

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – September 21, 2017

PRESENT:

Rev. Gerald Cook
Art Jeannot
Tom Kelley
George Lasater
Larry Levensgood
Betsy White
Lindsey Walker
Mary Klein
Tony Ansorge
Carolyn Rentenbach
Jeff Miller
Marc Milburn
Judy Nichols
Tom Olmsted

ABSENT:

Tonya Schroka (E)
Brenda Willson (E)
Louis Fantini (E)
Brenda DeKuiper (E)
Yvonne Donohoe
Debbie Bishop
Carol Smith (E)
Pam Niebrzydowski (E)
Pam Stephan

The meeting was called to order at 12:35 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 Betsy White, supported by George Lasater, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the August 17, 2017 meeting of the Board of Directors were presented for Board action.

Motion by Larry Levensgood, supported by Mary Klein, that the minutes for the August 17, 2017 meeting be accepted as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jerry Cook welcomed three new consumer representatives to the Board of Directors.

Nic Piechotte is joining the Board representing the consumer sector for Benzie County. Gillian Gines is rejoining the Board representing the consumer sector for Wexford County.

Jennifer Smith is joining the Board representing the consumer sector for Roscommon County.

Motion by Peachy Rentenbach, supported by George Lasater that Nic Piechotte, Gillian Gines, and Jenifer Smith be accepted as new Consumer Sector Board members. Motion carried.

The Personnel Policies state: "Should a former employee of Northwest Michigan Community Action Agency be nominated to fill a vacancy on the Board of Directors, in order to assure no conflict of interest and a completely unbiased aspect, a minimum of three years must have elapsed between termination of employment and consideration of a seat on the Board of Directors."

Article V, Section 4 C of the NMCAA By-laws states: At least one Director shall be a licensed attorney, familiar with Head Start governing body issues. The NMCAA Board has been without an attorney for over two years. Grace Ronkaitis is an attorney and former NMCAA employee who is being presented to fill a Central Sector seat on the Board. It has only been 2 years since Ms. Ronkaitis was employed by the agency. It is requested that a waiver of the Personnel Policies requirement be accepted in only this circumstance to allow this former employee to be seated on the Board of Directors.

Motion by Tom Kelly, supported by Judy Nichols, that the Personnel Policies requirement be waived for the consideration of Grace Ronkaitis to join the Board of Directors. Motion carried.

Motion by Peachy Rentenbach, supported by Mary Klein, that Grace Ronkaitis be accepted as a new Central Sector Board member. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The September 14, 2017 Policy Council meeting report was submitted by Tonya Schroka.

Motion by Tony Ansoerge, supported by Tom Kelley, 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 August 2017, bank credit card statements for August 2017, and the status of Agency Program Operations.

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

BUSINESS

PLANNING/EVALUATION COMMITTEE REPORT

Tony Ansoerge, Planning/Evaluation Committee Chairperson, reported that the Planning/Evaluation Committee met earlier today. Kris Brady, Community Services Director, explained that the ROMA FY 2018 plan is not completed yet due to the changes that are being implemented with the ROMA "New Generation". Trainings have been completed and the next steps will be to pull together the projected numbers and submit the data. The Board will be provided with a simple format to reflect the plan data

when the information is complete. The Committee reviewed in detail the Head Start Self-assessment process, the 2016-2017 self-assessment results and the 2017-2018 Head Start Grant and associated goals. The committee also discussed the process for the next agency-wide strategic plan.

Motion by Peachy Rentenbach supported by Lindsey Walker, that the Planning Evaluation Committee report be accepted as presented.

2016 – 2017 HEAD START/EARLY HEAD START SELF-ASSESSMENT

Kerry Baughman, Child and Family Development Director, presented the 2016-2017 Early Head Start and Head Start Self-Assessment. As a result of on-going monitoring, the annual self-assessment and work done with an outside consultant, changes were implemented this summer to create a stronger organizational structure to support the new Head Start Program Performance Standards. These changes included the reorganization of home visitor positions in Early Head Start and the creation of new positions in Head Start to provide family support for families in 11 classroom. NMCAA is preparing to submit the third year in a five (5) year Non-Competitive Grant Cycle on October 1, 2017 for grant year beginning January 1, 2018. The Early Head Start and Head Start Self-Assessments are included with the 2018 grant proposal.

Motion by Judy Nichols, supported by Mary Klein, that the 2016 – 2017 Head Start/Early Head Start Self-Assessment be accepted as presented. Motion carried.

2018 HEAD START/EARLY HEAD START GRANT APPROVAL

Kerry Baughman, Child and Family Development Director, reviewed the 5 year grant process that is now in place for Head Start. NMCAA is entering the third year of this 5 year cycle and the grant request for 2018 will be submitted on October 1, 2017. The grant goals were reviewed along with the objectives for each goal. The budget for the 2018 request is \$6,291,643 (including HS T&TA funds) for Head Start and \$2,515,579 (including EHS T&TA funds) for Early Head Start.

Motion by Peachy Rentenbach, supported by Larry Levensgood that the 5 year Non-Competitive Head Start/Early Head Start Grant be accepted as presented. Motion carried

HEAD START/EARLY HEAD START PURCHASE APPROVAL

Kerry Baughman, Child and Family Development Director, presented a request to include the purchase of two Welch Allen Spot Vision Screeners with carrying cases for a total cost of \$14,990 as a part of the Head Start/Early Head Start Grant for 2018. The same equipment purchased earlier in the year has proven to be much more efficient than the old equipment. In addition, the older pieces of vision equipment will no longer be serviced by the company after 2020.

Motion by Marc Milburn, supported by Judy Nichols to approve the purchase of two Welch Allen Spot Vision Screeners and carrying cases at

a total cost of \$14,990. Motion carried.

NMCAA HOMELESS SERVICES

Melodie Linebaugh, Program Manager, and Ashley Halladay-Schmandt, Clinical Manager, presented the Homeless Prevention Program at NMCAA. The Homeless Prevention Program strives to end homelessness in northwest Michigan by reaching out to the chronically homeless, veterans, families and individuals. The program also focuses on preventing a return to homelessness by providing those that have been placed in housing with counseling and support. The Homeless Youth Initiative is moving forward and will address the needs of youth ages 18-24 in a 5 county area.

MSHDA ESG RESOLUTION

Melodie Linebaugh and Ashley Halladay-Schmandt, presented the MSHDA ESG grant for the Northwest Michigan Continuum of Care for which NMCAA is the HARA and the fiduciary agency. The grant is for October 1, 2017 through September 30, 2018 for a total of \$487,808. This includes \$361,962 for NMCAA and \$125,845 for Goodwill Industries. The Resolution states that NMCAA's Board is authorized to accept funds of behave of NMCAA. Dan Dewey, Controller, and/or John Stephenson, Executive Director are authorized without further Board Action to accept the funds, and deliver the Grant Agreement governing the terms of the grant, and other required documents.

Motion by Lindsey Walker, supported by Judy Nichols that the MSHDA ESG Resolution and grant be accepted as presented. Motion carried.

SENIOR NUTRITION INVESTMENT POLICY

John Stephenson requested approval for the Senior Nutrition Investment Policy changes that have been presented. The changes will replace the outdated Investment Policy created in 2007 upon receiving a large gift designated for Senior Nutrition. The policy adds Board approval/oversight to the actions taken by the Senior Nutrition Investment Committee and establishes practical provisions for fund management, growth and use.

Motion by Art Jeannot, supported by Peachy Rentenbach, that the Senior Nutrition Investment Policy be accepted as presented. Motion carried.

AUTHORIZATION OF SIGNATURE RESOLUTION

John Stephenson presented the Authorization of Signature Resolution. This Resolution states that the Board of Directors of Northwest Michigan Community Action Agency, Inc. authorizes its Executive Director, John K. Stephenson, to sign all contracts, reports, grant requests, and grant modifications as required in the conduct of doing business, and will be in effect for the fiscal year, October 1, 2017 through September 30, 2018.

Motion by Jeff Miller, supported by Peachy Rentenbach, that the Authorization of Signature Resolution be accepted as presented. Motion carried.

OTHER BUSINESS

BCAEO Programmatic “Desk” Review went well; 2 administrative recommendations -
Org Standards Review ongoing

State approved cash advances in DHHS programs

Visits with Congressman Jack Bergman

Funding uncertainties heading into FY 2018

NMCAA out of Impact 100 competition

New website launched

Open House events with MSHDA this week; Petoskey tomorrow

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned
at 2:25 P.M.

Next meeting will be the **ANNUAL MEETING (lunch provided):**
Thursday October 19, 2017, 12:00 PM

Respectfully Submitted
Mary Klein, Secretary

Betsy Rees, Recording Secretary