

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.  
Board of Directors Meeting – March 16, 2023**

**PRESENT:**

Marna Robertson  
Art Jeannot  
Grace Ronkaitis  
Annemarie Conway  
Rev. Gerald Cook  
David Anolick  
Lindsey Walker  
Brandy Keeney  
Truman Bicum  
Kat Byers (remote no vote)  
Debbie Bishop  
Jamie Kramer (remote no vote)  
Sam Getsinger (remote no vote)  
Pam Niebrzydowski  
Brian Alexander  
Marc Milburn  
Evelyn Machia  
Chuck Corwin  
Philip Haner  
Bethany Parent

**ABSENT:**

Tonya Schroka  
Ashlea Walter  
Anthony Ansorge (E)  
Peachy Rentenbach (E)

The meeting was called to order at 12:31 P.M. by Vice-Chairperson Rev. Gerald Cook  
Roll call was taken, and a quorum was established.

**AGENDA**

Jerry Cook requested approval for the meeting Agenda.

Motion by Philip Haner, supported by Bethany Parent, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the February 16, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Pam Niebrzydowski, supported by Chuck Corwin, that the minutes of the February 16, 2023, meeting be approved as presented.  
Motion carried with one abstention.

**MEMBERSHIP ANNOUNCEMENTS**

None.

**PUBLIC INPUT**

None.

**POLICY COUNCIL REPORT**

Kat Byers, Policy Council Chairperson, announced that Policy Council did not meet in March 2023.

### **EXECUTIVE DIRECTORS REPORT**

Kerry Baughman, Executive Director, announced that the NMCAA leadership team will be attending Board meetings to be available to answer questions. Introductions were made. There have been 8 Board members that have completed the Strategic Planning SWOT survey. Board members Pam Niebrzydowski and David Anolick will be participating in the NMCAA Strategic Planning session on April 4, 2023.

A correction to the HEES (Housing & Energy Efficiency Services) funding was presented. The Bureau of Community Action and Economic Opportunity has notified NMCAA that there has been an increase to the allocation of Low-Income Home Energy Assistance Program (LIHEAP) dollars to programs with the capacity to utilize the funding prior to the grant deadline on 9/30/23. NMCAA will receive an additional funding to our current allocation of \$379,885 allocation for FY23. NMCAA's request is for an additional \$150,000.

The Social Determinants of Health (SDOH) grant has a goal for every eligible home to have access to hot and cold water, at least one functioning toilet, bathroom faucets, shower/bath, kitchen faucet, as well as wastewater drainage for water access to be sustainable in the home. There are 2 projects left to be completed which will spend out the remaining portion of the grant. Rural agencies are advocating for more funding and NMCAA will nominate an SDOH client for the Client of the Year Award at the 2023 Michigan Community Action Legislative Day taking place on May 11, 2023, in Lansing. All are welcome to attend.

Motion by Grace Ronkaitis, supported by Bethany Parent, to accept the Executive Director's report as presented. Motion carried.

### **COMMITTEE REPORTS**

#### **PLANNING AND EVALUATION COMMITTEE**

Marc Milburn, Planning and Evaluation Committee member, announced that the Planning and Evaluation Committee met earlier today. Tish Stave, Housing & Energy Efficiency Services (HEES) Director, provided a training on the Results Oriented Management and Accountability (ROMA) system and how the cycle produces measurable benchmarks not only for NMCAA, but also for the state and national levels. The ROMA information will be used to guide our Strategic Planning process as well. Alicia Temple, Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) Manager, explained how the NMCAA Cornerstones of Culture carry over as a focus for the recruitment and enrollment of Head Start and Early Head Start children and families.

Motion by Art Jeannot, supported by Marna Robertson, to approve the Planning and Evaluation Committee report as presented.  
Motion carried.

#### **EXECUTIVE COMMITTEE**

Art Jeannot, Executive Committee member, reported that the Executive Committee met with Keith Olshove from Old Mission Investment, to consider an alternative to the current NMCAA 403(b) retirement savings plan. A change in the plan to a 401(k) would allow NMCAA to provide a match contribution for employee plans. Documents reviewed at the Executive Committee meeting were sent to the entire Board for review before today's meeting. The Committee recommends the NMCAA dissolve the 403(b) plan and move forward with starting a Vanguard 401(k) plan.

Motion by Marna Robertson, supported by Bill Hefferan, to dissolve the TIAA 403(b) by a target date of May 15, 2023, and establish a Vanguard 401(k) plan. Motion carried.

A resolution pertaining to this will be presented for Board approval in April.

Motion by Art Jeannot, supported by Brandy Keeney, to establish a 401(k) Investment Committee of the Executive Director, Controller, and Human Resources Director to serve as the body responsible to select the plan's investment options with authority to sign plan documents. Motion carried.

## **BUSINESS**

### **INCOME & ELIGIBILITY TRAINING FOR HEAD START & EARLY HEAD START**

Alicia Temple, ERSEA Manager, 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 2023 Child Development Poverty Income Guidelines, Enrollment Priority Criteria, and the 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.

### **FINANCIAL UPDATES / TRAINING**

Meredith Gafill, Controller, reviewed the NMCAA Grant Summary Financials. This is a new grant summary format that will be used going forward. The NMCAA Spending and Financials Key and NMCAA Grant Summary Guide tools were also explained. Since these reports are new, Board members should forward questions, comments, and/or suggestions for changes to Meredith.

## **OTHER BUSINESS**

### **MISCELLANEOUS ITEMS**

- Join us on Saturday March 18<sup>th</sup>  
Moomers for Meals to support Meals on Wheels!  
7263 N Long Lake Rd, Traverse City  
11 A.M. – 9 P.M.  
\$10 per sundae
- Save the Date  
May 11, 2023  
2023 Michigan Community Action Legislative Day  
Heritage Hall, Michigan State Capital, Lansing

There being no further business to come before the Board, the meeting was adjourned at 2:19 PM.

Next meeting will be: Thursday, April 20, 2023

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary