

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – May 18, 2017

PRESENT:

Art Jeannot
Tom Kelley
George Lasater
Larry Levensgood
Louis Fantini
Mary Klein
Brenda DeKuiper
Debbie Bishop
Tony Ansorge
Carolyn Rentenbach
Pam Niebrzydowski
Jeff Miller
Marc Milburn
Pam Stephan
Judy Nichols

ABSENT:

Rev. Gerald Cook (E)
Tonya Schroka (E)
Brenda Willson
Betsy White (E)
Lindsey Walker (E)
Yvonne Donohoe
Carol Smith
Kourtnie Bonk
Tom Olmsted
Maureen Mickleson (E)

The meeting was called to order at 12:38 P.M. by Vice Chairperson, Peachy Rentenbach. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the April 20, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Tony Ansorge, supported by Pam Niebrzydowski, that the minutes of the April 20, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The May 11, 2017 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Tony Ansonge, supported by Art Jeannot, 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 April 2017, bank credit card statements for April 2017, and the status of Agency Program Operations.

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

BUSINESS

INVESTMENT COMMITTEE REPORT

John Stephenson reported that the Investment Committee met earlier today with Kevin Kelly from Financial West Group. The original investment in March 2007 was \$106,587. As of April 30, 2017 the value was \$256,396. 2017 has been a crazy year with many ups and downs. Currently the fund is up about 6.5% since January 1, 2017. There is approximately \$16,000 in cash that the Investment Committee has approved for investing in the PIMCO Income fund. No other changes are recommended at this time.

PERSONNEL COMMITTEE REPORT

Mary Klein, Personnel Committee Chairperson, advised that the Personnel Committee met earlier today. The medical insurance costs through BCN were reviewed and recommended to continue for another year. The increases in the rates for the three NMCAA plans varied from +6.08% to +10.75%. Priority Health did not quote this year stating that their quotes would be 10% higher than BCN's new rates.

Motion by Pam Stephan, supported by Brenda DeKuiper that the BCN medical insurance plans be accepted as presented for the plan year beginning August 1, 2017. Motion carried.

Head Start funding has provided for a 1% COLA for 2017. This is a permanent increase of 1% in wages for all employees. The fringe benefit package will also be increased for all eligible employees. The increase will be agency wide.

Motion by Pam Stephan, supported by Debbie Bishop, that the 1% COLA for wages and fringe benefit package be accepted as presented and go into effect the first payroll in July 2017. Motion carried.

The Employee Engagement survey was completed in April. Comparisons to last year's results show that participation in the survey increased by 15 and almost all of questions saw improvement in employee responses.

Updates and additions to the Personnel Policies were posted on the NMCAA website for Board members to review. The Personnel Committee recommends approval of the changes and additions as listed on the website.

Motion by Art Jeannot, supported by Brenda DeKuiper, that the Personnel Policies changes and additions be accepted as presented. Motion carried.

The FY 2017 Balanced Scorecard Dashboard was updated to date with 2017 results. Additional updates will be provided as we continue through FY 2017.

FINANCIAL POLICIES AND PROCEDURES

Dan Dewey, Controller, presented the Financial Policies and Procedures updates for this year. There is one addition to the policies and procedures regarding the disposal of personal property. This addition will set fair and consistent guidelines for disposing of NMCAA property that the agency/program no longer has use for.

Motion by Art Jeannot, supported by Jeff Miller that the updated Financial Policies and Procedures be accepted as presented, with an additional provision for including volunteers with employees when notice is made that an agency asset is available for purchase. Motion carried.

MSHDA HOUSING DEVELOPMENT GRANT & CERTIFICATION

John Stephenson explained that NMCAA has applied for \$19,500 from the MSHDA Housing Development Fund on behalf of the Northwest CoC Youth Homeless Demonstration Project (YHDP). Funds will be used by the Northwest CoC to complete the YHDP community plan. NMCAA Board of Directors is being asked to certify that the Articles of Incorporation, certificate of Good Standing, Bylaws of the Corporation are in force and that no litigation is pending in the application of this grant.

Motion by Pam Stephan, supported by Brenda DeKuiper, that the MSHDA Housing Development Grant and Certification be accepted as presented. Motion carried.

USDA TEFAP AND CSFP PROGRAMS AND WAREHOUSE UPDATES

Mark Hamacher, Warehouse Manager, reviewed the program qualifications for the TEFAP and CSFP food programs. For CSFP, there is an age requirement of being 60 years old and household income at or below 130% of the poverty guidelines. Food packages are distributed monthly. For TEFAP, eligible recipients are at or below 200% of the poverty guidelines and may receive food packages on a quarterly basis. Both programs' forms now contain non-discrimination disclosure statements. There is an army of volunteers that assist in making these food distributions programs happen. The processes of filling boxes, loading into trucks, working distribution points, and helping to receive food could not be accomplished without the 265 volunteers that help out all year long. Distributions from the NMCAA warehouse occur monthly in all 10 NMCAA counties. Last year 30,000 CSFP and 15,200 TEFAP food packages were handed out equaling approximately 2.5 million pounds.

NMCAA is also the lead agency for a CO-OP consisting of 17 other Community Action Agencies in Michigan. Collectively 151,380 packages of food equaling 7,569,000 pounds of food are distributed each year.

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OTHER BUSINESS

May is Community Action Month and Lansing had events last week.

Community Action Day at the Capitol was May 9. One of the 5 “Participant of the Year” selections is from NMCAA from Antrim County and one of the 5 “Volunteer of the Year” selections is from NMCAA from Roscommon County.

Progress with State and legislature toward 5 year extension of Michigan LIHEAP set-aside for Weatherization.

State changing LIHEAP weatherization program year from July 1 to October 1.

Possible solar project with Cherryland.

NeighborWorks meeting in Minneapolis next week.

Productive senior-meal meetings with Goodwill.

Lucky’s Market fundraiser for Meals on Wheels.

MCA partnership to provide alternative to Pay Day loans: NMCAA may be a better fit.

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:17 P.M.

Motion by Marc Milburn, Supported by Tom Kelley that the meeting be adjourned. Motion carried.

Next meeting will be: Thursday June 15, 2017, 12:30 PM

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary