

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – December 14, 2017

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
George Lasater
Larry Levensgood
Louis Fantini
Mary Klein
Brenda DeKuiper
Debbie Bishop
Tony Ansoorge
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Judy Nichols

ABSENT:

Tonya Schroka (E)
Betsy White (E)
Lindsey Walker (E)
Yvonne Donohoe
Carol Smith
Carolyn Rentenbach (E)
Pam Stephan
Jennifer Smith
Tom Olmsted (E)
Gillian Gines

The meeting was called to order at 12:33 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 Brenda DeKuiper, supported by Mary Klein, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the November 16, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Louis Fantini, supported by Pam Niebrzydowski, that the minutes of the November 16, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

Glen Syzmoniak introduced himself to the Board.

POLICY COUNCIL REPORT

No Policy Council report yet for December. Policy Council is meeting today.

EXECUTIVE DIRECTORS REPORT

John Stephenson, Executive Director presented the Financial Reports and Annual Operations Plan and Report Summary for November 2017, bank credit card statements for November 2017, and the status of Agency Program Operations.

Motion by Jeff Miller, supported by Brenda DeKuiper, 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.

The Committee met with Jean Christensen, WIPFLI, to review the results of the FY 2017 Single Audit and the 403(b) Audit. The 2018 Board calendar was reviewed. Executive Director transition plans were reviewed. Resume/Cover Letters will be accepted through Tuesday, December 19. The top 4-5 candidates will be determined with interviews taking place early in January. Ideally, there will be a candidate identified by the January Board meeting.

FY 2017 NMCAA SINGLE AUDIT

Jean Christensen, WIPFLI CPAs & Accountants, presented to the Board the NMCAA 2017 Single Audit report. The audit report opinion is unmodified. The Report on Compliance and Internal Control reflects no findings as well as the Report on Compliance for Major Programs. NMCAA is considered to be a low risk auditee. The expenditure threshold requirement for a major program is \$750,000 or 3% if over \$25 million in expenditures. The NMCAA programs that were reviewed include: Food Cluster, Community Development Block Grant (CDBG), National Foreclosure Mitigation Counseling, and Low-income Home Energy Assistance Program (LIHEAP). Total expenditures in 2017 were \$16.1M and NMCAA is in great financial condition. There are no prior or current year findings or management letter.

The 403(b) audit was also completed for Fiscal Year 2017. As of September 30, 2017 there were \$6,380,870 of net assets in the plan available for benefits. This is an increase of \$396,803 for the year. There are no prior or current year findings or management letter for the 403(b) program.

ELECTRONIC MEETING PARTICIPATION GUIDANCE

Mike Gordon, IT Manager, explained the new procedure for electronic meeting participation by Board members who would otherwise not be able to attend a meeting.

CLOSED SESSION: PERSONNEL MATTER

Motion by Brenda DeKuiper, supported by Pam Niebrzydowski to enter into a Closed Session. Motion carried.

Motion by Judy Nichols, supported by Grace Ronkaitis to end the Closed Session. Motion carried.

NMCAA BOARD OF DIRECTORS INTRODUCTIONS

Jerry Cook announced that we would go around the room to allow the Board members an opportunity to give a little more information about themselves as a way to know other Board members better.

OTHER BUSINESS

Heating Assistance program back up and running

WCMU Warm Hearts Warm Homes

Tax Program

Homeless Youth Demonstration awards: \$3,550 & \$75,000!

Email encryption – expect to be in use next month

Ready to begin new 403-b; TIAA assigning new Specialist to NMCAA

Working with facilitator in structuring next Strategic Planning meetings

Still complicated Washington DC circumstances and budget – CR ends Dec 22 – FY18 funding uncertain

HAPPY HOLIDAYS!

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:45 P.M.

Next meeting will be: Thursday January 18, 2018, 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary