

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – February 21, 2019

PRESENT:

Art Jeannot
Tom Kelley
Rev. Gerald Cook
Larry Levensgood
Rev. Gerald Cook
Debbie Bishop
Mary Klein
Carolyn Rentenbach
Pam Niebrzydowski
Grace Ronkaits
Marc Milburn
Ralph Stephan
Judy Nichols
Tom Olmsted
Gillian Gines

ABSENT:

Ed Boettcher (E)
Crystal Abramczyk
Tonya Schroka (E)
George Lasater
Louis Fantini (E)
Lindsey Walker (E)
Tony Ansorge (E)
Brenda DeKuiper
Carol Smith (E)
Patty Cox
Jeff Miller (E)
Jennifer Smith
Izzy Lyman (E)

The meeting was called to order at 12:36 P.M. by Chairperson Rev. Gerald Cook. Following the Pledge of Allegiance, roll call taken and a quorum established.

AGENDA

Rev. Gerald Cook requested approval for the meeting Agenda.

Motion by Marc Milburn, supported by Pam Niebrydowski, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the January 17, 2019 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Peachy Rentenbach, that the minutes of the January 17, 2019 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Rev. Gerald Cook introduced Dr. Leigh Ngirarsaol from Kalkaska County. Patty Cox has a conflict with the meeting time and will not be able to continue on the Board. Dr. Ngirarsaol is Veteranarian and a County Commissioner for Kalkaska County.

Motion by Peachy Rentenbach, supported by Debbie Bishop to accepted Dr. Leigh Ngirarsaol as the new Public Sector representative from Kalkaska County. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Shannon Phelps reviewed the minutes from the Policy Council meetings on February 14, 2019.

Motion by Judy Nichols, supported by Debbie Bishop to accept the Policy Council meeting minutes for February 14, 2019, as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Financial Reports and Annual Operations Plan and Report Summary for January 2019, bank credit card statements, and the status of Agency Program Operations. The 2019 NMCAA Leadership class has started with 12 participants. The Saturday Special held on February 9 was attended by 82 people and 52 tax returns were completed. There was a special Veterans Tax Day on February 14 and 18 tax returns were completed. The Bureau of Community Action and Economic Opportunity (BCAEO) has created new dashboards that will provide information and graphics from data submitted by Community Action programs throughout the state. We will be incorporating some of these in our Board reporting.

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

BUSINESS

GOVERNANCE COMMITTEE REPORT

Peachy Rentenbach, Governance Committee Chairperson, announced that the Governance Committee meet earlier today. The committee reviewed the Board roster along with the Board member job description. Orientation for new Board members will be in April. All Board members are welcome to attend. Orientation of new member should include support for better understanding of acronyms and of the multiple funding sources that support the agency. Updated Board Books are available and will be available on the website.

SENIOR NUTRITION INVESTMENT COMMITTEE REPORT

Rev. Gerald Cook, Senior Nutrition Investment Committee Chairperson, announced that the Senior Investment Committee met earlier today with Kristi Avery. As of January 31, 2019, the value of the Investment fund was \$270,526.40 which represents a 4.79% increase so far for 2019. A slight rebound from the low returns in 2018. The Committee recommends that the Board approve an investment of approximately two thousand dollars in cash in the Pimco account.

Motion by Tom Kelley, support by Tom Olmsted that a conversion \$2,000 thousand dollars in cash be converted into the Pimco account. Motion carried.

HEAD START COST OF LIVING ALLOWANCE (COLA)

Shannon Phelps, Director of Child and Family Development, announced that Head Start and Early Head Start have announced a Cost of Living Increase (COLA) for 2019. This is a permanent increase of 1.77% in wages for all employees. The fringe benefit package will also be increased for all eligible employees. This increase will be retroactive back to January 1, 2019.

Motion by Marc Milburn, supported Judy Nichols that the Head Start/Early Head Start COLA increase of 1.77% be accepted as presented. Motion carried.

SUPPORTIVE SERVICES FOR VETERAN FAMILIES GRANT

Melodie Linebaugh, Homeless Prevention Manager, announced that NMCAA is applying to the Veteran's Administration (VA) for a renewal of the Supportive Services for Veteran Families (SSVF) Grant for 2019 – 2020. The total for the grant is \$666,267, which is a 2% increase from the 2018 – 2019 amount from the VA. The grant will be submitted by February 22, 2019.

Motion by Tom Kelley, supported by Judy Nichols that the SSVF grant be submitted as presented. Motion carried.

ROTARY GRANT FOR YOUTH PROGRAM

Melodie Linebaugh announced that NMCAA received \$140,000 from Rotary which will be used for the match requirement that is needed for the Youth Homeless Demonstration Project. Four youth were housed this week in East Bay Flats as a part of this program.

2019 TAX PROGRAM

Karen Emerson, Financial Services Manager, reviewed the 2019 Tax Program. There is a goal of completing 3005 tax returns for 2018. New changes for this year include a larger location for the Charlevoix clients and volunteers by moving to the First Baptist Church, a new site at the Inland Township Hall in Interlochen, and a strong marketing campaign for all 10 counties.

BCAEO WEATHERIZATION ASSISTANCE PROGRAM ALLOCATION ERROR

Kerry Baughman explained that a letter was received the end of January alerting us of an error in the Heating Degree day calculation. Three agencies were impacted, NMCAA, NEMSCA, and Five Cap. NMCAA's current allocation for program year 2018 is \$698,046. A change to the calculation has been proposed that would take into account the number of counties served by the agency. This change will lessen the impact of the proposed decrease in funding increasing the PY 2019 allocation from \$481,395 to \$621,158. Updates will follow as this change is finalized within the Michigan Department of Health and Human Services.

OTHER BUSINESS

- Risk Management: Governance. Link to survey was emailed to all Board members. Hard copies are available.

OS 4.6 An organization-wide, comprehensive risk management assessment has been completed within the past 2 years and reported to the governing board (last completed 3/17)

- BCAEO Desk and Organizational Standards Review Week of April 8.
- Head Start CLASS review Week of March 4th. (The Classroom Assessment Scoring System (**CLASS**) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms)
- Michigan Nonprofit Association is hosting Nonprofit Legislative Day at the Capital on Wednesday, March 6th in Lansing. Hear from elected officials and public experts about how to advocate effectively on behalf of the people you serve.
- ***Meals on Wheels: Moomer's Ice Cream Fundraising Event March 16th from 11:00 a.m. to 9:00 p.m.***

BOARD COMMENTS

None

With no further business to come before the Board, the meeting was adjourned at 1:51 P.M.

Next meeting: Thursday, March 21, 2019 at 12:30 PM

Location of the March 21, 2019 meeting:

**Presbyterian Church of Traverse City
701 Westminster Road
Traverse City, MI 49686**

Respectfully Submitted

Mary Klein, Secretary

Betsy Rees, Recording Secretary