

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

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
Tonya Schroka
George Lasater
Larry Levengood
Louis Fantini
Lindsey Walker
Mary Klein
Tony Ansorge
Carol Smith
Carolyn Rentenbach
Pam Niebrzydowski
Jeff Miller
Marc Milburn
Judy Nichols

ABSENT:

Brenda Willson
Brenda DeKuiper (E)
Yvonne Donohoe
Debbie Bishop (E)
Pam Stephan
Kourtnie Bonk
Tom Olmsted
Maureen Mickelson (E)

The meeting was called to order at 12:37 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 Mary Klein, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the February 16, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Larry Levengood, supported by Tonya Schroka, that the minutes of the February 16, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook welcomed Betsy White to the Board as the new Emmet County Commission representative.

Motion by Tom Kelley, supported by Tonya Schroka that Betsy White be accepted as the public sector representative from Emmet County. Motion carried.

PUBLIC INPUT

None.

SPECIAL PRESENTATION

Peter Pallas, Northern Area Chair of the Michigan Employer Support of the Guard and Reserve, presented a special recognition to John Stephenson and NMCAA. A letter from Joe Marsiglia was submitted requesting that NMCAA be recognized as a Patriotic Employer from the US Department of Defense based on the support and encouragement NMCAA has given to Joe as an employee and member of the Army Reserve.

POLICY COUNCIL REPORT

The March 9, 2017 Policy Council meeting report was presented by Tonya Schroka, noting that at that meeting John Stephenson reviewed the Policy Council role in the democratic selection process for filling Consumer Sector vacancies on the NMCAA Board of Directors.

Motion by Louis Fantini, supported by Peachy Rentenbach, 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 February 2017, bank credit card statements for February 2017, and the status of Agency Program Operations.

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

BUSINESS

PLANNING / EVALUATION COMMITTEE

Tony Ansoerge, Planning/Evaluation Committee Chairperson announced that the Planning/Evaluation Committee met earlier today. The ROMA Cycle was reviewed. The committee discussed the NMCAA Community Action Plan and Strategic Plan and the activities that make up the continuous full ROMA cycle: assessment, planning, implementation, achievements of results, and evaluation. The committee also discussed the challenges the agency faces in the number of different software systems NMCAA has to use in programmatic tracking and data compilation. The Head Start Programming Planning Cycle process was also reviewed. NMCAA's updated Strategic Plan was reviewed.

NMCAA STRATEGIC PLAN UPDATE

John Stephenson presented the progress report on the updated NMCAA Strategic Plan. Goal 1, NMCAA Branding/PR/Fund Development Initiative, was reviewed. Kevin Bavers resigned in 2016. Many of his responsibilities set out in Goal 1 will become the responsibilities of a new PR Manager position. Goal 2 will be focusing on the bundling of services. Goal 3 FLSA changes are on hold. Regional Staff meetings are improving communication and connections with other employees. Goal 4 developing the Intake procedures, will be greatly enhanced with the bundling of services. NMCAA will look to go through another Strategic Plan development process later in 2017.

Motion by Pam Niebrzydowski, supported by Louis Fantini, that the report on the updated NMCAA Strategic Plan be accepted as presented. Motion carried.

IRS FORM 990

Dan Dewey, Controller discussed the IRS 990 Forms which have been completed for NMCAA and NMCAA's non-profit subsidiary Community Action Credit Counseling by WIPFLI. They are in the same format as in prior years. All non-profit organizations 990s are available on-line at charitynavigator.org which is a free service but registration is required.

Motion by Lindsey Walker, supported by Tonya Schroka that NMCAA's and the Community Action Credit Counseling Services' IRS Form 990s be accepted as presented. Motion carried.

HEAD START / BOARD GOVERNANCE

Kerry Baughman, Early Childhood Programs Director, provided an orientation-training focused on Head Start Program Governance including the roles, responsibilities and relationships between the Governing Board, Policy Council and the management staff. Board members received a copy of the Head Start Governance and Management Responsibilities chart. In addition, an overview of composition requirements and required information and document sharing was provided. The New Head Start Program Performance Standards retain and strengthen the importance and attention given to program governance.

AGENCY-WIDE RISK ASSESSMENT

John Stephenson reported that the agency-wide risk assessment was completed on March 15, 2017. The Non-Profit Risk Management Center's on-line Risk Assessment tool, available to Community Action Agencies through the national Community Action Partnership, was used as it was in March of 2015. The report generated by the team's responses is 109 pages long, compared to 127 pages in 2015. A review of that new report and subsequent policy modifications (including the Agency Safety Plan) is underway. The Organizational Standards require us to conduct an Agency-wide risk assessment every 2 years.

Motion by Louis Fantini, supported by Tonya Schroka, to acknowledge that the Risk Assessment was completed on March 15, 2017. Motion carried.

ORGANIZATIONAL STANDARDS REVIEW READINESS

John Stephenson reviewed NMCAA's compliance with the Organizational Standards. He noted that the full Self-Assessment Organizational Performance Standards document, as well as a calendar of required actions by the Board of Directors are posted on the website. The Bureau of Community Action and Economic Opportunity (BCAEO) housed within the Michigan Department of Health and Human Services (DHHS) has oversight responsibilities for all Community Action Agencies in the State. NMCAA is monitored on these standards for compliance, as well as any programmatic

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activities that flow through the BCAEO. Last Year NMCAA was 100% in Compliance. NMCAA will be monitored again later this year.

OTHER BUSINESS

Weatherization received additional LIHEAP funding for 15 more jobs

Benzie County Community Chest awarded NMCAA \$5000

Invited to submit application for Home Depot Veteran's Assistance Funding for home rehab

No MSHDA HOME funds awarded to NMCAA

Meetings with state: regarding low administration allowance in Deliverable Fuel Program – SUCCESS!, and, regarding slow final year-end closeout payments – work in progress

Moomers this Saturday for Meals on Wheels

Cadillac Senior Center discontinued NMCAA meals

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:20 P.M.

Motion by Louis Fantini, Supported by Peachy Rentenbach that the meeting be adjourned. Motion carried.

Next meeting will be: Thursday April 20, 2016, 12:30 PM
Orientation for Board members at 10:30 AM

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary