

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

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
Tonya Schroka
George Lasater
Larry Levengood
Louis Fantini
Lindsey Walker
Debbie Bishop
Tony Ansorge
Carolyn Rentenbach
Grace Ronkaitis
Jeff Miller
Marc Milburn
Judy Nichols
Tom Olmsted

ABSENT:

Mary Klein (E)
Brenda DeKuiper
Yvonne Donohoe
Carol Smith
Pam Niebrzydowski (E)
Pam Stephan (E)
Jennifer Smith
Gillian Gines (E)

The meeting was called to order at 12:34 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 Tony Ansorge, supported by Peachy Rentenbach, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the February 15, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Louis Fantini, that the minutes of the February 18, 2018 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Policy Council did not have a scheduled meeting in March.

EXECUTIVE DIRECTORS REPORT

John Stephenson, Executive Director presented the Financial Reports and Annual Operations Plan and Report Summary for February 2018, bank credit card statements for February 2018, and the status of Agency Program Operations.

Motion by Peachy Rentenbach, supported by Grace Ronkaitis, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

PLANNING / EVALUATION COMMITTEE REPORT

Tony Ansonge, Planning / Evaluation Committee Chairperson reported that the Planning / Evaluation Committee met earlier today. The committee received an update on the current Strategic Plan process which should be completed over the next few months. The 2017 Annual Information Report was reviewed as well as the NMCAA ROMA reporting. There was a discussion on Customer Satisfaction. Dashboard samples were presented and preferences for future dashboard summary reports were discussed.

FINANCIAL MANAGEMENT SERVICES' BANK OF AMERICA PROPOSAL

Karen Emerson, Financial Management Services Manager, presented a Bank of America grant request for \$100,000. This proposal would be to continue linking / integrating Financial Management Services with Early Head Start and Head Start families, rental housing counseling clients, and other lines of business. This amount includes \$50,000 to be used as matching funds in the IDA program. This grant would assist a total of 75 customers through the FMS model of workshops and individual coaching. Of the 75 customers: 14 would be able to receive match funds for homeownership, 4 starting or expanding a business, 4 to attain secondary education or training.

Motion by Tony Ansonge, supported by Lindsey Walker, that the \$100,000 Bank of America grant request be submitted as presented. Motion carried.

2017 IRS FORM 990

Dan Dewey, Controller, discussed the 2017 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.

TREASURY DIRECT INVESTMENT OPPORTUNITY

Dan Dewey requested authorization to utilize Treasury Direct for the investment of cash greater than required for daily operations. This option would provide a higher return on investment than using bank short-term maturity products. It is recommended that NMCAA purchase \$200,000 of 4-week Treasury Bills for four consecutive weeks for a total purchase of \$800,000. This would provide for easy access to funds if needed and the ability to reinvest if not needed by the agency. A one year return on investment would yield approximately \$10,000.

Motion by Art Jeannot, supported by Jeff Miller, to allow Dan Dewey, Controller, to make four (4) weekly 28 day investments using Treasury Direct for a total initial investment of \$800,000. NMCAA will bring to the Board with an Investment Policy for approval within 60 days. Motion carried.

NMCAA PAYROLL PPROVIDER

Betsy Rees, Human Resources Manager, explained that some NMCAA funding sources require that employees' specific work activities be reported. This requirement is a challenge for many payroll providers. Four years ago, NMCAA switched to Benepay, which has been able to provide this type of detail. However, many challenges have also arisen in doing business with them (struggles with completing payroll on time, inability to rehire employees smoothly, reporting detail options not fully integrated, poor communications, and inability to indicate employees' worker's comp codes, employment status or pay grade).

Along with Diane Bucco, Accounting Manager and Kim Aultman, Director of Operations, a search was conducted for a better payroll solution. NMCAA has chosen Paycor as our new provider. Paycor is a much larger company with 35,000 clients nationally and a dedicated non-profit division that will be working with NMCAA. The transition will allow employees to have an easier interpretation by of their time sheets and speed up the approval process for supervisors. Reporting options will be more robust and include a variety of employee information fields. This program will also include some new software for Applicant Tracking and Onboarding for new employees. These will streamline the hiring process and free up time for some supervisors. The current time frame includes going live on April 23 for employees to clock in/out and the first payroll for all employees will be on May 3. Paycor will also set up for open enrollment which will be available to employees in June.

CONFLICT OF INTEREST DISCLOSURE REQUIREMENT

John Stephenson reviewed the 2017-2018 Head Start/GSRP Food Vendors list and the Board of Directors Conflict of Interest and Disclosure requirements with the Board. No conflicts were identified.

EXECUTIVE DIRECTOR TRANSITION UPDATE

John Stephenson updated the Executive Director transition for Kerry Baughman. Kerry has been in Washington DC this week with NeighborWorks and will be attending the NCAF Annual Conference in DC next week as well. Both weeks will provide opportunities to meet with Michigan Senators and Representatives. Interviews for the Child Family Development Director position will begin after Kerry's current travel is completed. April 2 is the contract start date for Kerry as the new Executive Director. A formal announcement for partners and media will also be made around that time.

OTHER BUSINESS

Benzie Community Chest awarded \$7,500 for home repair

CELICA State, Cherryland, NMCAA partnership project launched

STAR Rating from BCAEO: 4.83 out of 5

BCAEO Financial Review completed: Excellent with no findings, one Administrative Recommendation

Challenges with state rule interpretations on Heating Assistance programs

MoW Champions week – ride alongs on meal routes

Little Fleet MoW fundraiser yesterday

Moomers MoW fundraiser Saturday

TBA ISD awarded to NMCAA 25 additional slots (children) not filled by other partner agencies

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:11 P.M.

Next meeting will be: Thursday April 19, 2018, 12:30 PM
New Director Orientation 10:30 AM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary