

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – April 19, 2018

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
Tonya Schroka
George Lasater
Larry Levengood
Lindsey Walker
Mary Klein
Debbie Bishop
Tony Ansorge
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Jennifer Smith
Judy Nichols
Tom Olmsted
Gillian Gines

ABSENT:

Louis Fantini (E)
Brenda DeKuiper
Yvonne Donohoe
Carol Smith
Carolyn Rentenbach (E)
Pam Stephan

The meeting was called to order at 12:30 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Jerry Cook requested approval for the meeting Agenda.

Motion by Pam Niebrzydowski, supported by Judy Nichols, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the March 15, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Tony Ansorge, supported by Tonya Schroka, that the minutes of the March 15, 2018 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The April 12, 2018 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Debbie Bishop, supported by Jill Gines, that Policy Council report be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

John Stephenson, Executive Director presented the Financial Reports and Annual Operations Plan and Report Summary for March 2018, bank credit card statements for March 2018, and the status of Agency Program Operations.

Motion by Judy Nichols, supported by Debbie Bishop, that the Executive Director's report be approved as presented. Motion carried.

NMCAA PARTICIPANT & VOLUNTEER RECOGNITION

Tanya Hofbauer, Child and Family Specialist, introduced Michll Griffith, a NMCAA Early Head Start client. Michll has been selected as one of five Community Action Participants to be recognized in Michigan and will be honored at a meeting in Lansing next week.

Kelsey Hyde, Child and Family Specialist, introduced her volunteer nomination, Larry Winter. Larry has contributed to the NMCAA Tax Preparation Program by volunteering his services for many years. His contributions have been recognized by the State and he is also one of five statewide to receive this recognition.

BUSINESS

NMCAA STRATEGIC PLAN DEVELOPMENT DISCUSSION

Tina Allen, NMCAA's Strategic Plan Facilitator, updated the Board on the current NMCAA Strategic Plan Development. The Management and Leadership groups have met several times now and the next steps will include the managers meeting with their staff to get feedback on the identified goals. The goals will then be finalized and implementation plans developed. A final report will be given to the Board in June.

AUTHORIZATION OF SIGNATURE

John Stephenson presented an Authorization of Signature which will allow Kerry Baughman to sign all contracts, reports, grant requests, and grant modifications as required for the fiscal year, October 1, 2017 to September 30, 2018.

Motion by Jeff Miller, supported by Larry Levensgood, that the Authorization of Signature Resolution be accepted as presented. Motion carried.

INVESTMENT POLICY FOR TREASURY DIRECT INVESTMENT OPPORTUNITY

Dan Dewey, Controller, presented the Investment Policy for the Treasury Direct Investment opportunity. This policy outlines the procedures for the purchasing of the Treasury Direct Investment opportunity and when Board of Directors approval will be required.

Motion by Art Jeannot, supported by Jeff Miller to accept the Investment Policy for Treasury Direct Investment Opportunity with the change from a total investment amount of \$800,000 to \$1,000,000. Motion carried.

CHILD & FAMILY DEVELOPMENT DEPARTMENT DIRECTOR APPROVAL

Kerry Baughman announced that Shannon Phelps has been selected and approved by Policy Council to be the new Child & Family Development Department Director. Shannon is currently the Early Head Start Manager and will be bringing a wealth of early childhood experience and knowledge to this new position.

Motion by Jill Gines, supported by Jennifer Smith, to approve Shannon Phelps as the Child & Family Development Department Director. Motion carried.

MSHDA ESG RESOLUTION

John Stephenson presented the MSHDA ESG Resolution. NMCAA is the HARA and fiduciary agency for the Northwest Continuum of Care which covers 10 counties. NMCAA utilizes Prevention Funds to prevent homelessness by paying arrearages and preventing evictions. Previously received \$12,000, but that has been expended. A request for additional monies was made and received for \$10,800. The Resolution authorizes Dan Dewey, Kerry Baughman, and/or John Stephenson to accept the funds and deliver the Grant Agreement governing the terms of the grant and other required documents without further Board action.

Motion by Pam Niebrzydowski, supported by Tonya Schroka, that the MSHDA ESG Resolution be approved as presented. Grace Ronkaitis abstained due to a potential conflict of interest. Motion carried.

HYDP UPDATE, MSHDA REQUEST & NMCAA COMMITMENT

John Stephenson presented an update on the Homeless Youth Demonstration Project. The 2 year budget is \$1,477,539. The HUD request is for \$1,182,032 which leaves a balance of \$295,508 for the required community match. The match source will be comprised of a grant request from MSHDA for \$150,000 and \$62,648 from Goodwill leaving a balance of \$82,860. NMCAA will commit to meeting this balance obligation with the assistance of other community partners.

Motion Tony Ansonge, supported by Larry Levengood that the MSHDA grant request be submitted as presented and that NMCAA will provide the budget balance of \$82,860. Roll call vote was unanimous. Motion carried.

MSHDA HEP FUNDING REQUEST

Karen Emerson, Financial Management Services Manager, presented the MSHDA Homeownership Education Program funding request for \$50,000. This will provide services for Homebuyer Education, Pre-purchase counseling, Financial Capabilities Workshops and coaching, Foreclosure Services, Pre-counseling assessment, and Rental Housing Counseling.

Motion by Art Jeannot, supported by Pam Niebrzydowski, that the MSHDA HEP grant request be accepted as presented. Motion carried.

IMPACT 100 FUNDING REQUEST

Karen Emerson explained that Impact 100 Traverse City values transformational initiatives that assist an organization to better provide beneficial services to a deserving populations. NMCAA is requesting \$123,500 to market the IDA/CSA program to 1200 low-to-moderate income families (targeting Early Head Start/ Head Start) in the Greater Grand Traverse Area and to provide Financial Capability Education Workshops to 250 families.

Motion by Jeff Miller, supported by Mary Klein, that the IMPACT 100 funding request be approved as presented. Motion carried.

CEDAM CHILDREN'S SAVINGS ACCOUNT REQUEST

Karen Emerson presented the CDAM Children's Savings Account request for \$10,000 which will be used to assist organizations in the planning and development of NMCAA's Children's Savings Account Program (CSA). NMCAA will build a foundation with other Michigan CSA organizations to improve access to high-quality post-secondary education, training and business opportunities, connect families/students to safe and affordable financial services/products, create opportunities to build savings and assets, and reduce reliance on student loans.

Motion by Jeff Miller, supported by Pam Niebrzydowski that the CEDAM Children's Savings Account request be approved as presented. Motion carried.

OTHER BUSINESS

SHPO contacted us to partner in summer workshops for home repair

Kerry and John visited MDE, BCAEO and MCA offices

Meeting with DHHS leadership to address policy on limits on heating assistance

Kerry visited John Moolenaar in DC

Legislation introduced for CAAs to play a role in opioid post treatment service AND for reauthorization of C

SBG

Funding increase announced for Weatherization

Expect CSBG allocation for FY 2018 (current year)

Transition to Paycor (Payroll provider)

Fiber optics coming to Logan's office

NMCAA Board of Directors Meeting

April 19, 2018

Page 5

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:41 P.M.

Next meeting will be: Thursday May 17, 2018, 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary