

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

PRESENT:

Marna Robertson (remote)
Art Jeannot (remote)
Grace Ronkaitis (remote)
Shirley Roloff (remote)
Larry Levengood (remote)
David White (remote)
Lindsey Walker (remote)
Bryce Hundley (remote)
Anthony Ansorge (remote)
Gwenne Allgaier
Truman Bicum (remote)
Peachy Rentenbach
Sam Getsinger
Pam Niebrzydowski (remote)
Marc Milburn (remote)
Chuck Corwin
Judy Nichols (remote)

ABSENT:

Ed Boettcher
Tonya Schroka
Rev. Gerald Cook (E)
Brandy Keeney
Debbie Bishop
Jeff Miller
Ralph Stephan (E)
Tom Olmsted
Bethany Parent (E)

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 Gwenne Allgaier, supported by Art Jeannot that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the February 18, 2021 meeting of the Board of Directors were presented for Board action.

Motion by Shirley Roloff, supported by Pam Niebrzydowski that the minutes of the February 18, 2021 NMCAA Board of Director meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENT

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

No Policy Council meeting in March.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that the Office of Head Start will conduct a Focus Area 1 (FA1) monitoring review of NMCAA during the week of April 19, 2021. The

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Bureau of Community Action and Economic Opportunity (BCAEO) will also be conducting a two-month long monitoring review starting March 12, 2021.

The final allocation of the Community Services Block Grant (CSBG) for NMCAA has been determined to be \$606,729 for fiscal year 2021. The recently signed American Rescue Plan Act (ARPA) includes funding allocations for current or potential NMCAA programming.

The updated NMCAA FY21 Donations and Programmatic Dashboards were reviewed.

The Financial Reports and Annual Operations Plan and Report Summary for February 2021 were presented.

Meredith Gafill was welcomed as the new NMCAA Controller. She will be working with Dan for the next few months before his retirement. Welcome Meredith!

Motion by Chuck Corwin, supported by Judy Nichols to accept the Executive Director's report as presented. Motion carried.

BUSINESS

GOVERNANCE COMMITTEE REPORT

Tony Ansonge reminded everyone that the NMCAA By-Law revisions were sent out to Directors on February 25. In February, our attorney reviewed the By-Laws and additional recommendations were made by the Governance Committee at the last meeting. These revisions have been shared with the Board and the Governance Committee is now seeking Board approval.

Motion by Tony Ansonge, supported by Marna Robertson to accept the NMCAA revised By-Laws as presented. Motion carried.

PLANNING / EVALUATION COMMITTEE REPORT

Sam Getsinger reported that the Planning/Evaluation Committee met earlier today. The Community Needs Assessment (CNA) needs to be completed in 2021. It is recommended that the agency hire a consultant to complete the CNA this year and to combine the Head Start CNA with the rest of the agency into just one (1) assessment. The completed CNA will drive the programs and services offered by NMCAA. It is also recommended that there is a dashboard for the CNA results.

Motion by Marna Robertson, supported by Lindsey Walker to accept the Planning / Evaluation Committee report as presented. Motion carried.

NMCAA 403(b) AUDIT AND IRS FORM 990

Dan Dewey, Controller, reported that the IRS Form 990 has been completed by our auditor, WIPFLI. The IRS Form 990s were submitted for 2019 Community Action Credit Counseling and 2019 Northwest Michigan Community Action Agency. All non-profit organizations' 990s are available online at [charitynavigator.org](https://www.charitynavigator.org) which is free, but registration is required.

Motion by Grace Ronkaitis, supported by Bryce Hundley to accept the IRS Form 990s as presented. Motion carried.

The NMCAA 403(b) Audit was also completed by WIPFLI. The audit firm did not express

an opinion on the financial statements which is a normal result. The 403(b) plan net assets and participants both increased in FY 2020.

Motion by Art Jeannot, supported by Marna Robertson to accept the NMCAA 403(b) Audit as presented. Motion carried.

HEAD START / EARLY HEAD START COLA & WAIVER

Shannon Phelps, Child Family Development Director, announced that the Head Start/Early Head Start funding has provided for a 1.22% COLA for 2021. This is a permanent increase of 1.22% in wages for employees. The fringe benefit package will also be increased for all eligible employees. The amount for Head Start is \$83,877 and Early Head Start is \$49,652.

Motion by Sam Getsinger, supported by Judy Nichols, that the Cost-of-Living Adjustment of 1.22% in the amount of \$83,877 for Head Start and \$49,652 for Early Head Start, be accepted as presented. Motion carried.

Shannon Phelps presented the Non-Federal Share Match Waiver for Head Start and Early Head Start. This is being requested due to the COVID-19 Pandemic.

Motion by Marna Robertson, supported by Bryce Hundley that the Non-Federal Match Waiver for the Cost-of-Living Adjustment for Head Start and Early Head Start, be approved as presented. Motion carried.

CORONAVIRUS EMERGENCY RENTAL ASSISTANCE GRANT AWARD & RESOLUTION

Kerry Baughman reviewed the Coronavirus Emergency Rental Assistance (CERA) which has a grant term of January 1, 2021 through December 31, 2021. The award is for \$4,284,488 which is a revised amount from the total approved for the grant on January 21, 2021. The Grant Agreement, Board Resolution, and Closing Statement have been signed and returned to the Michigan State Housing Development Authority (MSHDA)

Motion by Gwenne Allgaier, supported by Sam Getsinger that the MSHDA Resolution to accept the CERA funding in the amount of \$4,282,488 be accepted as presented. Motion carried with 2 abstaining from the vote; Art Jeannot and David White.

FOOD PROGRAM STATUS UPDATE

Kim Aultman, Operations Director, reviewed the NMCAA food programs and explained how this information is used to reflect monthly updates on the Programmatic Dashboard. Level of service goals and expected outcomes are monitored for home delivered meals, congregate meals, Medicare waiver meals, the Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP).

RISK MANAGEMENT SELF-ASSESSMENT

Kerry Baughman described the process for the NMCAA biennial Risk Self-Assessment. The assessment is completed online and covers 13 areas for potential agency risk. This tool can be helpful in identifying areas of concentration to improve on for the agency.

OTHER ITEMS

- Thank you to Marc Milburn and Chuck Corwin for attending the Houghton Lake Early Head Start Classroom Open House on 3/11/21!
- NMCAA Single Audit- Selection of Audit Firm will take place this year.

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- Five-year contract period (FY21-25)
- Advertisement – accepting proposals.
- Interested audit firms emailed Request for Proposal (RFP) by NMCAA
- ‘Confirmation of Interest’ email form audit firms’ deadline (4/05/21)
- Written questions from audit firms to NMCAA deadline (4/19/21)
- Submission of proposals to NMCAA deadline (5/10/21)
- Evaluation of proposals by management and audit committee*
- Recommended firm presented to Board of Directors for approval (5/20/21)
- Selected firm notified.
- Executive/Audit Committee meeting May 2021*

There being no further business to come before the Board, the meeting was adjourned at 1:58 P.M.

Next meeting will be: Thursday April 15, 2021, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary