

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – January 21, 2021

PRESENT:

Ed Boettcher (remote)
Art Jeannot (remote)
Grace Ronkaitis (remote)
Shirley Roloff (remote)
Larry Levensgood (remote)
Rev. Gerald Cook (remote)
Lindsey Walker (remote)
Bryce Hundley (remote)
Brandy Keeney (remote)
Debbie Bishop (remote)
Anthony Ansorge (remote)
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Marc Milburn (remote)
Chuck Corwin (remote)
Judy Nichols (remote)
Tom Olmsted (remote)

ABSENT:

Marna Robertson (E)
Tonya Schroka
Bryce Hundley
Tony Ansorge
Jeff Miller
Ralph Stephan (E)
Bethany Parent (E)

The meeting was called to order at 12:42 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 Judy Nichols, supported by Jerry Cook that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the December 17, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Pam Niebrzydowski, supported by Larry Levensgood that the minutes of the December 17, 2020 Board of Director meeting be approved as presented. Motion carried with one correction.

MEMBERSHIP ANNOUNCEMENT

Peach Rentenbach reported on the membership changes:

Izzy Lyman is no longer an Emmet County Commissioner. The new Emmet County Public Sector Representative is David White.

Dr. Leigh Ngirarsaol is longer a Kalkaska County Commissioner. The new Kalkaska County Public Sector Representative is Truman Bicum.

After 22 years of service to NMCAA, Carol Smith is stepping down from the Board.

The new Leelanau County Public Sector Representative is Commissioner Gwenne Allgaier. Tony Ansoerge will now serve as a Private Sector Representative representing the Central Region.

Motion by Grace Ronkaitis, supported by Chuck Corwin that David White from Emmet County, Truman Bicon from Kalkaska County, and Gwenne Allgaier from Leelanau County be accepted as public sector representatives. Motion carried.

PUBLIC INPUT

Pam Niebrzydowski will be submitting information on *Careers in Care* to Kerry for distribution to the NMCAA BOD and their networks as appropriate.

POLICY COUNCIL REPORT

Brandy Keeney presented the Policy Council meeting minutes from the Policy Council virtual meeting on January 7, 2021.

Motion by Judy Nichols, supported by Shirley Roloff to accept the Policy Council report for January 7, 2021 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reviewed the FY 21 Funding and Coronavirus Relief Package which includes increases of +\$5M for Community Services, +\$135M for Head Start, \$25B for Emergency Rental Assistance, +\$10M for Low Income Home Energy Assistance Program, \$638M for Drinking Water and Wastewater Emergency Assistance Program and +5M for the Weatherization Assistance Program.

The American Rescue Plan and Community Action will see \$5B for Low Income Energy Assistance Program and water assistance. There will be an extension of eviction and foreclosure moratoriums and \$25B for rental assistance. There is also an increase in the minimum wage that is included in the plan.

The Bureau of Community Action and Economic Opportunity (BCAEO) Organizational Standards Review is expected for March 2021 and the Head Start Focus Area One will be coming up pending a 45-day notification.

The NMCAA FY 2021 Dashboard was presented highlighting the four (4) areas to be monitored for FY 2021. The Donations Board Report for FY 2021 was also reviewed.

The Financial Reports and Annual Operations Plan and Report Summary for December 2020 and bank credit card statements for December 2020 were presented.

Motion by Brandy Keeney, supported by Lindsey Walker to accept the Executive Director's report as presented. Motion carried.

BUSINESS

FUND DEVELOPMENT COMMITTEE REPORT

Peachy Rentenbach announced that the Fund Development Committee met earlier today. There was a review of the FY 2021 First Quarter donation results. The Year End Appeal was analyzed, and numbers show an increase from last year. The Fund

Development Manager job description was also reviewed and plans to start the search for a candidate were also discussed. Board Giving is an important demonstration of commitment of the members to the agency and members who have not yet given are encouraged to show their support in order to reach 100% giving. The act is important not the amount.

CARES DISCRETIONARY GRANT

Tish Stave, Financial Management/Utility Services Coordinator, reviewed the CARES Discretionary Application which was submitted on January 15, 2021. This is a joint application with Homeless Prevention's Youth Program and Financial Management Services. The grant is for \$50,000 which will be used to prepare for, prevent, or respond to COVID-19. The grant term is 10/1/2020 – 9/30/2021. Youth will be provided incentives to attend workshops and engage with Budget/Housing Coaches, as well as mini-IDA accounts to save towards education, job uniforms, vehicle repair, etc.

Motion by Judy Nichols, supported by Pam Niebrzydowski to accept the CARES Discretionary Grant as presented. Motion carried.

EMERGENCY SOLUTIONS GRANT (ESG) COVID ROUND 2 & COVID EMERGENCY RENTAL ASSISTANCE (CERA)

Sarah Hughes, Homeless Prevention Programs Manager, presented the Emergency Solution Grant (ESG) COVID Round 2 grant application which is an addendum to the 30-month grant period of March 1, 2020 through 9/30/2022. The total of the ESG-COVID Round 2 allocation to the Northwest Coalition to End Homelessness (NWCEH) is \$820,040. NMCAA will receive \$543,395 to be used for homeless prevention, hotel/motel vouchers, rapid rehousing, and administration.

Motion by Pam Niebrzydowski, supported by Brandy Keeney to accept the Emergency Solutions Grant COVID Round 2 funding as presented.

The FY 2021 Emergency Rental Assistance Grant (ERA) will be a total of \$8,030,000 in direct assistance, case management and administration in Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska Leelanau, Manistee, Missaukee, and Wexford counties. It is for a 1-year grant period ending on December 31, 2021.

Motion by Dave White, supported by Chuck Corwin to accept the FY 2021 Emergency Rental Assistance Grant as presented. Motion carried.

EVICION DIVERSION PROGRAM UPDATE

Madison Thompson, Homeless Program Supervisor, outlined the COVID Relief Fund - Eviction Diversion Program from July 2020 through December 2020. NMCAA served 250 households within the 10-county service area that were facing eviction following the lifting of the statewide Eviction Moratorium. Households served were at 100% less than the Area Median Income (AMI). The spending of funds included: \$685,322 in rental arrearages and future assistance, \$58,532 in case management, and \$26,119 in administration costs.

CORONAVIRUS RELIEF FUND (CRF) WATER & PLUMBING REPAIR PROGRAM UPDATE

Leslie Casselman, Housing Programs Coordinator, presented the CRFWA Coronavirus Relief Fund Water and Plumbing Repair Program. NMCAA provided water repairs to mitigate the spread of COVID-19 by ensuring low-income households had access to water

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for washing and disinfecting surfaces. The original grant award was \$185,000 and there was a second allocation of \$100,000 for a total of \$285,000. The program timeline was 8/1/2020 through 12/31/2020 and during this time 38 households were assisted throughout the 10-county services area.

OTHER ITEMS

- March 2021. Exact Dates To Be Announced- New CAA Board Member Virtual Half Day Trainings led by Frank Taylor Strategies. Free to Michigan Community Action member agencies, spots are limited, preregistration required.
- Next month, the Governance Committee will meet at 10:30 a.m. to review revisions to agency by-laws after the attorney review and to discuss the Board self-assessment process.
- NMCAA BOD Committee assignments emailed to NMCAA BOD and are posted on the website under About Us => Board.
- Organizational Standard 5.8 Review of Duties and Responsibilities-Overview training document will be provided via email and posted on the website. These are a part of the Board Orientation training as well and require review every two years.

There being no further business to come before the Board, the meeting was adjourned at 1:56 P.M.

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

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary