

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – August 17, 2017**

**PRESENT:**

Rev. Gerald Cook  
Art Jeannot  
Tom Kelley  
Larry Levensgood  
Betsy White  
Louis Fantini  
Lindsey Walker  
Mary Klein  
Debbie Bishop  
Tony Ansonge  
Carolyn Rentenbach  
Jeff Miller  
Marc Milburn  
Judy Nichols

**ABSENT:**

Tonya Schroka (E)  
George Lasater  
Brenda Willson  
Brenda DeKuiper (E)  
Yvonne Donohoe  
Carol Smith (E)  
Pam Niebrzydowski (E)  
Pam Stephan  
Kourtnie Bonk  
Tom Olmsted (E)

The meeting was called to order at 12:35 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 Judy Nichols, supported by Mary Klein, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the June 15, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Tony Ansonge, supported by Debbie Bishop, that the minutes for the June 15, 2017 meeting be accepted as presented. Motion carried.

**MINUTES CORRECTION FOR THE MAY 18, 2017 MINUTES**

A correction was requested for the 2017 COLA increase in the minutes of May 18, 2017 to read: Head Start funding has provided for a 1% COLA for 2017. This is a permanent increase of 1% wages for all employees. The fringe benefit package will also increase for all eligible employees. The increase will be agency wide. Head Start and Early Head Start staff wage increase is retroactive to January 1, 2017.

Motion by Peachy Rentenbach, supported by Larry Levensgood, that the minutes of the May 18, 2017 Board of Directors meeting be approved with the requested correction. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

Gillian Gines will be rejoining the Board representing the consumer sector in Wexford County.

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Jennifer Smith will be joining the Board representing the consumer sector in Roscommon County.

Art Jeannot and Betsy White have volunteered to be on the Housing Committee.

### **PUBLIC INPUT**

None.

### **POLICY COUNCIL REPORT**

The August 10, 2017 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Judy Nichols, supported by Jeff Miller, that the 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 June and July 2017, bank credit card statements for June and July 2017, and the status of Agency Program Operations.

Motion by Louis Fantini, supported by Peachy Rentenbach, that the Executive Director's report be approved as presented. Motion carried.

### **BUSINESS**

#### **EXECUTIVE/AUDIT COMMITTEE REPORT**

Jerry Cook, Executive/Audit Committee Chairperson, reported that the Executive/Audit Committee met earlier today. Committee appointments were made and the Governance Committee will be asked to look into electronic meeting participation. The Executive Director's evaluation was completed with Mr. Stephenson exceeding all expectations in all areas. The committee recommends a 1% COLA increase and a \$50 fringe package increase to commence on October 1, 2017.

Motion by Jeff Miller, supported by Peachy Rentenbach, at the Executive Director's evaluation and recommended pay and benefit package increases be accepted as presented. Motion carried.

John Stephenson advised the Board that he has informed the Executive/Audit Committee that he plans to retire within the next 12 – 14 months.

#### **INVESTMENT COMMITTEE REPORT**

Jerry Cook, Investment Committee Chairperson announced that the Investment Committee met earlier today with Kevin Kelly to review the current status of the Investment fund. It was decided that the name of the fund should be Senior Nutrition Investment Fund to better identify the use of the funds. The policies regarding the fund will be reviewed and discussed at the meeting next month. The fund began in March of 2007 with \$ 106,587. As of July 31, 2017, the value was \$262,639, which is up 8.7% for the year. The committee recommends that we stay with the current course for now.

**BOARD ROLES RESPONSIBILITIES AND THE ORGANIZATIONAL STANDARDS**

John Stephenson explained the governance basics and responsibilities of the NMCAA Board of Directors. Individual Board member responsibilities were reviewed. The Board has a committee structure that allows the workload to be spread across various committees.

**403(b) PLAN UPDATE**

Dan Dewey, Controller, explained that NMCAA started with TIAA-CREF for the 403(b) on 10/1/2000. Over the years, fee structures have been revised and more options have become available for employees to select in their retirement assortment. In 2015 pricing platforms were enacted that resulted in increased costs to the participants. In 2009, the Department of Labor enacted regulations placing burdens on employers offering 403(b) plans to provide education to the employees and to complete yearly audits of their plans.

NMCAA has met with Keith Olshove of Old Mission Investments to consider options that might be available. Keith is working with NMCAA and TIAA to build a more concise investment menu with a lower expense ratio to the participants. He will be able to provide employee investment education and advise will be provided by Old Mission Investments reducing NMCAA's burden.

**2018 NMCAA COMMUNITY ACTION PLAN**

Kris Brady, Community Services Director, presented the 2018 NMCAA Community Action Plan renewal application. The plan amount is for \$589,102 which includes \$90,662 for administration and \$498,440 for direct programs. 1% will be reserved if needed by the State, which was collected in 2017. The FY 2018 ROMA Logic Model Projections will be reviewed with the Board Planning Committee next month. The 2018 NMCAA Community Action Plan was submitted on August 4.

Motion by Judy Nichols, supported by Larry Levensgood, that 2018 NMCAA Community Action Plan be accepted as submitted. Motion carried.

**NEIGHBORWORKS SUSTAINABLE HOMEOWNERSHIP PROJECT**

Karen Emerson, Financial Management Services Manager, updated the Board on the status of the NeighborWorks Sustainable Homeownership Project (SHP). The responsive website for NMCAA will be launching September 1, 2017. A new Salesforce Champion has been hired and the SHP Tech Suite will be available in September. Homeownership customers will have a menu on the internet which will allow them set their own appointments. New customers will pay for our homeownership education services.

**OTHER BUSINESS**

BCAEO Corrective Action Letter! Technical Assist Plan required regarding NMCAA "Annual Report" accepted.

BCAEO Programmatic & Organizational Stars "desk" review 9/5.

AAA Review Senior Nutrition 6/22.

SSVF review 7/25.

No LCA Summer Deliverable Fuels program this year.

TEFAP RFP bids due Monday.

Developing pilot program with State & Cherryland Rural Electric.

Head Start new Performance Standards implementation: adjustments underway for Compliance & Quality.

NMCAA awarded 426,982 HUD Housing Counseling.

NeighborWorks SHP awarded \$40,000.

MDE requested NMCAA become CACFP Sponsor Organization.

Considering request to do loan packaging for USDA Rural Development.

MCA Summer Meeting at Crystal Mountain 7/11-7/13.

Colonel Joe Marsiglia being promoted to General.

Visit by Matt Lori, Deputy Director, Policy, Planning & Legislative Services MDHHS.

Meeting scheduled with Congressman Jack Bergman August 26.

#### **BOARD COMMENTS**

None.

There being no further business to come before the Board, the meeting was adjourned at 2:49 P.M.

Motion by Mary Klein, supported by Jeff Miller that the meeting be adjourned. Motion carried.

Next meeting will be: Thursday September 21, 2017, 12:30 PM

Respectfully Submitted  
Mary Klein, Secretary

Betsy Rees, Recording Secretary