

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – February 16, 2017**

PRESENT:

Rev. Gerald Cook
Tom Kelley
Tonya Schroka
George Lasater
Larry Levensgood
Lindsey Walker
Mary Klein
Tony Ansorge
Carolyn Rentenbach
Jeff Miller
Pam Stephan

ABSENT:

Brenda Willson
Louis Fantini (E)
Brenda DeKuiper (E)
Yvonne Donohoe
Debbie Bishop (E)
Carol Smith
Pam Niebrzydowski (E)
Marc Milburn (E)
Kourtnie Bonk
Tom Olmsted (E)
Maureen Mickelson (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 Pam Stephan, supported by Peachy Rentenbach, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the January 19, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Tony Ansorge, supported by Tonya Schroka, that the minutes of the January 19, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook welcomed Judy Nichols to the Board as the new Wexford County Commission representative.

Art Jeannot was also introduced as the new representative for the Benzie County Commissioners.

Motion by Tonya Schroka, supported by Mary Klein that Judy Nichols be accepted as the public sector representative from Wexford County and Art Jeannot be accepted as the public sector representative from Benzie County. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The February 9, 2017 Policy Council meeting report was presented by Tonya Schroka.

Motion by Pam Stephan, supported by George Lasater, 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 January 2017, bank credit card statements for January 2017, and the status of Agency Program Operations.

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

BUSINESS

INVESTMENT COMMITTEE REPORT

Jerry Cook announced that the Investment Committee met earlier today with Kevin Kelly to review the NMCAA Investment Fund. The Fund had a total of \$240,791 at the end of 2016 which represented a .04% increase for 2016. 2016 had many ups and downs, with a fourth quarter loss of 4%. Since the beginning of 2017 it has gained back all that back and then some, for a current value of \$252,835. No changes are recommended at this time.

HUD HOMELESS YOUTH INITIATIVE GRANT

Melodie Linebaugh, Homeless Prevention Manager, reported that the HUD Homeless Youth Initiative grant has been awarded to NMCAA as the lead for the 5 County CoC. There were 132 applicants nationwide and only 10 selected. The grant amount is \$1.3M for the 5 county area of Antrim, Benzie, Grand Traverse, Kalkaska, and Leelanau counties. By July 13, 2017 NMCAA and the CoC will submit local innovative proposals to HUD for projects designed to address youth homelessness. These proposals will be the result of local community information-gathering, planning, brainstorming, focus groups, etc.

NEIGHBORWORKS REINVEST: FINANCIAL CAPABILITY REQUEST

Karen Emerson, Financial Management Services Manager described the NeighborWorks Financial Capability funding request which could provide for individual financial coaching (\$300 per customer) and follow-up (\$150 per customer). Matching funds for Individual Development Savings Accounts are also requested which could broaden IDAs for non-traditional savings goals, such as transportation, rental move-in costs, debt repayment, medical expenses, and non-accredited education for clients.

Motion by Lindsey Walker, supported by Pam Stephan that the Financial Capability Request be submitted for NeighborWorks Project Reinvest funding. Motion carried.

HEAD START ELIGIBILITY

Kerry Baughman, Child & Family Services Director, and Cindy Buss, Program Services Manager, conducted the Head Start Eligibility Rule Training. Training areas covered included Training, Eligibility Information, Treating Families with Dignity and Respect, and Disciplinary Action for Falsifying Documents. Policy Council also received this training last month.

NMCAA BALANCED SCORECARD (DASHBOARD) DEVELOPMENT

John Stephenson and Betsy Rees, Human Resources Manager, presented the NMCAA Balanced Scorecard (dashboard) for FY 2017. This agency scorecard will be updated as different segments are completed and will provide a good visual look that is easy to understand.

NMCAA WEBSITE UPDATE

Mike Gordon, IT Manager, gave an update to the NMCAA website. Currently the website is an informational tool that provides contact and program information. With support from NeighborWorks, NMCAA will be transitioning to a format that will allow clients to engage services online from the initial point of contact to final outcomes. The Sustainable Homeownership Project (SHP) through NeighborWorks will require NMCAA's website to become a more responsive site and able to accept all platforms for easy use and interaction.

OTHER BUSINESS

Conversation with Congressman Jack Bergman's office

County Commissioners' meetings

Meetings with State regarding concern over Deliverable Fuels Program (low to no admin \$)

SSVF Grant Renewal submitted

Donations: \$1800 from Chemical Bank, \$2500 from ETCCU, \$750 from Merchants Bank, \$1500 from Comfort Keepers, \$1000 Precision P&H, \$2000 from Petoskey Harbor Springs Foundation

Super Saturday Special held last Saturday

2/15 Vets Tax Day at TC Office

Equality Michigan visit

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:36 P.M.

Motion by Tom Kelley, Supported by Mary Klein that the meeting be adjourned. Motion carried.

Next meeting will be: Thursday March 16, 2016, 12:30 PM

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary