

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

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
George Lasater
Larry Levensgood
Louis Fantini
Mary Klein
Debbie Bishop
Carol Smith
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Pam Stephan
Judy Nichols
Tom Olmsted
Gillian Gines

ABSENT:

Nic Piechotte (E)
Tonya Schroka (E)
Betsy White (E)
Lindsey Walker (E)
Brenda DeKuiper (E)
Yvonne Donohoe
Tony Ansorge (E)
Jennifer Smith (E)

The meeting was called to order at 12:32 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 Lou Fantini, supported by Peachy Rentenbach, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the October 19, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Pam Niebrzydowski, supported by Judy Nichols, that the minutes of the October 19, 2017 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The November 9, 2017 Policy Council meeting report was presented by Tonya Schroka.

Motion by Lou Fantini, supported by Debbie Bishop, 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 October 2017, bank credit card statements for October 2017, and the status of Agency Program Operations.

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

BUSINESS

EXECUTIVE/AUDIT COMMITTEE REPORT

Jerry Cook, Executive/Audit Committee Chairperson, reported that the Executive/Audit Committee met earlier today.

The Committee met with Dan Dewey, Controller, for an in-depth review of the FY 2017 Audit preparation. Kim Aultman, Operations Director and Lisa Robitshek, Senior Nutrition Manager, reviewed the FY 2017 end of year numbers with the Committee. The Executive Director transition plan and dates were reviewed. The posting of the Executive Director opening will begin on November 17.

SUMMARY OF FY 2017 AUDIT PREPARATION

Dan Dewey, Controller presented a summary of the 2017 Audit preparation. Total revenue for the year was \$20,604,058. The change in net assets was an increase of \$146,975. These numbers will be reviewed by the auditors and finalized. The auditors will be at NMCAA the second week of December will present their final report at the **December 14th Board meeting** (one week earlier than usual).

SENIOR NUTRITON INVESTMENT COMMITTEE REPORT

Jerry Cook announced that the Senior Nutrition Investment Committee met earlier today. The current balance of the fund through October 31, 2017 is \$264,710 which represents a 9.9% YTD increase. No changes are recommended at this time.

Motion by Pam Stephan, supported by Pam Niebrzydowski that the Senior Nutrition Investment Committee report be accepted as presented. Motion carried.

EARLY HEAD START / HEAD START SCHOOL READINESS GOALS

Kerry Baughman, Child & Family Development Director, presented the Early Head Start / Head Start School Readiness Goals. The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. NMCAA establishes readiness goals that are appropriate for the age and development of enrolled children.

NMCAA Board of Directors Meeting

November 16, 2017

Page 3

NMCAA BOARD OF DIRECTORS SELF-ASSESSMENT RESULTS

Jerry Cook announced that the Board Self-Assessment has been completed. Discussion followed noting some of the area results. It was noted that some Board members did not feel that this particular assessment tool was a good fit for use by NMCAA. The complete Self-Assessment results will be available on the website.

EXECUTIVE TRANSITION PLAN

Jerry Cook reviewed the Executive Directive Transition timeline. Submissions for the position will be accepted through December 19 with interviews taking place in January. The new Executive Director will start in February to work alongside John Stephenson to complete the transition.

OTHER BUSINESS

NOT SELECTED as Hagerty Non Profit Partner

HUD Review issues in the past; current review with findings

Rough start to Heating Assistance program this year

Complicated Washington DC circumstances and budget – CR ends Dec 8 – FY18 funding uncertain

DTE Donation to MoW \$12,500

Strategic Plan Proposal

TSA positions at TC airport are available

BOARD COMMENTS

None.

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

Next meeting will be: Thursday **December 14, 2017**, 12:30 PM
Note change from normal schedule

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary