

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – August 18, 2022

PRESENT:

Karen Bargy
Marna Robertson
Art Jeannot
Grace Ronkaitis (remote)
Tonya Schroka
Shirley Roloff (remote)
Rev. Gerald Cook
Anthony Ansorge
Brandy Keeney
Truman Bicum
Kat Byers
Debbie Bishop
Peachy Rentenbach
Sam Getsinger
Pam Niebrzydowski (remote)
Brian Alexander
Marc Milburn
Chuck Corwin
Phillip Haner

ABSENT:

Larry Levensgood (E)
David White
Lindsey Walker
Bryce Hundley
Gwenne Allgaier (E)
Jeff Miller
Bethany Parent

The meeting was called to order at 12:32 P.M. by Chairperson Peachy Rentenbach. Roll call was taken, and a quorum was established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

Motion by Marna Robertson, supported by Karen Bargy, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the June 16, 2022, meeting of the Board of Directors were presented for Board action.

Motion by Phil Haner, supported by Chuck Corwin, that the minutes of the June 16, 2022, meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Kat Byers, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on August 11, 2022.

Motion by Jerry Cook supported by Art Jeannot, that the minutes of the August 11, 2022, Policy Council meeting be approved as presented.
Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman explained the significance of the Community Services Block Grant (CSBG) and how this umbrella grant is the core funding for CSBG-eligible agencies. The FY 2023 application will be presented for approval at a level of \$606,729 which represents 2% of the total budget.

Status updates provided for the following monitoring reviews:

- Bureau of Community Action and Economic Opportunity (BCAEO) Fiscal
- NeighborWorks Organization Assessment Division
- Bureau of Community Action and Economic Opportunity (BCAEO) Programmatic
- Supportive Services for Veteran Families
- The Emergency Food Program and The Commodity Supplemental Food Program (MI Dept of Education)
- Meals On Wheels Program (Area Agency on Aging of Northwest Michigan)

The Office of Community Services has announced a pilot diaper program that will be administered by the CSBG network. Funding will be distributed “to operate and expand diaper distribution programs for families with low incomes.”

Child Care Now is a new initiative using intensive research and systems to analyze strategically and strengthen the region’s Early Care and Learning (ECL) system. United Way is the lead applicant for the Rotary Systems Change Grant with two partner organizations, NMCAA and Traverse Connect, to fund priority areas of the Child Care Now initiative.

A School Success Partnership Program is being proposed with the Traverse City Area Public Schools.

A new Strategic Plan will be developed in 2023. A Request for Proposal (RFP) will be distributed in the fall of 2022. The process will be developed with the goal of having the Board approve the new Strategic plan by June 2023.

Motion by Brandy Keeney supported by Marna Robertson, to accept the Executive Director’s report as presented. Motion carried.

COMMITTEE REPORTS

EXECUTIVE AUDIT COMMITTEE

Peachy Rentenbach reported that the Executive Audit Committee met earlier today to complete the Executive Director’s Performance Evaluation and Compensation Review. The Committee determined that Executive Director, Kerry Baughman, “Meets or Exceeds” expectations in all evaluation categories and recommends a compensation increase in the amount of 6%.

Motion by Grace Ronkaitis, supported by Jerry Cook, to approve the extension of Kerry Baughman’s contract as Executive Director of NMCAA through September 30, 2025, including compensation increase.
Roll call vote. (No-Ansorge)

The Committee also discussed adding a Financial Committee to the Board Committee structure and the upcoming state of officers.

Motion by Kay Byers, supported by Tonya Schroka, to approve the Executive Audit Committee report as presented. Motion carried.

SENIOR NUTRITION INVESTMENT COMMITTEE

The Senior Nutrition Investment Committee has reviewed the recent quarterly statements with no changes recommended. The assets of the plan totaled \$302,431 as of August 15, 2022. This year's rate of return through July 31, 2022, is -10.40%.

Motion by Tonya Schroka, supported by Brandy Keeney, to approve the Senior Nutrition Investment Committee report as presented. Motion carried.

BUSINESS

FINANCIAL UPDATES

Meredith Gafill, Controller, presented mileage reimbursement information for Board consideration. The current NMCAA mileage reimbursement rate is \$0.45 per mile and has not been updated in many years. The current IRS rate is \$0.625. The recommendation is to take the rate up to \$0.55 per mile. Board discussion focused on the possibility to align the IRS reimbursement rate with the IRS rate.

Motion by Grace Ronkaitis, supported by Art Jeannot, to assess the current budgetary impact of a mileage policy that would align NMCAA reimbursement rates with the current IRS rate and present findings at next Board meeting. (One no vote)

EMERGENCY SOLUTIONS GRANT (ESG)

Sarah Hughes, Homeless Prevention Continuum of Care (CoC) Program Manager, presented the Emergency Solutions Grant (ESG) for the Balance of State (Wexford, Missaukee, Manistee, Charlevoix, and Emmet Counties) and The Greater Grand Traverse Area (Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau).

The FY 2023 ESG- Balance of State grant total is \$183,457 for which NMCAA is the Housing Assessment and Resource Agency (HARA). The NMCAA portion totals \$157,475 with a sub grantee to New Hope in the amount of \$26,000.

Motion by Brandy Keeney, supported by Kat Byers, to accept the FY 23 Balance of State Emergency Solutions Grant for \$183,457 for FY 2023. Motion carried, with Grace Ronkaitis abstaining.

The ESG – Greater Grand Traverse grant is submitted in partnership with the Northwest Coalition to End Homelessness. NMCAA is the HARA and fiduciary. The grant total is \$213,516. Goodwill Industries of Northern Michigan will receive \$78,516 and NMCAA will receive \$135,000. This grant covers Antrim, Benzie, Grand traverse, Kalkaska, and Leelanau counties for FY 2023.

Motion by Phil Haner, supported by Debbie Bishop, to accept the FY 23 ESG – Greater Grand Traverse grant for \$213,516. Motion carried, with Grace Ronkaitis abstaining.

The DHHS Consolidate Rapid Rehousing Project grant supports the Balance of State (BOS) counties and is the largest Rapid Rehousing Project for Charlevoix, Emmet, Wexford, Missaukee, and Manistee counties. The total grant award is \$360,000 for 2022-2023.

Motion by Chuck Corwin, supported by Marna Robertson, to accept the 2022 – 2023 DHHS Consolidated Rapid Rehousing Project Grant as presented. Motion carried, with Grace Ronkaitis abstaining.

MSHDA MI-HOPE (Michigan Housing Opportunities Promoting Energy Efficiency)

Tish Stave, Home Energy & Efficiency Services (HEES) Manager, presented the MSHDA MI-Hope grant application. The grant term is October 1, 2022 – September 30, 2026. These funds will be offered across the 10-county service area and “braided” with other Weatherization grants which will help with the average cost per unit. The application is for \$1,000,000 which will assist at least 36 homes.

Motion by Peachy Rentenbach, supported by Marna Robertson, to approve the MSHDA MI-HOPE application for \$1,000,000 as presented. Motion carried.

The Michigan Department of Health and Human Services Bureau of Community Action and Economic Opportunity (BCAEO) released a request for proposal to the Michigan Community Action Network to an interim provider for the counties served by FiveCAP (Lake, Mason, Manistee, Newaygo).

Because of the geographic proximity and presence in Manistee with other programming, NMCAA applied to take on Manistee County. NMCAA was notified that we have been selected as the interim provider for Manistee County, with the intention of becoming the official contracted provider for Manistee County after 90-120 days.

COMMUNITY SERVICES BLOCK GRANT APPLICATION FY 2023

The CSBG FY 2023 will be submitted no later than August 31, 2022. The 2-year grant period runs from October 1, 2022, through September 30, 2024. This is a 24-month budget, but we will receive a new allocation every 12 months. The total planning allocation is \$613,3999 and includes 16% for administration and 84% for direct programming. The estimated distribution of CSBG program internal support is Financial Management Services (20%), Housing including Emergency Services (55%), Health & Social Behavioral Development (includes nutrition) (23%), and linkage programs (2%).

Motion by Peachy Rentenbach, supported by Phil Haner, to approve the FY 2023 Community Services Block grant as presented. Motion carried.

WAIVER OF EDUCATION CREDENTIAL POLICY

Shannon Phelps, Child Family Development Director, reviewed the educational requirements for Head Start Center-Based Preschool Teachers which requires a minimum of an Associates degree. The Waiver for Education Credential Policy would allow NMCAA to hire a candidate who is not yet qualified as a Lead Teacher providing the candidate has a CDA (Child Development Accreditation). The awarded waiver is not to exceed three years. NMCAA will continue to attempt to hire teachers who meet the criteria, but if unable, will seek approval by Policy Council and the Board of Directors to apply for a teacher qualification waiver.

Motion by Brandy Keeney, supported by Tonya Schroka, to approve the adoption of the Head Start Center-Based Preschool Classroom Teacher Qualification Waiver Policy as presented. Motion carried.

A Waiver of Education Credential is being requested for Pitter Patter (Child Care Partner), who has received 17 unqualified applicants. The applicant, Alexis DeWitt, does have a current CDA and is forecasted to receive her Associates Degree in May 2023. She has been approved by Policy Council.

Motion by Art Jeannot, supported by Peachy Rentenbach, to apply for a Center-Based Preschool Teacher Qualification Waiver for Alexis DeWitt at Pitter Patter Preschool and Childcare. Motion Carried.

A School Success Partnership Program is being considered by NMCAA and would be with Traverse City Area Public Schools. NEMCSA (Northeast Michigan Community Services Agency) has successfully participated in a Partnership Program. This would be a pilot program and supplement a school social worker liaison serving school-aged children at risk for academic failure.

OTHER BUSINESS

MISCELLANEOUS ITEMS

A Meals on Wheels Volunteer Training and Recognition event was held at the Kingsley Civic Center on August 12. July Statistics:

- 12,494 prepared meals delivered with visits and safety checks
- 1,757 prepared meals served at sites
- Currently 40 drivers delivering meals

September Presentations:

Antrim County Economic Development Corporation
Business Connector Series (9/20/22)

There being no further business to come before the Board, the meeting was adjourned at 2:40 PM.

Next meeting will be: September 15, 2022, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary