

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – June 15, 2017**

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
George Lasater
Larry Levensgood
Betsy White
Louis Fantini
Mary Klein
Debbie Bishop
Tony Ansonge
Carolyn Rentenbach
Pam Niebrzydowski
Marc Milburn
Pam Stephan
Judy Nichols
Tom Olmsted

ABSENT:

Tonya Schroka (E)
Brenda Willson
Lindsey Walker (E)
Brenda DeKuiper
Yvonne Donohoe
Carol Smith
Jeff Miller
Kourtne Bonk

The meeting was called to order at 12:31 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 Tom Kelley, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the May 18, 2017 meeting of the Board of Directors were presented for Board action. A correction was requested for the 2017 COLA increase.

Motion by Tony Ansonge, supported by Peachy Rentenbach, that the minutes of the May 18, 2017 Board of Directors meeting be approved with the requested correction. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The June 8, 2017 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Lou Fantini, supported by Pam Niebrzydowski, 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 May 2017, bank credit card statements for May 2017, and the status of Agency Program Operations.

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

BUSINESS

RECOGNITION OF PATRICIA BLACKWELL-SEESE

John Stephenson introduced Tammy Risteau, Child Family Services with NMCAA and Patricia Blackwell-Seese, the mom of one of the families Tammy works with. Patricia was selected as a Participant of the Year by the State and is here today to tell her story. This amazing young woman is the mother of 2 daughters and has worked hard to improve the life of her family through the help and support of NMCAA programs. Patricia was unable to go to the celebration in Lansing because of her new job, but the Board is able to acknowledge and recognize her wonderful accomplishments today. Congratulations Patricia!

IMPACT 100 GRANT REQUEST

John Stephenson explained that the concept of Impact 100 is that \$1000 is donated by each woman in the group. There are 255 woman who have donated \$1000 so there will be 2 grants awarded for \$127,000 each in November this year. NMCAA has applied on behalf of Level UP, a housing project for youth experiencing homelessness. The partners in the project are Traverse City Housing Commission and the Youth Homelessness Demonstration Project partners who would like to purchase the former office space of Third Level Crisis Center. This property would be converted into housing for up to 12 homeless youth. The goal would be to have these youth become independent and able to self-sustain over time. There would be no limit to the length of stay and would be considered permanent housing allowing youth to move when they are ready to move up. Rent subsidies will be provided through the Youth Homeless Demonstration Project. Because the total development costs are estimated to be \$934,714, additional funding will need to be obtained to complete the project if the partners were to be awarded this grant.

Motion by Pam Stephan, supported by Art Jeannot, that the concept of the Impact 100 grant be accepted as presented and to further explore the details of this potential property development. Motion carried.

MSHDA ADR & REHAP PROJECTS

Leslie Casselman, Housing Program Coordinator, provided the board with an update to the MSHDA Housing Development & Rehab activities. MSHDA conducted an onsite review on Monday including a visit to the 33 Bridge Street project in Petoskey and stated that the progress on the home is looking good and files are in good shape.

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During their review, MSHDA met with 3 families and visited 3 Home Rehab sites. (HOME dollars replaced CDBG dollars for these sites).

Rehab addresses structural home issues, lead paint, roofs, etc. MSHDA priorities are still moving away from these projects. Currently NMCAA is doing projects in Wexford, Charlevoix, Emmet, and Grand Traverse counties and there is project income from past jobs that will continue to fund projects in Benzie County.

TAX PREPARATION PROGRAM REPORT

Teresa Hill, FMS Tax Coordinator, reported that 2834 tax returns for 2106 with over \$3,000,000 in refunds were completed this year. The average Adjusted Gross Income was \$15,276. 25% of the clients were disabled, 14% were veterans. About 77% of the program participants were return clients and about 19% were credit-only returns. Fixed sites were located in Traverse City (2), Cadillac, Petoskey, Charlevoix, and Honor. Drop off sites were in Cadillac and Houghton Lake. Remote sites included: myfreetaxes.com, Leland and Suttons Bay libraries. Partnership events included: Benzie Area Christian Neighbors, Brickways, Day for Veterans, Manton Senior Center, Project Connect Petoskey, and Super Saturday.

There were some challenges this year which included adjusting to new software, a delayed start, IRS refund delays, lack of volunteers in certain areas or times of day, and myfreetaxes.com declining some returns. 36 Volunteers logged 3,951 hours. There was an IRS field surprise Site Visit and of the 10 Quality Site Requirements, NMCAA received 100%.

Strategies for 2018 will be to look to expand partnerships, start volunteer recruitment earlier and expand ways to reach out to the public. Scheduling options will be reviewed and adjusted as needed, myfreetaxes.com will continue to be promoted, and the program will educate more clients on tax credits.

AMERICORPS PRESENTATION

Autumn Zywicki, AmeriCorp with NMCAA Financial Management Services Department explained the AmeriCorp program and her position with NMCAA this year. AmeriCorps works with nonprofits, public agencies and community organizations to assist with community needs in the areas of education, environment, public safety, health, and homeland security.

As an AmeriCorp, participants receive a living allowance, health insurance, childcare subsidies, student loan forbearance, education awards, and experience for resume building. Autumn is part of the Michigan Financial Opportunity Corps (MFOC) which receives federal funds through the state and she is hosted by The Community Economic Development Association of Michigan (CEDAM).

Autumn participates in AmeriCorps for the experience, community involvement, and getting things done for America. Autumn would like to serve another term and finish her Masters in Social Work while finding her niche and developing a life log dedication to Community Services.

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OTHER BUSINESS

BCAEO Corrective Action Letter! Technical Assist Plan required regarding NMCAA federally required informational "Annual Report".

BCAEO fiscal "Desk" Review began in January, no feedback yet.

State meeting on Mackinaw Island Monday/Tuesday.

Stand Down event in Cadillac Tuesday, June 20 from 10 – 3 at the National Guard Armory.

MCA Summer meeting at Crystal Mountain July 11 - 13

BenePay payroll system support upgrade complete and active.

NeighborWorks Sustainable Homeownership Project (SHoP) progress: NMCAA website upgrade coming soon along with the adoption of Salesforce "Tech Suite".

NeighborWorks Organizational award \$160,000.

MSHDA Homeownership Educational Award \$25.5 - \$27.5K

MSHDA Review this week.

Question of July meeting:

Motion by Tony Anson, supported by Louis Fantini that the Board forgo a meeting in July. Motion carried.

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:23 P.M.

Motion by Betsy White, supported by Louis Fantini that the meeting be adjourned. Motion carried.

Next meeting will be: Thursday August 17, 2017, 12:30 PM

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary