

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – December 17, 2020

PRESENT:

Ed Boettcher (remote)
Marna Robertson (remote)
Art Jeannot (remote)
Tonya Schroka (remote)
Shirley Roloff (remote)
Larry Levengood (remote)
Rev. Gerald Cook (remote)
Izzy Lyman (remote)
Lindsey Walker (remote)
Bryce Hundley (remote)
Brandy Keeney (remote)
Debbie Bishop (remote)
Anthony Ansorge (remote)
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Grace Ronkaitis (remote)
Marc Milburn (remote)
Chuck Corwin (remote)
Judy Nichols (remote)

ABSENT:

Carol Smith
Dr Leigh Ngirarsaol
Jeff Miller (E)
Ralph Stephan (E)
Tom Omlsted
Bethany Parent

The meeting was called to order at 12:32 P.M. Chairperson Peachy Rentenbach. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

Motion by Judy Nichols, supported by Jerry Cook that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the November 19, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Jerry Cook, supported by Pam Niebrzydowski that the minutes of the November 19, 2020 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENT

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Tonya Schroka presented the Policy Council meeting minutes from the Policy Council virtual meeting on December 10, 2020.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that the State Technical Assessment Report (STAR) Rating for FY2021 has been received and NMCAA received 5 stars, Excellent.

The CARES Discretionary Grant has been released by the Bureau of Community Action and Economic Opportunity with award amounts of up to \$300,000. It is a competitive process with a tentative term of January through September 30, 2021.

There discussion throughout the community action network about the potential for emergency funding in the FY21 budget targeted within the Department of Energy to expand Weatherization Assistance Program services, with a potential increase speculated at upwards of 10X the current allocation (current allocation for NMCAA is \$929,158).

The Northwest Coalition to End Homelessness is submitting the Emergency Solutions Grant Round 2 in the amount of \$821,852. This grant submission will include 3.5 FTE new positions at NMCAA.

The new NMCAA FY2021 Dashboard was reviewed highlighting the areas that will be reported on monthly. The donations report was also reviewed which reflected Board giving at 35%. The donation card will be sent out again for Board members to use to submit their donation.

The new Houghton Lake Early Head Start Learning Center located at 3225 West Houghton Lake Drive is close to opening! This will provide a free, high-quality childcare option to 16 eligible families in Roscommon County.

The Financial Reports and Annual Operations Plan and Report Summary for November 2020 and bank credit card statements for November 2020 were presented.

BUSINESS

EXECUTIVE/AUDIT COMMITTEE REPORT

Peachy Rentenbach announced that the Executive/Audit Committee met earlier today. Karl Eck, WIPFLI CPA and Consultants, met with the Committee to review the results of the FY 2020 Single Audit.

An update on the search for a new Controller was also discussed. A state and national job posting resulted in 6 candidates for our first interview session which was held last week. Two candidates emerged from the group of six and second interviews were held earlier this week. The team was unanimous in their selection for a final candidate and an offer has been made. Hoping for a start date in January so as to have a full six months of working with Dan before his retirement.

2020 NMCAA SINGLE AUDIT

Karl Eck, WIPFLI CPAs & Consultants, announced that he will be working with NMCAA going forward since Jean Christensen is retiring this year. The Audit report reflects an opinion that is unmodified. NMCAA is not a low-risk auditee this year due to a finding in 2018 but will be in the next year. There were a couple of new standard adjustments this year. The Report on Compliance and Internal Control shows no findings. The Report on Compliance for Major Programs also shows no findings. Four groups were audited: Food Cluster, Supportive Services for Veterans, CSBG, and Head Start which represented 76% of the agency budget. NMCAA's 2020 expenditures for the year were

NMCAA Board of Directors Meeting
December 17, 2020
Page 3

approximately \$22.5 million. New assets without donor restrictions should be between \$1,125,000 to \$2,250,00 and NMCAA was at \$2,884,701. NMCAA is in great financial condition.

Motion by Art Jeannot, supported by Judy Nichols to accept the FY 2020 NMCAA Single Audit as presented. Motion carried.

2020 TAX PREPARATION PROGRAM AND FORECAST FOR 2021

Meg Havenga, Financial Management Services Tax Coordinator, explained there were 2487 Federal returns filed with an additional 330 through MyFreeTaxes for a total of 2817 this year. This total fell short of the IRS defined goal of 3005 due to the pandemic, but the IRS was still pleased with the results that we were able to obtain under the unusual circumstances. There was over \$6M in Federal and State refunds and credits.

The 2020 tax year program will open in January 2021. Plans include our volunteers working mostly from home with the support of a scanned document program. The strong drop-off model will continue, as well as participation in MyFreeTaxes.com, and utilizing technology for face-to-face interactions when possible.

FY 2021 COMMUNITY SERVICES BLOCK GRANT - DISCRETIONARY

Karen Emerson, Financial Services Manager presented the Community Services Block Grant – Discretionary Grant (CSBG-D) in the amount of \$18,000 which will be used for the tax program.

Motion by Sam Getsinger, supported by Pam Niebrzydowski, to approve the FY 2021 CSBG-D grant for \$18,000. Motion carried.

OTHER ITEMS

- December 3rd: virtual meeting with Jack Bergman. NMCAA, NEMSCA and Marquette Alger Community Action.
- The Governor has a new office in Traverse City. Will meet with the liaison for Northern Michigan in January to talk about NMCAA and serving vulnerable populations in NW Michigan.
- Channel 7&4 will be airing a Public Service Announcement and promoting NMCAA on their Community Calendar segment through the end of December.
- **Free Webinar opportunity for Board members:** *“Important Updates on Major Issues to the Community Action Network”*. Friday, December 18th at 1:00 pm. The speaker is David Bradley, National Community Action Foundation

There being no further business to come before the Board, the meeting was adjourned at 1:42 P.M.

Next meeting will be: Thursday January 21, 2021, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary