

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – May 21,2020**

**In lieu of a physical meeting due to the Coronavirus, the Executive / Audit
Committee met virtually to conduct the Agency business**

PRESENT:

Art Jeannot
Rev. Gerald Cook
Debbie Bishop
Carolyn Rentenbach
Grace Ronkaitis
Jeff Miller

ABSENT:

The meeting was called to order at 12:44 P.M. by Executive / Audit Committee 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 Jeff Miller, supported by Art Jeannot, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the April 16, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Debbie Bishop, supported by Jeff Miller, that the minutes of the April 16, 2020 Board of Directors meeting be approved as presented. Motion carried.

POLICY COUNCIL REPORT

Shannon Phelps, Child and Family Development Director, presented the minutes from the Policy Council virtual meeting on May 7, 2020.

Motion by Debbie Bishop, supported by Jeff Miller, to accept the Policy Council virtual meeting minutes for May 7, 2020 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that monitoring for Supportive Services for Veteran Families, Bureau of Community Action – CSBG and fiscal, and Commodity Supplemental Food Program are all taking place. Meals on Wheels continues to provide an increase in meal delivery. March 16 – May 15 there have been a total of 42,497 meals provided! Calls coming into the three main offices is are being tracked for numbers and need. Most calls coming in are from clients looking for Early Childhood Services, Tax Preparation, Food Boxes, Meals on Wheels, and Housing. A

“Pulse Survey” was recently conducted to gauge how employees are feeling about returning to work. Most employees would prefer to continue to work half from home and half from the office. The comments will be considered and incorporated into our plans and protocols for returning to work. The biggest concerns were: Personal Protective Equipment, Shared Spaces, Respect (boundaries), and Childcare.

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

Motion by Jeff Miller, supported by Jerry Cook, that the Executive Director’s report be approved as presented. Motion carried.

BUSINESS

PERSONNEL COMMITTEE

Betsy Rees, Human Resources Director reported that the Personnel Committee met yesterday. The committee reviewed the recommended changes to the Personnel Policies. CSBG Organizational Standards 7.1 requires that agency personnel policies be reviewed by an attorney every five years. The policies were reviewed and revised by Lindsay Raymond of Danbrook Adams Raymond PLC this year. The Personnel Committee recommends that the Personnel Policies be accepted as presented.

Motion by Grace Ronkaitis, supported by Debbie Bishop, to accept the 2020 NMCAA Personnel Polies as presented. Motion carried.

Head Start funding has provided for a 2.0% COLA for 2020. This is a permanent increase of 2.0% in wages for all Head Start employees. The fringe benefit package will also be increased for all eligible Head Start employees. The Personnel Committee recommends these increases be extended agency-wide to all employees.

Motion by Jeff Miller, supported by Peachy Rentenbach, that the 2.0% 2020 COLA be accepted as presented for all NMCAA employees.
Motion carried.

Blue Care Network (BCN) will continue as our medical insurance provider for the plan year which begins August 1, 2020. After several years of modest to no premium increases, the three plans offered will see an increase of 2.34% – 6.12%. Dental coverage is through Equitable and there is no increase in premiums this year. VSP provides the vision coverage and there is no increase in premiums for this coverage.

SENIOR INVESTMENT COMMITTEE

Peachy Rentenbach announced that the Senior Nutrition Investment Committee met earlier today with Kevin Kelly. The fund value as of March 18, 2020, was \$262,600. The value as of May 20, 2020 is \$283,423. The year to date return through April 30, 2020 was -6.7% due to the volatile market with the Coronavirus. No changes are recommended at this time.

NMCAA FISCAL POLICIES AND PROCEDURES

Dan Dewey, Controller, presented the 2020 recommended changes to the NMCAA Financial Policies and Procedures. Changes include recommendations from WIPFLI, our NMCAA auditors, and expands policies and procedures in several areas.

Motion by Art Jeannot, supported by Jeff Miller, that the 2020 NMCAA Financial Policies and Procedures be approved as presented. Motion carried.

NMCAA PROCUREMENT POLICY UPDATE

Dan Dewey reviewed the Procurement Procedures on page 42 of the NMCAA Fiscal Policies and Procedures. The CSBG Organizational Standard 8.11 states that there will be a policy in place for Procurement Procedures that has been approved by the governing board within the last five years. This policy was last reviewed and approved by the Board in June 2015.

Motion by Grace Ronkaitis, supported by Debbie Bishop, that the Procurement Policy located in the NMCAA Fiscal Policies and Procedures, be approved as presented. Motion carried.

HEAD START TRANSPORTATION WAIVER

Shannon Phelps, Director of Child & Family Development, presented the Head Start Transportation Waiver Request. This request is made of the Board each year and applies only to children enrolled in the Head Start program. This waiver creates the flexibility needed to work collaboratively with school districts and public transit authorities to maximize the transportation options offered to families and control costs. The Head Start Transportation Waiver allows for the waiver of child safety restraint systems and bus monitors.

Motion by Jerry Cook, supported by Jeff Miller, to accept the Head Start Transportation Waiver for PY 20-21 as presented. Motion carried, with one "no" vote.

HEAD START HEALTH AND SAFETY SUPPLEMENTAL FUNDING

Shannon Phelps requested approval to submit a Head Start Health and Safety Supplemental Grant Request to cover the costs to connect to city water at NMCAA's Missaukee Child Development Center as a long-term solution to water quality issues at the site. Estimated cost is \$85,000 - \$90,000.

Motion by Jeff Miller, supported by Jeff Cook, to approve the Head Start Health and Safety Supplement Funding request to connect city water to the Missaukee Child Development Center. Motion carried.

SUPPORTIVE SERVICES FOR VETERAN FAMILIES CARES GRANT 2020

Melodie Linebaugh, Homeless Prevention Manager, reviewed the Supportive Services for Veteran Families CARES grant for 2020. The grant amount is for \$364,119 and

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covers the period of April 9 through September 30, 2020. The grant will serve veterans who have been impacted by COVID-19.

Motion by Art Jeannot, supported by Jerry Cook, to pass a resolution accepting the Supportive Services for Veteran Families CARES Grant 2020 at the presented amount. Motion carried.

EMERGENCY SOLUTIONS GRANT - CARES

Melodie Linebaugh presented the Emergency Solutions Grant – CARES which will provide funds to be used to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. The total amount to the Northwest Michigan Coalition to End Homelessness is \$701,701 to be used between March 1, 2020 through September 30, 2022. Will seek approval later when there are more specifics available.

COMMITTEE COMMENTS

None

There being no further business to come before the Board, the meeting was adjourned at 1:58 P.M.

Next meeting will be: Thursday June 18, 2020, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary