start Programs to be used to offer summer programming to enrolled children receiving special education services and/or those transitioning to Kindergarten.

Motion by Jeff Miller, supported by Jerry Cook, that the CARES Act Funding Application including the Summer Programming Funding Proposal for Head Start, be accepted as presented. Motion carried.

Motion by Jerry Cook, supported by Art Jeannot, to waive the Non-Federal Match for the CARES Act Funding Application, including the Summer Funding Proposal for Head Start as presented. Motion carried.

CARES CSBG SUPPLEMENTAL FUNDING

Kerry Baughman announced the CARES CSBG funding will start on April 1, 2020 and continue through September 30, 2022. NMCAA's allocation is \$814,996. The CARES Act will be able to serve individuals up to 200% of the Federal Poverty Limit (FPL) and all funds must be obligated by agencies by September 30, 2022. CARES funds can be used for a range of eligible activities that prevent, prepare for, and respond to the Coronavirus/COVID-19 pandemic.

Motion by Jeff Miller, supported by Debbie Bishop, to approve the NMCAA Coronavirus Aid, Relief, and Economic Security (CARES) CSBG Supplemental Grant for \$814,996 as presented. Motion carried.

COMMITTEE COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 1:47 P.M.

Next meeting will be: Thursday May 21, 2020, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary