

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – December 13, 2018**

**PRESENT:**

Art Jeannot  
Tom Kelley  
Tonya Schroka  
George Lasater  
Larry Levensgood  
Rev. Gerald Cook  
Louis Fantini  
Lindsey Walker  
Carol Smith  
Carolyn Rentenbach  
Pam Niebrzydowski  
Jeff Miller  
Judy Nichols (remote)

**ABSENT:**

Ed Boettcher (E)  
Crystal Abramczyk (E)  
Jonathon Scheel  
Mary Klein (E)  
Brenda DeKuiper (E)  
Patty Cox (E)  
Debbie Bishop (E)  
Tony Ansorge (E)  
Grace Ronkaitis (E)  
Marc Milburn (E)  
Ralph Stephan (E)  
Jennifer Smith  
Tom Olmsted  
Gillian Gines (E)

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.

Betsy Rees, Human Resources Manager, introduced Julie McNally. Julie will be working with Betsy and Executive Director, Kerry Baughman as an Administrative Specialist. She will also be another contact for Board members. Welcome Julie.

**AGENDA**

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Peachy Rentenbach, supported by Louis Fantini, that the meeting agenda be approved as revised. Motion carried.

**MINUTES OF PREVIOUS MEETING**

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

Motion by Louis Fantini, supported by Tonya Schroka, that the minutes of the November 15, 2018 Board of Directors meeting be approved as revised. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

Kerry Baughman, Executive Director, announced that Yvonne Donohoe will no longer be able to serve on the Board.

**PUBLIC INPUT**

None.

### **POLICY COUNCIL REPORT**

Policy Council is meeting today. No minutes to approve.

### **EXECUTIVE DIRECTORS REPORT**

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for November 2018, bank credit card statements for November 2018, and the status of Agency Program Operations. The Youth Homeless Demonstration Project has received a \$140,000 Rotary Grant.

Motion by Jeff Miller, supported by Pam Niebrzydowski, that the Executive Director's report be approved as presented. Motion carried.

### **BUSINESS**

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

Rev. Gerald Cook stated that the Executive / Audit Committee met earlier today. The Board calendar for 2019 was reviewed and approved. There was a discussion about the Audit process and results for FY 2018.

Motion by Jeff Miller, supported by Louis Fantini that the Board Meeting move in to Closed Session. Roll call vote unanimous to move into Closed Session.

The Board meeting moved into Closed Session at 12:54 pm.

The Board meeting Closed Session ended at 2:08 pm.

Motion by Peachy Rentenbach, supported by Jeff Miller that the Board Meeting leave Closed Session. Roll call vote unanimous to end the Closed Session.

The Minutes of the Closed Session were presented for Board approval:

*The NMCAA Board of Directors moved in to Closed Session to consider Attorney – Client Privilege correspondence dated December 13, 2018 regarding an employment matter.*

Motion by Peachy Rentenbach, supported by Louis Fantini that the minutes from the NMCAA Board of Directors Closed Session be approved as presented. Motion carried.

### **2018 NMCAA SINGLE AUDIT**

Jean Christensen, WIPFLI CPAs & Accountants, presented to the Board the NMCAA 2018 Single Audit report. The audit report opinion is unmodified. The Notes to Consolidated Financial Statements contain one new footnote. The Report on Compliance and Internal Control reflects one material weakness finding.

The Report on Compliance for Major Programs shows no findings. The expenditure threshold requirement for a major program is \$750,000 or 3% if over \$25 million in expenditures. The NMCAA program that was reviewed was Head Start which is

\$8,820,460 in federal funds. Total agency federal expenditures are \$15,232,171; 58% of the total federal funds were tested.

### **NMCAA COMMUNITY NEEDS ASSESSMENT**

Kris Brady, Director of Community Services and Tish Stave, FMS Utility Coordinator, reviewed the 2018 Community Needs Assessment (CNA) survey results. The 2018 NMCAA Strategic Plan Goal #1 states that “Community needs guide NMCAA programs and services”. The CNA also allows NMCAA to comply with many of our Organizational Standards.

Approximately 971 surveys were completed across the 10 NMCAA counties. The top 10 needs were identified through the survey. The information gathered will be used to guide the agency with programming needs for our communities.

Motion by Peachy Rentenbach, supported by Pam Niebrzydowski, that the NMCAA Community Needs Assessment (12/18) be accepted as presented. Motion carried.

### **OTHER BUSINESS**

- NeighborWorks Organizational Review scheduled the week of February 25, 2019.
- Financial Management Services was awarded \$5,000 from the Huntington foundation to support the homeownership/financial empowerment center at NMCAA along with \$4,000 from Huntington Community Reinvestment Act dollars.
- Financial Fitness and Home Buyer Education are the focus of a “Lunch and Learn” series offered on the 3<sup>rd</sup> Thursday of each month at the NMCAA Kalkaska Head Start Office. Beginning at noon, there is no registration required and a light lunch is served.
- **Save the Date!** The annual Super Saturday Special Event will be held at the Traverse Bay Area Career Tech Center on Saturday, February 9th. The theme this year is Healthy, Wealthy and Wise.” Tax appointments will be offered.
- Traverse City Track Club has partnered with NMCAA Meals on Wheels during their annual “Jingle Bell Run” held on Sunday, December 16<sup>th</sup> and are asking runners to consider a donation to our program. For more information about the event visit [www.tctrackclub.com](http://www.tctrackclub.com). We will have a group representing NMCAA and you are welcome to join!
- Confirming date with Congressman Moolenaar to discuss NMCAA services. A focus on food insecurity in Wexford, Missaukee and Roscommon counties will highlight Meals on Wheels, TEFAP and CSFP

### **BOARD COMMENTS**

None

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There being no further business to come before the Board, the meeting was adjourned at 2:44 P.M.

Next meeting will be: Thursday, January 17, 2019 at 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary