

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – February 15, 2018**

**PRESENT:**

Rev. Gerald Cook  
Tom Kelley  
Larry Levensgood  
Louis Fantini  
Lindsey Walker (electronically)  
Mary Klein  
Debbie Bishop  
Tony Ansorge  
Carolyn Rentenbach  
Pam Niebrzydowski  
Grace Ronkaitis  
Jeff Miller  
Marc Milburn  
Judy Nichols  
Gillian Gines

**ABSENT:**

Art Jeannot (E)  
Tonya Schroka (E)  
George Lasater (E)  
Brenda DeKuiper (E)  
Yvonne Donohoe  
Carol Smith  
Pam Stephan  
Jennifer Smith  
Tom Olmsted (E)

The meeting was called to order at 12:36 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 Louis Fantini, supported by Larry Levensgood, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the January 18, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Pam Niebrzydowski, that the minutes of the January 18, 2018 Board of Directors meeting be approved as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

None.

**PUBLIC INPUT**

None.

**POLICY COUNCIL REPORT**

The February 8, 2018 Policy Council meeting reports was submitted by Tonya Schroka.

Motion by Louis Fantini, supported by Mary Klein, that 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 2018, bank credit card statements for January 2018, and the status of Agency Program Operations.

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

### **BUSINESS**

#### **SENIOR NUTRITION INVESTMENT REPORT**

Jerry Cook reported that the Senior Nutrition Investment Committee met earlier today with Kevin Kelly. As of January 31, 2018, the assets have grown to \$267,482. The current value of the fund is \$265,450. The one-year return on the fund is +7.3% and the 2018 YTD return (one month) for the fund is +0.44%. GE is calling the current bonds that we have on March 1, 2018. This represents approximately 44% of the portfolio. The committee recommends that the majority of those funds be invested in bond mutual funds and approximately 5% of the portfolio be invested in international stock.

Motion by Tony Anson, supported by Jeff Miller, that proposed Senior Nutrition Investment changes be accepted as presented. Motion carried.

#### **HOMELESS YOUTH INITIATIVE**

Melodie Linebaugh, Homeless Prevention Manager, reviewed the Youth Homelessness Demonstration Project (YHDP) to date. The merged 10 county Continuum of Care (CoC) began a coordinated entry process in 2014 among all providers focusing on housing prioritization, housing navigation at shelters, and housing based case management. Recognizing the disconnect in services to homeless youth the CoC studied the issues. The CoC applied for and was awarded a HUD \$1.3 million, 4 year youth demonstration project grant. For the first year of the project, plans were developed and focused on 4 guiding principles: youth driven, permanent connections, education/employment, and social/emotional well-being. The proposed outcomes include: decrease in severity of homeless youth circumstances, increased education and employment rates, increased physical and mental well-being, increase housing stability, greater income levels, reduction in domestic violence incidences, increased diversion from child welfare and justice system, and self-reported improved feeling of being connected to the community. Within the HUD project NMCAA is proposing a leadership role in 4 project areas: coordinated entry for youth, diversion, providing rapid rehousing for single youth and rapid rehousing for pregnant and parenting youth. These are service delivery areas NMCAA has extensive history with for the homeless population and is well positioned to adapt service provision to youth. The total projected HUD YHPD request is \$529,909 for the first year. A 25% match is required for this program bringing the total program budget to \$662,386.

Motion by Louis Fantini, supported by Grace Ronkaitis, that the HUD YHPD first year proposal be submitted as presented. Motion carried.

### **2018 SEASON TAX PREPARATION PROGRAM**

Karen Emerson, Financial Management Services Manager, announced that there is a goal of 2,920 completed returns for this tax preparation season. There are two sites in Traverse City and sites in Petoskey, Cadillac, Honor, and Charlevoix. There is also a website for clients to use, [myfreetaxes.com](http://myfreetaxes.com). NMCAA gets Credit for customers that use this site in our zip codes. Customers making up to \$66,000 are qualified for this service. There have been 871 appointments already scheduled and this year clients are able to schedule appointments themselves on line! Project Connect in Petoskey will be held on February 28 and the Manton Day will be February 19 this year. Other “tax day” sites will be announced as they are scheduled.

### **HEAD START ERESEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE) TRAINING**

Cindy Buss, Health & Recruitment Manager, introduced Alicia Temple, who will be taking over the ERESEA role after Cindy retires at the end of this month. Cindy discussed the Head Start & Early Head Start Eligibility Rule. The office of Head Start (OHS), Administration for Children and Families (ACF), US Department of Health and Human Service (HHS) published in the federal register the final eligibility rule that went into effect on March 12, 2015. The purpose of the new rule is to ensure that the neediest children and families in our country benefit from Head Start services first. Training areas covered in this discussion included Training, Eligibility Information, Treating Families with Dignity and Respect, and Disciplinary Action for Falsifying Documents. Cindy reviewed the way in which NMCAA’s program puts all of these requirements into practice. Policy Council also received this training last week.

### **RESOLUTION**

Jerry Cook read the NMCAA Resolution honoring Cindy Buss for her 37+ years of dedicated service to NMCAA and the families we serve, and her performing with the highest level of integrity, purpose and honor. We all thank Cindy for her profound impact on thousands of children and families!

### **OTHER BUSINESS**

Tax Prep for Veterans here today

CSBG-D Funding Request approved

\$5,000 Rotary Good Works funding request submitted for

Michigan Enrolls program ending after 20 years

NMCAA 2018 Strategic Plan development begins Feb 26

Super Saturday Success!

TC Sings Community Choir Jan. 28 concert donations to NMCAA \$763.00!

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3Mile restrooms remodeled by our own WX crew

**BOARD COMMENTS**

None.

There being no further business to come before the Board, the meeting was adjourned at 2:33 P.M.

Next meeting will be: Thursday March 15, 2018, 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary