

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – September 20, 2018

PRESENT:

George Lasater
Larry Levensgood
Rev. Gerald Cook
Louis Fantini
Lindsey Walker
Mary Klein
Patty Cox
Tony Ansorge
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaitis
Jeff Miller
Marc Milburn
Ralph Stephan
Judy Nichols
Gillian Gines

ABSENT:

Ed Boettcher
Art Jeannot (E)
Tom Kelley (E)
Tonya Schroka
Jonathon Scheel
Brenda DeKuiper
Yvonne Donohoe
Debbie Bishop
Carol Smith
Jennifer Smith (E)
Tom Olmsted (E)

The meeting was called to order at 12:34 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 with moving some items forward for voting.

Motion by Louis Fantini, supported by Pam Niebrzydowski, that the meeting agenda be approved as revised. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the August 16, 2018 meeting of the Board of Directors were presented for Board action. One correction to indicate that Larry Levensgood was excused.

Motion by Tony Ansorge, supported by Mary Klein, that the minutes of the August 16, 2018 Board of Directors meeting be approved as revised. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The September 13, 2018 Policy Council meeting report was submitted by Shannon Phelps.

Motion by Marc Milburn, supported by Judy Nichols, 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 August 2018, bank credit card statements for August 2018, and the status of Agency Program Operations.

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

BUSINESS

2017-2018 HEAD START ASSESSMENT

Shannon Phelps, Child and Family Development Director, presented the 2017-2018 Early Head Start and Head Start Self-Assessment. This annual self-assessment and on-going monitoring provide the framework for the next programmatic goals. The plan was reviewed by the Planning Committee and an overall description presented to the Board.

Motion by Tony Anson, supported by Judy Nichols, that the 2017 – 2018 Head Start/Early Head Start Self-Assessment be accepted as presented. Motion carried.

2019 HEAD START GRANT APPROVAL

Shannon Phelps announced that preparations are underway to submit the fourth year in a five (5) year Non-Competitive Grant Cycle on October 1, 2018 for grant year beginning January 1, 2019. The Early Head Start and Head Start Self-Assessments are included with the 2019 grant proposal. The total for Head Start is \$6,473,577 and \$2,579,416 for Early Head Start.

Motion by Lindsey Walker, supported by Pam Niebrzydowski, that the 2019 Head Start Grant be accepted as presented. Motion carried.

MSHDA ESG GRANT AGREEMENT AND RESOLUTION

Melodie Linebaugh, Homeless Prevention Manager, presented the MSHDA Emergency Solutions Grants (ESG) for October 1, 2018 – September 30, 2019. This grant serves 10 counties through the Northwest Continuum of Care and NMCAA is the Fiduciary Agency. Two Agencies were eligible for funding, NMCAA and Goodwill Industries of Northern Michigan. NMCAA will be the grantee of record with MSHDA. The grant request is for \$317,715 for NMCAA and \$125,845 for Goodwill. The Resolution states that NMCAA's Board is authorized to accept funds of behave of NMCAA. Dan Dewey, Controller, and/or Kerry Baughman, 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 Tony Ansonge, supported by Louis Fantini, that the MSHDA ESG Resolution and grant be accepted as presented. Motion carried.

YOUTH HOMELESS DEMONSTRATION PROJECT (YHDP)

Melodie Linebaugh presented the Rotary Charities YHDP Systems Change Accelerator Grant. The YHDP grant requires a 25% match. The YHDP Systems Change Accelerator Grant would be for \$150,000. The grant would cover the \$56,000 required for matching funds, \$50,000 for a 2 year Coordinator position for community outreach, \$5,000 for a Learning Steward, \$34,000 for stipends to core leaders, and \$5,000 for materials and communications.

Motion by Louis Fantini, supported by Pam Niebrzydowski, that the Rotary Charities YHDP Systems Change Accelerator Grant be accepted as presented. Motion carried.

FAMILY SELF-SUFFICIENCY CONTRACT

Karen Emerson, Financial Management Services Manager, explained that the Family Self-Sufficiency Program strives to assist participants in achieving economic independence. Successful FSS participants can be linked to the HCV *Key to Own* Homeownership Program. The contract will pay NMCAA \$36.00 per active FSS customer per month.

Motion by Marc Milburn, supported by Judy Nichols that the Family Self-Sufficiency Contract for 2018 – 2019 be accepted as presented. Motion carried.

SENIOR NUTRITION INVESTMENT COMMITTEE REPORT

Kerry Baughman updated the Board on the Senior Nutrition Investment Committee. As of July 31, 2018 the value of the fund was \$270,825.50 which reflects a 1.63% increase for 2018. No changes are recommended at this time.

PLANNING/EVALUATION COMMITTEE

Tony Ansonge, Planning / Evaluation Committee Chairperson, announced that the Planning / Evaluation Committee met earlier today. The Head Start 2017-2018 Self-Assessment and Year 4 Continuation Grant were reviewed. The Agency-wide Results Oriented Management Accountability (ROMA) was also reviewed. The NMCAA Program Logic Models and the NMCAA Strategic Plan were updated.

OTHER BUSINESS

- BCAEO issued the 2018 Programmatic Monitoring Report from on-site review the week of August 27th. There were no findings and one administrative recommendation.
- CSBG Organizational Standards Review completed. BCAEO is waiting for completion of our Community Needs Assessment (December) to finalize a few of the questions; all other standards have been met.
- Head Start Focus 2 Monitoring Visit scheduled for the week of October 15th. Reviewers would like to interview 2 or 3 Board Members.

- Benzie County Program Income Contract Renewal

The FY2019 Defense/Labor HHS Appropriations package includes:

- Weatherization funded at \$257 million as compared to \$251 million in the current year
- \$200 million increase to Head Start including a 1.8 – 2.0% COLA
- CSBG funding level increase of \$10 million to \$724.65 million. (*NCAF had been hoping to see a \$35 million increase*)

BOARD COMMENTS

None.

There being no further business to come before the Board, the meeting was adjourned at 2:00 P.M.

Next meeting will be: Thursday October 18, 2018, 12:30 PM

CHANGE OF LOCATION FOR THE OCTOBER MEETING:

Presbyterian Church of Traverse City

701 Westminster Road

Traverse City, MI 49686

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary