

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – January 19, 2017

PRESENT:

Rev. Gerald Cook
Roger Griner
Tonya Schroka
George Lasater
Larry Levensgood
Louis Fantini
Lindsey Walker
Brenda DeKuiper
Debbie Bishop
Tony Ansorge
Carolyn Rentenbach
Pam Niebrzydowski
Mary Klein
Jeff Miller
Marc Milburn
Pam Stephan
Kourtnie Bonk
Tom Olmsted

ABSENT:

Tom Kelley (E)
Brenda Willson
Yvonne Donohoe
Carol Smith (E)
Maureen Mickelson (E)

The meeting was called to order at 12:30 P.M. by Tom Olmsted, Governance Committee Chairperson. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Tom Olmsted requested approval for the meeting Agenda.

Motion by Pam Niebrzydowski, supported by Lou Fantini, that the meeting agenda be approved as presented with the noted addition. Motion carried.

ELECTION OF CHAIRPERSON, VICE CHAIRPERSON AND SECRETARY

Tom Olmsted announced that the slate of officers had been presented and asked for additional nominations from the floor. No further nomination were made.

Slate of Officers:	Rev Gerald Cook	Chairperson
	Peachy Rentenbach	Vice-Chairperson
	Mary Klein	Secretary

Motion by Louis Fantini, supported by Roger Griner that the nominations be closed. Motion carried.

Motion by Larry Levensgood supported by George Lasater, that the slate of officers be elected as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the November 17, 2016 meeting of the Board of Directors were presented for Board action.

Motion by Louis Fantini, supported by Mary Klein, that the minutes of the November 17, 2016 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook welcomed Tonya Schrocka to the Board as the new Head Start Policy Council Chairperson.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The January 12, 2017 Policy Council meeting report was presented by Tonya Schrocka.

Motion by Brenda DeKuiper, supported by Debbie Bishop, 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 November and December 2016, bank credit card statements for November and December 2016, and the status of Agency Program Operations.

Motion by Lindsey Walker, supported by Brenda DeKuiper, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

2016 NMCAA SINGLE AUDIT AND 403(b) AUDIT

Jean Christensen, WIPFLI CPAs & Accountants, presented to the Board the NMCAA 2016 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 has increased to \$750,000 or 3% if over \$25 million in expenditures. This means NMCAA currently has only two programs, Head Start and the Commodity Supplemental Food Program, that qualify for the major program review. Total expenditures in 2016 were \$18.6M and NCMAA 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 2016. As of September 30, 2016 there were \$5,984,067 of net assets in the plan available for benefits. This is an increase of \$161,946 for the year. There are no prior or current year findings or management letter for the 403(b) program.

Motion by Louis Fantini, supported by Brenda DeKuiper, that the 2016 FY NMCAA Single Audit and 403(b) audit be accepted as presented. Motion carried.

RECOGNITION AND APPRECIATION OF JOE MARSIGLIA

Ashley Halladay-Schmandt, Homeless Prevention Clinical Manager, announced that NMCAA employee, Joe Marsiglia, will be leaving on his sixth deployment with the U.S. Army. An employee since 2014, Joe has assisted over 70 veterans during the last 3 years and believes that helping homeless individuals and families is successful when agency staff work together to provide, support, budget counseling, and resources. Col. Marsiglia has served our country for 35 years and NMCAA honors him and expresses gratitude for his dedication to NMCAA and our country.

Motion by Pam Stephan, supported by Kourtnie Bonk, that the Resolution honoring and thanking Col. Joe Marsiglia for his dedication to NMCAA and the USA be adopted. Motion carried.

NEIGHBORWORKS FUNDING REQUESTS

Karen Emerson, Financial Management Services Manager advised that NMCAA is applying for the NeighborWorks Organizational Underwriting Grant. This grant will provide homeownership promotion, homeownership preservation, community building & organizing, and real estate development. The estimate of this award is \$122,500 to \$140,000.

NMCAA is also applying for the Project Reinvest grant which will build 4 single family homes on infill lots in the Emmet Street corridor in Petoskey. Green building strategies will be incorporated and homeowners will receive homeowner education and down payment assistance. The request is for \$500,000.

Motion by Louis Fantini, supported by Brenda DeKuiper, to pursue the NeighborWorks grant requests as presented. Motion carried.

FY 2017 TAX PREPARATION PROGRAM

Karen Emerson announced that there is a goal of 3000 tax returns to be completed this winter for 2016 tax returns. Teresa Hill is the new Tax Program Coordinator. There will be 2 sites in Traverse City, as well as sites in Petoskey, Cadillac, Honor, and Charlevoix. Drop-off site services will be available and there will be "blitz" locations. The Super Saturday Special will be on February 11, 2017. Anyone can take advantage of this free tax program if their annual income is \$64,000 or less. The program can be located by going to myfreetaxes.com.

MSHDA CoC COORDINATOR POSITION RESOLUTION

John Stephenson presented the Resolution for the Continuum of Care Grant in the amount of \$10,000 to support the Coordinator position. The Resolution states that NMCAA Board is authorized to accept funds on behalf of NMCAA, that Dan Dewey and/or John Stephenson are authorized without further Board action to accept the

funds, and deliver the Grant Agreement governing the terms of the grant, and other required documents.

Motion by Roger Griner, supported by Pam Stephan, that the Resolution be adopted as presented. Motion carried.

HEAD START VISION SCREENING EQUIPMENT PURCHASE

Kerry Baughman, Child & Family Services Director, explained that the Head Start Program Performance Standards require that all children enrolled in Early Head Start and Head Start receive a vision screening within 45 days of enrollment in the program. There are currently only 5 pieces of equipment to complete the screenings for both programs across the 10 county service area. In order to increase the program's capacity to meet this requirement additional vision screening equipment is needed. Kerry recommends that NMCAA purchase five additional Welch Allen Spot Vision Screeners at a cost of \$7,495 per unit for a total of \$37,475.

Motion by Marc Millburn, Supported by Tonya Schroka, that the purchase of vision testing equipment be completed as presented. Motion carried.

RECOGNITION AND APPRECIATION OF OUTGOING BOARD MEMBERS

John Stephenson requested the adoption of Resolutions of Appreciation for outgoing Board members Les Atchison, Ross Richardson and John Fuscone as recognition and appreciation of their years of service to NMCAA.

Motion by Jerry Cook, supported by Tom Olmsted to adopt the Resolution for Les Atchison as presented. Motion carried.

Motion by Peachy Rentenbach, supported by Brenda DeKuiper to approve the Resolution for Ross Richardson as presented. Motion carried.

Motion by Tom Olmsted, supported by Pam Niebrzydowski to approve the Resolution for John Fuscone. Motion carried.

OTHER BUSINESS

NCAF Director David Bradley perspective on changes coming to Washington DC

HUD awarded \$1.3M to NMCAA on behalf of CoC Homeless Youth Initiative

BCAEO Financial Review

Head Start duration grant approved.

Head Start new Performance Standards

NMCAA NOT chosen as the 2017 Hagerty non-profit partner

Transitions: Jerry Donnelly and Margaret Underwood

TC Sings donation

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:28 P.M.

Motion by Brenda DeKuiper, Supported by Debbie Bishop that the meeting be adjourned. Motion carried.

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

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary