

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – February 18, 2021

PRESENT:

Marna Robertson (remote)
Art Jeannot (remote)
Grace Ronkaitis (remote)
Shirley Roloff (remote)
Larry Levensgood (remote)
Rev. Gerald Cook (remote)
David White (remote)
Anthony Ansorge (remote)
Brandy Keeney (remote)
Debbie Bishop (remote)
Gwenne Allgaier(remote)
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Judy Nichols (remote)
Tom Olmsted (remote)

ABSENT:

Ed Boettcher (E)
Tonya Schroka (E)
Lindsey Walker
Bryce Hundley
Truman Bicum
Jeff Miller
Marc Milburn (E)
Ralph Stephan (E)
Chuck Corwin (E)
Bethany Parent (E)

The meeting was called to order at 12:34 P.M. by 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 with an addition of Mission Review.

Motion by Tom Olmsted, supported by Judy Nichols that the meeting agenda be approved as presented with the addition of the Mission review. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the January 21, 2021 meeting of the Board of Directors were presented for Board action.

Motion by Jerry Cook, supported by Grace Ronkaitis that the minutes of the January 21, 2021 Board of Director meeting be approved as presented. Motion carried with one correction.

MEMBERSHIP ANNOUNCEMENT

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Brandy Keeney presented the Policy Council meeting minutes from the Policy Council virtual meeting on February 11, 2021.

Motion by Judy Nichols, supported by Marna Robertson to accept the

Policy Council report for February 11, 2021 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reported that an introductory meeting with Haley Hildebrandt, *Northern Lower Regional Liaison, Executive Office of Governor Gretchen Whitmer* has taken place. This is a new position and NMCAA participated in a Regional Virtual Event with the Governor on Monday, February 8.

The Controller interview team has selected a candidate, Meredith Gafill, who will be starting on Monday, March 8, 2021. The Fund Development Manager job description has been finalized and this position will be posted next week.

On Tuesday, February 16th Grand Traverse County administrator, Nate Alger, presented checks of \$86,986 to NMCAA for the MOW program in Grand Traverse County. These funds originate from the Michigan Economic Development Corp's reimbursement to the County for COVID-19-related expenses under the U.S. Economic Development Administration's CARES Act Recovery Program. Since the beginning of the pandemic, the county has recognized a need for county-wide partnerships to help meet the needs of those affected most.

The updated NMCAA FY Dashboard was reviewed.

The Community Service Block Grant Organizational Standards address the Community Action Board Duties and Responsibilities. These include Duty of Care, Duty of Loyalty, and Duty of Obedience. The Duty of Care was reviewed today.

The Financial Reports and Annual Operations Plan and Report Summary for January 2021 and bank credit card statements for January 2021 were presented.

Motion by Jerry Cook, supported by Pam Niebrzydowski to accept the Executive Director's report as presented. Motion carried.

BUSINESS

GOVERNANCE COMMITTEE REPORT

Tony Ansonge announced that the Governance Committee met earlier today. There was a review of the NMCAA By-Laws that were recently revised by the agency attorney. The revisions, along with a few additional changes, will be updated and submitted to the Board for review and a vote to approve will be held at the March 2021 meeting. The committee also discussed the Board Self-Assessment process and what that might look like for this year. Will finalize at the next committee meeting in June.

Motion by Tony Ansonge, supported by Brandy Keeney to accept the Governance Committee report as presented. Motion carried.

INVESTMENT COMMITTEE REPORT

Peachy Rentenbach reported that the Investment Committee met earlier today. The Fund balance as of yesterday was \$324,000. There was a 7% increase in the fund balance for 2020. There is a preferred stock that will be called soon, and that money will be put into a diversified strategic fund. There are no other recommendations at this time.

Motion by Peachy Rentenbach, supported by Pam Niebrzydowski to accept the Investment Committee report as presented. Motion carried.

HEAD START/EARLY HEAD START SCHOOL READINESS DATA

Shannon Phelps, Child Family Development Director, reviewed the Head Start/Early Head Start program data check points. Children Demonstrating Improved Emergent Literacy is one of the categories that is being highlighted on the Agency monthly Dashboard. The FY 2021 annual projection for the category is 1111, with a current progress total of 727. Additional checkpoints will adjust the progress total towards the final goal. Part of this goal includes having children demonstrate phonological awareness by noting and discriminating smaller units of sound.

Staff will have a Professional Development opportunity on February 28th. Dr. Mike Longoria will be presenting *Music, Movement and Literacy*. There will also be an upcoming family engagement opportunity with Jim Gill on *Sing to Read*. Both of these opportunities will highlight the use of music in developing literacy skills through the use of music.

SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF)

Melodie Linebaugh, Homeless Program General Manager, presented the Supportive Services for Veteran Families Grant for 2021-2022. This renewal grant is for a total of \$693,015 and will begin on October 1, 2021.

Motion by Judy Nichols, supported by Marna Robertson to accept the Supportive Services for Veteran Families 2021-2022 grant for \$693,015 as presented. Motion carried.

The monitoring report for SSVF was presented. The monitoring started in June of 2020 and was not completed until January 2021. It was a very detailed monitoring that was completed remotely. Overall, the monitoring went well. Quality control processes and additional training on form revisions will be taking place within 90 days and corrective action reports will be submitted to SSVF.

EMPLOYEE SURVEY RESULTS AND 2020 TURNOVER

Betsy Rees, Human Resources Director, reviewed the recent Employee Survey results. Overall, nearly all areas included in the survey saw improvement over the numbers from 2019. There was an increase in participation, especially in the Exempt survey. Comments regarding what NMCAA does well showed a high number of employees feeling very supported during the COVID-19 challenges of 2020. Comments highlighting what NMCAA can improve upon were smaller in number this past year and, like many previous years, centered mostly around communication. The comment categories will be discussed with the management group for their direction on how to improve.

The 2020 turnover rate was also reviewed and compared to the numbers from 2019 and 2018. There was not much change over all that was noted in the 2020 numbers. Most non-profits run around 20% and NMCAA was at 21% for 2020. This was a 2% increase over 2019, in part due to employees leaving over fears of contracting COVID-19.

STRATEGIC PLAN UPDATES

Kerry Baughman reported on the progress of the 2018 NMCAA Strategic Plan. There are 4 separate goals to the plan, and each was reviewed for the progress that has been made. Currently committees and the management group are reviewing goals for areas to work on

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NMCAA MISSION STATEMENT REVIEW

Kerry Baughman presented the NMCAA Mission Statement: ***Helping People by linking services, resources, and opportunities*** which was reviewed in the 2018 Strategic Plan process with no recommended changes. The vision statement was updated in 2018: ***NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections, and improve their quality of life.*** Option extended to create agenda time before the next review of the Mission and Vision statements as a part of the Strategic Plan process in 2023 if the Board feels they no longer adequately address poverty or align with NMCAA programs and services.

OTHER ITEMS

- If you are interested in a New Board Member Orientation prior to the scheduled session in April, please let Kerry know!
- The NMCAA Weatherization Program is seeking referrals in **ALL** ten counties in our area. If you know someone who may be struggling to keep up with utility bills or complains that their house is too cool - think Weatherization.

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

Next meeting will be Thursday March 18, 2021, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary