

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – June 18,2020

PRESENT:

Art Jeannot
Tom Kelley (remote)
Shirley Roloff (remote)
Larry Levengood (remote)
Rev. Gerald Cook
Izzy Lyman (remote)
Lindsey Walker (remote)
Brandy Keeney (remote)
Debbie Bishop
Anthony Ansorge
Carolyn Rentenbach
Sam Getsinger (remote)
Grace Ronkaitis (remote)
Ralph Stephan
Judy Nichols (remote)

ABSENT:

Ed Boettcher
Tonya Schroka
Carol Smith
Dr Leigh Ngirarsaol
Pam Niebrzydowski (E)
Jeff Miller (E)
Marc Milburn (E)
Jennifer Smith
Tom Omlsted
Bethany Parent

The meeting was called to order at 12:31 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 Tony Ansorge, supported by Sam Getsinger, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the May 21, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Jerry Cook, supported by Tony Ansorge, that the minutes of the May 21, 2020 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENT

Peachy Rentenbach introduced Marna Robertson. Marna will be representing the private sector from Antrim County.

Motion by Jerry Cook, supported by Judy Nichols, to accept Marna Robertson as the Private Sector Representative from Antrim County. Motion Carried.

POLICY COUNCIL REPORT

Shannon Phelps, Child and Family Development Director, presented the minutes from the Policy Council virtual meeting on June 11, 2020.

Motion by Brandy Keeney, supported by Grace Ronkaitis, to accept the Policy Council virtual meeting minutes for June 11, 2020 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that the P-EBT (Pandemic Electronic Benefit Transfer) program provides temporary funding for families to access emergency food during this time of pandemic and can be used the same way families would normally use a Bridge Card. Working with enrolled families, Head Start staff we able to enter an additional 474 children into the system so that these families would receive an additional \$370 in benefits.

Senior Nutrition is delivering frozen meals weekly. Congregate meals are suspended with curbside pick-up in Leelanau County. Check-in calls to clients are being made regularly. Increasing numbers resulted in 4,815 meals served to 815 clients during the period of June 8 – June 12, 2020. These numbers are lower than the previous 2 weeks.

NMCAA was awarded the Consumer's Energy Grant for \$100,000 which will be used to support NMCAA Food Programs and Barrier Busters funding.

The NMCAA COVID-19 Response and Preparedness Plan has been completed and will be emailed to staff and posted on our payroll system website. Protocols have been developed for client appointments and home visiting in addition to the measures to protect staff and to keep the NMCAA locations as clean as possible.

Head Start will provide virtual summer programming to approximately 100 children who are transitioning to Kindergarten and receiving special education services. This provides an opportunity to pilot some new distance learning strategies to enhance program services should we need to revert to this type of learning platform in the future.

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

Motion by Tony Ansoerge, supported by Sam Getsinger, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS **GOVERNANCE COMMITTEE REPORT**

Tony Ansoerge, Chairperson for the Governance Committee, announced that the Governance Committee met earlier today. The Organizational Standards require that the Board reviews the By-laws on a yearly basis. The Committee recommends that the Fund Development Committee, which meets on a regular frequency, be added as a standing committee.

Motion by Tony Ansonge, supported by Judy Nichols, to amend the By-Laws to include the Fund Development Committee as a standing committee. Motion carried.

The Committee recommends revising the language regarding the Private Sector to be consistent with the language for the Public and Consumer Sectors, allowing for Board appointment as a Sector Representative (North, Central, South) rather than a county representative.

Motion by Tony Ansonge, supported by Grace Ronkaitis, that the By-Laws be amended to reflect the same language for the Private Sector as is used in the Public and Consumer Sectors. Motion carried.

The Committee recommends that the By-Laws be revised to establish protocol that would allow a Board member who is physically present at a Board of Directors meeting to assume the role of Chairperson and conduct business in the absence of the Chairperson or Vice-Chairperson.

Motion by Art Jeannot, supported by Tom Kelley, that the By-Laws be revised as presented, subject to approving the language at the next Board meeting. Motion carried.

The Governance Committee also reviewed the Board vacancies and structure.

CSBG CARES PROGRAM UPDATES

Kris Brady, Community Services Director, explained the CARES (Coronavirus Aid, Relief, and Economic Security) grant which is a supplement to the Community Services Block Grant (CSBG). As a Community Action Agency, NMCAA was allocated funding to provide relief to its communities and allowed to submit a plan on how to do so. Total funding is \$814,996 of which \$478,744 (59%) is for direct assistance to clients. NMCAA will be using the funding for: increased Meals on Wheels for vulnerable seniors, incentives for landlords to rent to individuals/families in the Homeless Prevention program, PPE for staff and clients, emergency home repairs, weatherization funds, foreclosure prevention, eviction prevention, and Barriers Busters.

WEATHERIZATION PROGRAM APPLICATION AND RE-ENTRY PROCEDURES

Lisa Ritter, Weatherization Manager, presented the Weatherization Assistance Program (WAP) DOE PY 19 & PY 20 which runs from July 1, 2019 – June 30, 2021. The total for both years is \$1,505,638. Through May 31, \$528,195 has already been spent. The total number of units to complete will be 148 with 37 completed through May 31. There are currently 24 projects in progress.

Motion by Larry Levengood, supported by Debbie Bishop that the Weatherization Assistance Program Department of Energy PY2020 grant application be accepted as presented. Motion carried

The Weatherization Assistance Program COVID-19 Protocol has been developed using multiple references and the guidance from Governor Whitmer's Executive Order 2020-91. It is also aligned with NMCAA's agency protocol and will be used to ensure the safety of employees, clients and contractors.

HOUSING AND URBAN DEVELOPMENT (HUD) APPLICATION

Karen Emerson, Financial Management Services Manager, presented the Housing and Urban Development (HUD) Comprehensive and Housing Counseling award of \$28,649 to provide homebuyer education, financial management, renter education, and related services.

Motion by Larry Levensgood, supported by Sam Getsinger, that the HUD Comprehensive and Housing Counseling grant award be approved as presented. Motion carried

MSHDA HOMEBUYER EDUCATION PROGRAM (HEP) APPLICATION

Karen Emerson reviewed the Homeownership Education Program July 2020 – June 2021 grant request. The request is for \$50,000 and will be used to respond to the housing education needs of residents by offering a variety of housing education and coaching services to our 10-county service area.

Motion by Brandy Keeney, supported by Judy Nichols, that the MSHDA Homeownership Education Program 7/20- 6/21 grant application be approved as presented. Motion carried

VITA TAX PROGRAM APPLICATION

Karen Emerson announced that VITA Grant submission for the 2020 tax season has an IRS goal of 3150 returns and a proposed budget of \$116,890. There is also a match amount of \$156,525. These monies will cover salaries and expenses for the staff necessary to run the program.

Motion by Jerry Cook, supported by Larry Levensgood, that the VITA Tax Program 6/20 grant application be accepted as presented. Motion carried.

HEAD START NON-FEDERAL SHARE MATCH WAIVER

Shannon Phelps presented the Head Start Non-Federal match waiver. The current match requirement is \$2,317,622.50. The expected match that will be collected is \$1,499,453. The remainder, \$818,170, is the amount that will be requested in a Non-Federal Share Match Waiver.

Motion by Sam Getsinger, supported by Brandy Keeney to approve the Head Start Non-Federal Share Match Waiver for the base grant as presented for \$818,170. Motion carried.

BOARD COMMENTS

None

Michigan Community Action Summer Conference: Live virtual sessions will be available on Monday/Tuesdays of the first two weeks in August. Session targeted for CAA Board members will be included.

Motion by Peachy Rentenbach, supported by Sam Getsinger, that the July meeting of the NCMAA Board of Directors will not take place. The next meeting will be August 20,2020

There being no further business to come before the Board, the meeting was adjourned at 2:32 P.M.

Next meeting will be: Thursday August 20, 2020, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary