

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – May 17, 2018**

**PRESENT:**

Rev. Gerald Cook  
Tonya Schroka  
George Lasater  
Larry Levensgood  
Louis Fantini  
Mary Klein  
Debbie Bishop  
Carolyn Rentenbach  
Pam Niebrzydowski  
Grace Ronkaitis  
Jeff Miller  
Marc Milburn  
Judy Nichols  
Tom Olmsted

**ABSENT:**

Art Jeannot (E)  
Tom Kelley (E)  
Lindsey Walker (E)  
Brenda DeKuiper (E)  
Yvonne Donohoe  
Tony Ansorge (E)  
Carol Smith  
Jennifer Smith  
Gillian Gines

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.

Jerry Cook opened the meeting with a moment of silence for Pam Stephan, Board member, who passed away April 26, 2018.

**AGENDA**

Jerry Cook requested approval for the meeting Agenda.

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the April 19, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Jeff Miller, supported by Tonya Schroka, that the minutes of the April 19, 2018 Board of Directors meeting be approved as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

None.

**PUBLIC INPUT**

Ed Boettcher, Antrim County Commissioner, introduced himself to the Board as a potential new Board member.

Ralph Stephan expressed his gratefulness to the Board for their support while his wife Pam Stephan was ill.

### **POLICY COUNCIL REPORT**

The May 10, 2018 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Jeff Miller, supported by Judy Nichols, 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 April 2018, bank credit card statements for April 2018, and the status of Agency Program Operations.

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

### **BUSINESS**

#### **PERSONNEL COMMITTEE REPORT**

Mary Klein, Personnel Committee Chairperson, reported that the Personnel Committee met earlier today and announced that the committee reviewed the turnover rate for 2017 and the comparisons to 2016 & 2015. The annual employee survey will be distribute in the fall.

Betsy Rees, Human Resources Manager, reviewed the changes to the Personnel Policies that are recommended by the Personnel Committee.

Motion by Pam Niebrzydowski, supported by Larry Levengood, that NMCAA Personnel Policies changes be accepted as presented. Motion carried.

Head Start funding has provided for a 2.6% COLA for 2018. This is a permanent increase of 2.6% in wages for all employees. The fringe benefit package will also be increased for all eligible employees.

Motion by Judy Nichols, supported by Tonya Schroka, that the 2.6% COLA for wages and benefits be accepted as presented. Motion carried.

NMCAA has completed a 2 year agreement with our medical insurance provider BCN which will keep the insurance rates at a 0% increase for 2018 and a maximum increase of 0.18% for 2019. Securian dental plans have a 3% increase and the VSP vision plan has a 0% increase.

#### **SENIOR NUTRITION INVESTMENT COMMITTEE REPORT**

Jerry Cook announced that the Senior Nutrition Investment Committee met earlier today with Kevin Kelly. The fund has a value of \$267,482 as of April 30, 2018. The year-to-date return is +0.21%. There are no changes recommended at this time.

### **NMCAA FINANCIAL POLICIES AND PROCEDURES REVIEW/MODIFICATIONS**

Dan Dewey, Controller, presented the recommended changes to the NMCAA Financial Policies and Procedures. Changes include describing the investment policies of cash in excess of current needs, the removal of the specific bank name and replacing it with "NMCAA's bank", and changing the name of the payroll provider.

Motion by Grace Ronkaitis, supported by Tonya Schroka, that the changes to NMCAA's Financial Policies and Procedures be accepted as presented. Motion carried.

### **HEAD START TRANSPORTATION WAIVER**

Kerry Baughman and Abria Morrow, Head Start Site Manager, presented the Head Start Transportation Waiver Request. This request is made of the board each year and applies only to children enrolled in the Head Start program. This waiver creates the flexibility needed to work collaboratively with school districts to maximize the transportation options offered to families and control costs. The Head Start Transportation Waiver allows for the waiver of child safety restraint systems and bus monitors.

Motion by Judy Nichols, supported by Pam Niebrzydowski to accept the Head Start Transportation Waiver as presented. Motion carried with 1 no vote from Marc Milburn.

### **HOUSING PROGRAMS ACTIVITIES UPDATE**

Kris Brady, Community Service Director, presented the MSHDA HOME proposal to apply for \$220,000 to provide rehab in communities that have "Program Income". This would help to replace the loss of the CDBG Homeowner Rehab grants which have now been completed. This would be a 2 year grant and would complete approximately 8 full rehab projects. Once the application is submitted, NMCAA will be notified if we are invited to apply.

A Strategic Decisions Matrix has been completed and reviewed for the Rural Development Loan packaging.

Karen Emerson, Financial Services Management Manager, advised that NeighborWorks' previous program known as SHP (Sustainable Housing Program) is now known as the Sustainable Business Initiative (SBI). NMCAA is looking at ways to help borrowers with loan preparation and submission. USDA Rural Development Loan Packaging is away to generate income through the 502 and 504 loan products for new purchases and rehab projects. NMCAA will earn \$950 to \$1250 for each approved loan and it is projected that these projects could generate revenue of up to \$25,000 in 2018-2019. The Fee for Service Homebuyer Education is to begin in July 2018. NMCAA was awarded \$190,000 from NeighborWorks.

Motion by Pam Niebrzydowski, supported by Mary Klein to accept the loan packaging grant as presented. Motion carried.

### **IRS VOLUNTEER INCOME TAX ASSISTANCE (VITA) REQUEST**

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Karen Emerson presented the multi-year IRS VITA grant for 2018-2020. NMCAA proposes to prepare 3000 returns including 700 customers with disabilities. Goals are to increase volunteers for the Tax Program to 35, add additional drop off or permanent sites, and engage more interns from local colleges.

Motion by Jeff Miller, supported by Tonya Schroka that the IRS VITA multi-year grant for 2018-2020 be submitted as presented. Motion carried.

### **TAX CREDIT FOR THE ELDERLY (TCE) REQUEST**

Karen Emerson presented the multi-year IRS Tax Counseling for the Elderly (TCE) grant for 2018-2020. This grant would allow for completing tax returns for persons 60 and older and specializing in questions about pensions and retirement-related issues unique to seniors.

Motion Jeff Miller, supported by Judy Nichols that the MSHDA TCE multi-year grant request be submitted as presented. Motion carried.

### **OTHER BUSINESS**

John Stephenson introduced Doug DeYoung, Community Affairs Manager for Consumers Energy who presented NMCAA with a check for \$13,868 from the CE & WCMU Warm Hearts Warm Homes.

May 3 at the Capitol an excellent day!

Setback with transition to Paycor (Payroll provider)

IRS questioned 2015 ACA reporting + \$60,000 notice

Arranging for Customer Service training for some staff

Safety & Emergency Preparedness plan

Heating Assistance programs finished and spent out!

Tax program complete – report next month

LIHEAP WX Set-aside passed; on to Governor

Additional \$100K reallocated for Weatherization

Ashley Halladay-Schmandt asked to testify at DC congressional briefing

### **BOARD COMMENTS**

None.

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There being no further business to come before the Board, the meeting was adjourned at 2:15 P.M.

Next meeting will be: Thursday June 17, 2018, 12:30 PM

**John Stephenson's Retirement Party after the meeting 4:00 – 7:00PM**

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary