

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

PRESENT:

Ed Boettcher
Larry Levensgood
Rev. Gerald Cook
Louis Fantini
Mary Klein
Patty Cox
Debbie Bishop
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Judy Nichols
Tom Olmsted

ABSENT:

Crystal Abramczyk (E)
Art Jeannot (E)
Tom Kelley (E)
Tonya Schroka
George Lasater
Jonathon Scheel
Lindsey Walker
Brenda DeKuiper (E)
Yvonne Donohoe
Tony Ansorge (E)
Carol Smith
Carolyn Rentenbach (E)
Ralph Stephan (E)
Jennifer Smith
Gillian Gines (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

Rev. Gerald Cook requested approval for the meeting Agenda with one addition to add a NeighborWorks Grant approval

Motion by Patty Cox, supported by Judy Nichols, that the meeting agenda be approved as revised. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the October 18, 2018 meeting of the Board of Directors were presented for Board action.

Motion by Larry Levensgood, supported by Patty Cox, that the minutes of the October 18, 2018 Board of Directors meeting be approved as revised. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The November 8, 2018 Policy Council meeting report was submitted by Kerry Baughman.

Motion by Louis Fantini, supported by Grace Ronkaitis, that the Policy Council report be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

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

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

BUSINESS

SENIOR NUTRITION INVESTMENT COMMITTEE REPORT

Rev Gerald Cook, Senior Nutrition Investment Committee Chairperson, reported that the Senior Nutrition Investment Committee met earlier today. The fund balance is \$264,181.54 as of October 31, 2018. This amount reflects a -0.9% for 2018. No changes are recommended as this time.

EXECUTIVE / AUDIT COMMITTEE REPORT

Rev. Gerald Cook stated that the Executive / Audit Committee met earlier today. Dan Dewey, Controller, presented a summary of the FY 2018 audit preparation. It was then requested that the Board meeting move to Closed Session.

Motion by Louis Fantini, supported by Judy Nichols that the Board Meeting move in to Closed Session. Roll call vote unanimous to move into Closed Session.

The Board meeting moved into Closed Session at 12:58 pm.

The Board meeting Closed Session ended at 1:37 pm.

Motion by Jeff Miller, supported by Mary Klein that the Board Meeting leave Closed Session. Roll call vote unanimous to end the Closed Session.

The Minutes of the Closed Session were presented for Board approval:

The NMCAA Board of Directors moved in to Closed Session to consider Attorney – Client Privilege correspondence dated November 15, 2018 regarding an employment matter.

Motion by Judy Nichols, supported by Debbie Bishop that the minutes from the NMCAA Board of Directors Closed Session be approved as presented. Motion carried.

HEAD START SUPPLEMENTAL FUNDS GRANT

Shannon Phelps, Director of Child / Family Development, presented a grant proposal in response to an opportunity to apply for Head Start Supplemental Funds (or Duration Funds) announced by the Office of Head Start. If awarded, the additional funds would

be used to extend the services in one Head Start classroom in Missaukee County from four to seven hours per day and from 132 to 146 days per year. The funding amount requested to expand services totals \$60,000. Expanded services in the Missaukee classroom would begin September 2019.

Motion by Marc Milburn, supported by Debbie Bishop, that the Head Start Supplemental Fund Grant be submitted as presented. Motion carried.

EARLY HEAD START EXPANSION GRANT

Shannon Phelps announced an opportunity to apply to the Office of Head Start to expand Early Head Start (EHS) Services and that 60 programs will be awarded nationally. The award floor is \$750,000 per budget period and the project period will be up to 60 months. NMCAA would like to submit a proposal that expands the child care partnership model along with the addition of two (2) NMCAA Early Head Start Centers with locations in Roscommon and Wexford counties. The grant request is due November 30, 2018 and notifications of award determinations will be made by March 2019.

Motion by Judy Nichols, supported by Marc Milburn, that the Early Head Start Expansion Grant be submitted as presented. Motion carried.

AUTHORIZATION OF SIGNATURE

Kerry Baughman presented an Authorization of Signature Resolution which will allow Executive Director, Kerry Baughman, to sign all contracts, reports, grant requests, and grant modifications as required for the fiscal year, October 1, 2018 to September 30, 2019.

Motion by Pam Niebrzydowski, supported by Larry Levengood that the Authorization of Signature Resolution be accepted as presented. Motion carried.

YOUTH HOMELESS DEMONSTRATION PROJECT (YHDP) / YOUTH ACTION BOARD UPDATES

Melodie Linebaugh, Homeless Prevention Manager and Ashley Halladay-Schmandt, Homeless Programs Clinical Manager, updated the Board on the Youth Homeless Demonstration Project (YHDP). Implementation of the YHDP has begun as of October 1, 2018. Staff have been hired and the Youth ACTION Board (six young people between the ages of 14-24) has been meeting once a week to focus on collaboration with adult partners related to YHDP as well as growing leadership skills, advocacy, awareness, and education within the community. A video was shared highlighting the experiences and advocacy efforts of three members of the Youth ACTION Board.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) RESOLUTION

Melodie Linebaugh presented the Michigan State Housing Development Authority (MSHDA) Resolution authorizing Dan Dewey and/or Kerry Baughman to accept funds and deliver the Grant Agreement without further Board Action. The Housing Development Fund Grant HDF-387 in the amount of \$50,000 will be applied toward the

federal match requirement in support of successful implementation of the 4 YHDP grants received through the US Department of Housing and Urban Development.

Motion by Jeff Miller, supported by Pam Niebrzydowski, that the Michigan State Housing Development Authority (MSHDA) Resolution be accepted as presented. Motion carried.

NEIGHBORWORKS OPERATIONS GRANT

Kerry Baughman presented the opportunity to apply for the NeighborWorks Round 1- Expendable Grant and potential capital funds. NMCAA applies for this grant each year to support general operations for NeighborWorks lines of business offered through NMCAA.

Motion by Jeff Miller, supported Mary Klein, in support of NMCAA's application for the NeighborWorks Round 1- Expendable Grant and potential capital funds as presented. Motion carried.

OTHER BUSINESS

- East Bay Flats will begin housing youth in December 2018! Our goal to lease up to 4 young adults by December 21, 2018.
- NeighborWorks America Organization Assessment Division has scheduled Program review for the week of 2/25/19. An initial planning meeting will determine the focus of the review, interviews, and document analysis that will be conducted off-site.
- Two-day History of Community Action training with David Bradley, January 30-31, at the Double Tree Hotel in Dearborn.
- Setting up a meeting with John Moolenaar, US House Michigan District 4, in his Cadillac office with goal of a visit to our Cadillac site.
- Reminder: Next month's meeting is a week earlier than usual and will be held on Thursday, December 13th here at the Three Mile location.

BOARD COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 2:22 P.M.

Next meeting will be: Thursday, December 13, 2018 at 12:30 PM

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary