

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – April 15, 2021

PRESENT:

Ed Boettcher (remote)
Art Jeannot
Grace Ronkaitis (remote)
Shirley Roloff (remote)
Larry Levensgood (remote)
Rev. Gerald Cook Brandy Keeney
David White (remote)
Anthony Ansorge (remote)
Brandy Keeney (remote)
Truman Bicum
Debbie Bishop (remote)
Gwenne Allgaier
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Marc Milburn (remote)
Ralph Stephan
Chuck Corwin (remote)
Judy Nichols

ABSENT:

Marna Robertson (E)
Tonya Schroka
Lindsey Walker
Bryce Hundley
Jeff Miller
Tom Olmsted
Bethany Parent (E)

The meeting was called to order at 12:30 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.

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

MINUTES OF PREVIOUS MEETING

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

Motion by Pam Niebrzydowski, supported by Chuck Corwin that the minutes of the March 18, 2021 Board of Director meeting be approved as presented. Motion carried, with Jerry Cook abstaining.

MEMBERSHIP ANNOUNCEMENT

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Brandy Keeney, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on April 8, 2021.

Motion by Gwenne Allgaier, supported by Shirley Roloff to accept the Policy Council minutes for April 8, 2021. Motion carried.

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 Bureau of Community Action and Economic Opportunity (BCAEO) will be conducting Programmatic Review monitoring starting May 11, 2021. The BCAEO Organizational Standards review will be announced soon.

The United Way ALICE (Asset Limited, Income Constrained, Employed) Report 2021 was reviewed and shows the growing number of households in our communities that do not earn enough to meet the basic needs threshold.

The updated NMCAA FY 2021 Programmatic Dashboard was reviewed.

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

The NMCAA Client Satisfaction Survey, Organizational Standard 1.3, requires a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board. The NMCAA survey has been redesigned with a pilot program running from January – March 2021. The three questions were reviewed and a comment text box with prompts. Data will be shared quarterly with the Board and reviewed with Management Staff.

The updated NMCAA FY 2021 Donations Dashboard was reviewed.

Motion by Sam Getsinger supported by Larry Levengood to accept the Executive Director's report as presented. Motion carried.

BUSINESS

NEIGHBORWORKS FY 2021 ROUND-1 EXPENDABLE GRANT AWARD

Tish Stave, FMS/Utility Coordinator, presented the NeighborWorks FY 2021 Round-1 Expendable Grant award. NMCAA received \$225,000 for this award based on NMCAA's organizational health, a base amount, production, and Community Stabilization and Community Building and Engagement measures.

Motion by Tony Anson, supported by Marna Robertson to accept NeighborWorks FY 2021 Round-1 Expendable Grant Award for \$225,000. Motion carried.

NEIGHBORWORKS 2021 LENDING AND LOAN FUND SUPPLEMENTAL COMPETITIVE GRANT

Tish Stave presented the \$50,000 request for the NeighborWorks Lending and Loan Fund Supplemental and Competitive Grant. This grant would increase NMCAA's loan portfolio and create a pool of funds for future lending.

Motion by Brandy Keeney, supported by Judy Nichols to accept the \$50,000 NeighborWorks 2021 Lending and Loan Fund Supplemental Competitive Grant application as presented. Motion carried.

NEIGHBORWORKS 2021 COVID RELIEF GRANT ECONOMIC RECOVERY

Tish Stave presented the \$20,000 request for the NeighborWorks 2021 COVID Relief Grant for Economic Recovery. This grant would provide down payment assistance for new homeowners in the amount of \$3,000 each and assist in marketing to reach more potential homeowners and money management participants.

Motion by Pam Niebrzydowski, supported by Grace Ronkaitis to accept the NeighborWorks 2021 COVID Relief Grant Economic Recovery as presented. Motion carried.

NEIGHBORWORKS (EXTERNAL) SUPPLEMENTAL GRANT

Kris Brady, Community Services Director, explained the Michigan Statewide NeighborWorks Consortium application for the NeighborWorks (External) Supplemental Grant. NMCAA will act as the fiduciary working with seven NeighborWorks organizations in Michigan. The grant application is for \$50,000 for a term of 2021 – 2022. A consultant will be hired to survey the NeighborWorks organizations on strengths, focus areas, and identify common priorities. A plan will be developed to create common objectives and action plans around three focus areas.

Motion by Chuck Corwin, supported by Larry Levengood to approve the NMCAA application for NeighborWorks (External) Supplemental Grant 2021. Motion carried.

COVID EMERGENCY RENTAL ASSISTANCE (CERA)

Kris Brady updated the Homeless Prevention CERA (COVID Emergency Rental Assistance) program. There have been six employees hired so far with an additional four to be hired. As of April 12, 2021, 53 families have been assisted with rent assistance totaling \$308,700 and \$26,489 for utility assistance. There are currently 112 families that are in process for rent assistance and 87 of these also need utility assistance. The program is vitally needed in our communities and NMCAA is grateful to be able to assist in this way.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA) TRAINING

Shannon Phelps, Child Family Development Director, presented the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training. Head Start requires training for all governing bodies, Policy Council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. The training included a Definition of the Programs, Head Start and Early Head start Eligibility Requirements, the 2021 Child Development Poverty Income Guidelines, Enrollment Priority Criteria, and a EHS and HS Enrollment Priority Criteria spreadsheet. It was also explained that there is a focus on treating families with dignity and respect and that there will be disciplinary action for anyone falsifying documentation.

HEAD START SCHOOL READINESS DATA CHECKPOINT #2

Shannon Phelps reviewed the Head Start school readiness data checkpoint #2. The Developmental Progressions for Birth to One Year, One to Two Years, and Two to Three Years were explained. For Early Head Start (0-3 data), there was a decrease from 98% to 97% from checkpoint 1 to checkpoint 2. There was an increase of 6 children that were assessed. The Development Progression for Three to Four Years, and Four to Five Years were explained. From checkpoint 1 to checkpoint 2, the number of assessed children

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increased by 55 and the percentage increased from 72% to 86%.

OTHER ITEMS

- Meeting with Rep. Jack O'Malley – scheduling standing meeting along with Five Cap Executive Director. (4/7/21).
- Wexford Board of Commissioners - Weatherization Program Update (4/7/21)
- Michigan Community Action Virtual Legislative Day – May 19, 2021.
Registration link to follow.
- NMCAA Single Audit – Selection of Audit Firm
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 1:55 P.M.

Next meeting will be: May 20, 2021, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary