

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – August 16, 2018

PRESENT:

George Lasater
Rev. Gerald Cook
Louis Fantini
Lindsey Walker
Debbie Bishop
Tony Ansorge
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Marc Milburn
Ralph Stephan
Judy Nichols

ABSENT:

Ed Boettcher
Art Jeannot (E)
Tom Kelley (E)
Tonya Schroka (E)
Larry Levensgood (E)
Jonathon Scheel
Mary Klein (E)
Brenda DeKuiper
Yvonne Donohoe
Carol Smith
Jeff Miller
Jennifer Smith
Tom Olmsted (E)
Gillian Gines

The meeting was called to order at 12:32 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 Pam Niebrzydowski, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the June 21, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Peachy Rentenbach, supported by Judy Nichols, that the minutes of the June 21, 2018 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook welcomed Patty Cox to the Board as the new Kalkaska County Board of Commissioners representative. Patty is also a retired teacher.

Motion by Pam Niebrzydowski, supported by Judy Nichols, that Patty Cox be accepted as the new Kalkaska County Board of Commissioners Representative. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The August 9, 2018 Policy Council meeting report was submitted by Kerry Baughman.

Motion by Louis Fantini, supported by Peachy Rentebach, that Policy Council report be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

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

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

BUSINESS

EXECUTIVE / AUDIT COMMITTEE REPORT

Rev. Gerald Cook, Executive / Audit Committee Chairperson, announced that the Executive / Audit Committee met earlier today. The committee reviewed the Board of Directors Committee grid and assigned new members to committees.

Grace Ronkaitis – Planning / Evaluation Committee

Larry Levengood – Governance Committee

Ralph Stephan – Governance Committee

Ed Boetcher – Community Outreach Committee

A 6 month Performance Evaluation of the new Executive Director was completed per the parameters of the contract and an evaluation of "Meets Expectations" was determined for each area of review. The committee recommends a 2.6% COLA pay and fringe package increase to commence on October 1, 2018 and to expend the employment contract until September 30, 2021.

Motion by Grace Ronkaitis, supported by Pam Niebrzydowski that the 2.6% COLA pay and fringe package increase and contract extension to September 30, 2021 for the Executive Director be accepted as presented. Motion carried with 1 no vote.

MEALS ON WHEELS / NWFC ROTAQRY GRANT APPLICATION

Lisa Robitshek, Senior Nutrition Manager, advised the Board that Meals on Wheels and the Northwest Food Coalition are creating a Healthy Food Access Hub to increase healthy food access and to improve nutrition for various food insecure populations in Northwest Michigan. Meals on Wheels (MOW) is applying for a Rotary Charities grant to build a production kitchen with the ability to create medically tailored foods/meals for clients. This grant also scales up the Farm to Neighbor program of the Northwest Food Coalition by providing a warehouse with appropriate storage and contract coordinator services. If funded, the grant of \$150,000 will have a 3-year project period. There is also a 50% in-kind match requirement that MOW and the Northwest Food Coalition have already identified.

Motion by Pam Niebrzydowski, supported by Peachy Rentenbach that Meals on Wheels/NWFC Rotary Charities grant application be supported as presented. Motion carried

HUD HOUSING COUNSELING GRANT

Karen Emerson, Financial Management Services Manager, presented the HUD Housing Counseling Grant 2017 – 2019 which will provide homebuyer counseling, financial management education, foreclosure education and counseling, renter education, and positively furthering fair housing practices. The amount of the grant will be determined by HUD. The 2015 -2017 grant has provided outcomes that include: group education for 243 households, 162 households attended Financial Capabilities workshops, 8 attended Fair Housing workshops, 69 attended pre-purchase Homebuyer Education, 201 received one-on-one counseling, 53 received rental coaching and 54 received Mortgage Delinquency coaching.

Motion by Judy Nichols, supported by Louis Fantini, that the HUD Housing Counseling Grant for 2017-2019 be accepted as presented. Motion carried.

403B PLAN UPDATE

Dan Dewey, Controller, requested a Board of Directors resolution to approve the restatement of the 403b plan document which is to be effective October 1, 2018. The restated Adoption Agreement must have language that is preapproved by the IRS for the plan options. The Adoption Agreement was completed by TIAA and reviewed by Old Mission Investment, NMCAA's Third Party Advisor, and found to be acceptable.

Motion by Marc Milburn, supported by Patty Cox that the Resolution for restatement of the 403b plan document which goes into effect on October 1, 2018, be accepted as presented. Motion carried.

BOARD ROLES RESPONSIBILITIES / ORGANIZATIONAL STANDARDS

Kerry Baughman reviewed the Board roles and responsibilities for the CSBG Organizational Standards and the different intervals that certain criteria should be reviewed or approved. The Board has specific obligations to protect NMCAA's "Eligible Entity" status. Organizational Standards are being reviewed and completed by NMCAA leadership and uploaded in the FacsPro software for review by the State.

FAIR HOUSING RESOLUTION

Kris Brady, Community Services Director, presented the Fair Housing Resolution which is required by MSHDA as assurance that Emergency Solution grant recipients are treated fairly. The policy is renewed annually by the Board of Directors and provides process for clients who feel they were not treated fairly.

Motion by Lindsey Walker, supported by Pam Niebrzydowski that the MSHDA Fair Housing Resolution be accepted as presented. Motion carried.

HUD RAPID HOUSING

Kris Brady presented the FY 2018 HUD Continuum of Care Program Competition grant. The local Continuum of Care workgroup applies directly to HUD annually. There is a need for more Rapid Rehousing vouchers which pay up to 2 years rent and provide supportive services to households having experienced homelessness. We will provide this service by applying for 2 grants which have a total HUD request of \$115,918. There is a 25% match required (\$29,025). It has been preliminarily approved to obtain the match using the Emergency Solutions Grant but we are working to secure this approval in writing from HUD before we would move forward and accept.

Motion Judy Nichols, supported by Debbie Bishop that the FY 2018 HUD Continuum of Care Program Competition grant be accepted as presented.
Motion carried.

2019 NMCAA COMMUNITY ACTION PLAN

Kris Brady presented the FY 2019 CSBG (Community Services Block Grant) which will actually cover a 2 year grant period from 10/1/2018 through 9/30/2020 with a 24 month budget. NMCAA will continue to receive new allocations every 12 months and will start spending 1/1/2019 when the current CSBG funding is gone. The total allocation request is for \$589,721.

Motion by Grace Ronkaitis, supported by Lindsey Walker that the 2019 NMCAA CSBG be accepted as presented. Motion carried.

OTHER BUSINESS

- 8/13/18 MSHDA's Executive Director, Earl Poleski, made a check presentation for the HOME Grant award of \$176,000 to NMCAA. Of the ten agencies that applied, NMCAA received the largest award. Story appeared on 7&4 News.
- Bureau of Community Action and Economic Opportunity (BCAEO) will be conducting a desk review of Organizational Standards and an on-site review during the week of August 27-31, 2018.
- Community Services staff will attend NeighborWorks Training Institute in August for training as loan packagers of the Rural Development 502 Direct Loans.
- Scheduled visit on Wednesday, August 22 @ 10 AM, Rep Bergman, Traverse City.
- Seven additional Homeless Prevention staff will be hired to support the work of the Youth Homeless Demonstration Project (YHDP). The Three Mile building will be busy in the coming months with office moves and reconfigurations.
- Received confirmation letter on 6/22/18 that Head Start/Early Head Start Program will have their monitoring review during the 2018-2019 Program Year.

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BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:18 P.M.

Next meeting will be: Thursday September 20, 2018, 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary