

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – January 18, 2018**

**PRESENT:**

Rev. Gerald Cook  
Art Jeannot  
George Lasater  
Larry Levengood  
Louis Fantini  
Lindsey Walker  
Mary Klein  
Debbie Bishop  
Tony Ansortge  
Carolyn Rentenbach  
Pam Niebrzydowski  
Grace Ronkaitis  
Jeff Miller  
Marc Milburn  
Jennifer Smith  
Judy Nichols  
Gillian Gines

**ABSENT:**

Tom Kelley (E)  
Tonya Schroka (E)  
Betsy White (E)  
Brenda DeKuiper  
Yvonne Donohoe  
Carol Smith  
Pam Stephan  
Tom Olmsted (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.

**AGENDA**

Jerry Cook Requested approval for the meeting Agenda.

Motion by Judy Nichols, supported by Louis Fantini, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the December 14, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Debbie Bishop, supported by Louis Fantini, that the minutes of the December 14, 2017 Board of Directors meeting be approved as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

None.

**PUBLIC INPUT**

None.

**POLICY COUNCIL REPORT**

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The December 14, 2017 and January 11, 2018 Policy Council meeting reports were submitted by Tonya Schroka.

Motion by Debbie Bishop, supported by Pam Niebrzydowski, 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 December 2017, bank credit card statements for December 2017, and the status of Agency Program Operations.

Motion by Art Jeannot, supported by Louis Fantini, that the Executive Director's report be approved as presented. Motion carried.

### **BUSINESS**

#### **PROPOSED 2018 STRATEGIC PLAN PROCESS**

John Stephenson reviewed the Proposed 2018 Strategic Plan process that has been developed by Tina Allen, Strategic Plan facilitator. This plan will take place over the course of several months, include all staff and Board of Directors, and the cost will be \$6000.

Motion by Louis Fantini, supported by Art Jeannot, that proposed 2018 Strategic Plan process be accepted as presented. Motion carried.

#### **SENIOR NUTRITION CONTRACT & GRANT REQUESTS**

Lisa Robitshek, Senior Nutrition Manager, announced that Wexford County has developed a \$20,000 contract to provide meals for eligible homebound senior in Wexford County as funding allows. This contract runs between January 1, 2018 and December 31, 2018.

Motion by Judy Nichols, supported by Peachy Rentenbach, that the Wexford County Senior Nutrition 2018 contract for \$20,000 be accepted as presented. Motion carried.

Additional funding requests that are being worked on for Senior Nutrition include: Allen Foundation Grant Request for \$50,000, MoW America – Subaru Share the Love, and Michigan Health Endowment Fund – Food as Medicine for Older Adults with Chronic Health Conditions - \$25,272, which would be a collaboration with Munson Medical.

#### **NEIGHBORWORKS UPDATE & ORGANIZATIONAL UNDERWRITING GRANT**

Karen Emerson, Financial Management Services Manager, announced that a purchase agreement has been signed for the house that is for sale in Petoskey. The closing is expected to take place by March 1, 2018.

The Sustainable Homeownership Program is now known as Sustainable Business Initiative. The launch of the software is expected soon and customers in the Traverse City office will be able to register on line for the home buyer education classes on

February 12 & 14. The Fee for Service Home Buying Education classes will start in the spring with marketing to begin in March. The cost will be \$75 for households that are 200% or higher over poverty. Anyone under 200% of poverty will complete an application for a scholarship to attend the class for free.

NeighborWorks Organizational Underwriting Grant is an unrestricted grant that helps NMCAA provide services for Homeownership Promotion, Homeownership Preservation, Community Building and Organizing, and Real Estate Development. NeighborWorks takes a holistic look at market, goals, and capacity and awards NMCAA based on a compiled score. The previous awards were \$100,000 in 2015 and \$150,000 in 2016. NMCAA currently has an Exemplary rating from NeighborWorks.

Motion by Marc Milburn, supported by Lindsey Walker, that the NeighborWorks Organizational Underwriting Grant be accepted as presented. Motion carried.

### **NEIGHBORWORKS FINANCIAL CAPABILITY PROGRAMS GOING TO SCALE**

Karen Emerson advised that NMCAA was invited to write a grant for the NeighborWorks Financial Capability Programs going to scale request. Only 6 grants will be awarded for \$50,000 plus \$9,000 emergency match funds for the participant. This grant will allow Financial Management Services to strengthen its linking services to Early Head Start / Head Start families and rental housing counseling customers.

Motion by Jeff Miller, supported by Judy Nichols that the NeighborWorks Financial CSBG-Discretionary Grant Request be accepted as presented. Motion carried.

### **CSBG-DESCRETIONARY GRANT REQUEST**

Karen Emerson explained that the Tax Program is planning to complete 2992 tax returns this year. The CDBG-D is a 2 year grant written with the bundling of services in mind and will continue to link Early Head Start / Head Start families to financial management services workshops, individual coaching, and tax preparation.

Motion by Louis Fantini, supported by Mary Klein, that the CSBG-Discretionary Grant Request be accepted as presented. Motion carried.

### **HEAD START / EARLY HEAD START SCHOOL READINESS DATA**

Kerry Baughman, Child & Family Development Director, explained the NMCAA Early Childhood Programs Assessment Tool which includes the Teaching Strategies GOLD.

Shannon Phelps, Early Head Start Manager, reviewed the Fall Checkpoint Data for the Early Head Start program participants and explained how comparisons will be made to this data with additional checkpoints throughout the year.

Dru O'Connor, Education Coach Manager, reviewed the Fall Checkpoint Data for the Head Start program children. These children will also have additional checkpoints to measure growth and preparedness for school readiness.

**CLOSED SESSION: SELECTION COMMITTEE REPORT & RECOMMENDATIONS**

Motion by Tony Ansorge, supported by Mary Klein, to enter into a Closed Session. Motion carried.

Motion by Louis Fantini, supported by Jerry Cook, to end the Closed Session. Motion carried.

**SELECTION COMMITTEE RECOMMENDATION FOR EXECUTIVE DIRECTOR**

Motion by Mary Klein, Selection Committee Chairperson, supported by Judy Nichols, that Kerry Baughman be hired as the new Executive Director for NMCAA. Roll call vote unanimous. Motion carried.

**OTHER BUSINESS**

None.

**BOARD COMMENTS**

None.

There being no further business to come before the Board, the meeting was adjourned at 2:54 P.M.

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

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary