

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Annual Meeting – October 15,2020

PRESENT:

Art Jeannot (remote)
Shirley Roloff (remote)
Larry Levengood (remote)
Rev. Gerald Cook
Izzy Lyman (remote)
Lindsey Walker (remote)
Brandy Keeney (remote)
Debbie Bishop (remote)
Anthony Ansorge
Carolyn Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski
Grace Ronkaitis (remote)
Marc Milburn (remote)
Chuck Corwin (remote)
Judy Nichols (remote)
Ralph Stephan
Bethany Parent

ABSENT:

Ed Boettcher (E)
Marna Robertson
Tom Kelley (E)
Tonya Schroka (E)
Carol Smith
Dr Leigh Ngirarsaol
Jeff Miller
Tom Omlsted

The meeting was called to order at 12:34 P.M. by 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 Chuck Corwin, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

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

Motion by Jerry Cook, supported by Larry Levengood, that the minutes of the September 17, 2020 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENT

Bryce Hundley was presented for Board membership representing the Public Sector for Grand Traverse County.

Motion by Sam Getsinger, supported by Grace Ronkaitis, to accept Bryce Hundley as the Public Sector representative from Grand Traverse County. Motion carried.

Peachy Rentenbach announced that Tom Kelley, Private Sector Representative from Benzie County, has resigned from the NMCAA Board of Directors. The Board appreciates his 15½ years of service to NMCAA.

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PUBLIC INPUT

None.

POLICY COUNCIL REPORT

The Policy Council virtual meeting minutes on October 8, 2020 were presented for approval.

Motion by Brandy Keeney, supported by Sam Getsinger to accept the Policy Council virtual meeting minutes for October 8, 2020 as presented.
Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reviewed the FY 2021 first Quarter Organizational Standards that will need to be completed over the next few months, including review of the NMCAA By-Laws by an attorney.

The Bureau of Community Action and Economic Opportunity (BCAEO) has received funds through the CARES Act to address the Digital Divide. NMCAA has been awarded \$131,433 which will help provide laptop/tablets and internet connections and other technologies to keep low-income households safe in their homes and reduce the spread of COVID-19.

An update was provided on the status of the Board Packet changes, specifically the creation of dashboards. The last update was provided in February 2020 and that work is continuing as new logic models are created for FY 2021.

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

Motion by Judy Nichols, supported by Larry Levengood, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

TCF COMMUNITY IMPACT FUND PRESENTATION

Karen Emerson, Financial Management Services Manager, introduced Deborah Ballard and Nicole Edenburn from TCF Bank. A presentation of \$50,000 was made to NMCAA for the funding of the NMCAA Individual Development Account (IDA) program which helps people save money and receive matching funds for home ownership, education, or to start or expand a small business.

GOVERNANCE COMMITTEE REPORT

Tony Ansoorge, Governance Committee Chairperson, announced that the Governance Committee met earlier today. There has been a vacancy of the Northern Sector Representative position on the Executive Audit Committee since the passing of Lou Fantini earlier this year. The Committee recommends Larry Levengood to fulfill the second year of a 2-year term in the position of Northern Sector Representative.

Motion by Art Jeannot, supported by Shirley Roloff, to elect Larry Levengood to serve the second year of a two-year term as the Northern Sector Representative for the Executive/Audit Committee. Motion carried.

The Committee also recommends changes to the NMCAA Electronic Board Participation Policy and the NMCAA By-Laws Article IX Meetings regarding electronic meeting participation.

Motion by Lindsey Walker, supported by Bethany Parent that the electronic meeting participation changes to the NMCAA Electronic Board Participation Policy and NMCAA By-Laws be amended as presented. Motion carried.

FUND DEVELOPMENT COMMITTEE RECOMMENDATIONS REPORT

Kerry Baughman and Jay Zrimec of Zrimec a & Wick, LLC, presented the Fund Development Committee recommended actions to enhance the fundraising work being done in the departments of NMCAA. These recommendations will move Goal #4 of the NMCAA Strategic Plan 2018 closer towards realization. There was a review of the expected costs to hire a Fund Development Manager, who will work alongside the current fund-raising department managers to grow NMCAA's fund raising program. This position will be key in moving NMCAA forward in completing the Strategic Plan goal. Metrics and milestones will need to be in place along with monthly updates to the Board.

Motion by Sam Getsinger, supported by Peachy Rentenbach to move forward with the Fund Development Committee recommendations including the hiring of a Fund Development Manager. Motion carried in a rollcall vote: 5 "No" votes (*Ansorge, Jeannot, Levengood, Roloff, Stephan*) and 10 "Yes" votes (*Cook, Hundley, Keeney, Bishop, Rentenbach, Getsinger, Niebrzydowski, Ronkaitis, Parent, Walker*)

NMCAA ANNUAL BUDGET

Dan Dewey, Controller, presented the FY 2021 NMCAA Annual Budget. Total revenues for the year are projected totaling \$26,669,359. The agency wide annual budget meets the requirement stated in the CSBG Organizational Standard 8.9 – *The governing board annually approves an organization- wide budget.*

Motion by Brandy Keeney, supported by Pam Niebrzydowski, to approve NMCAA Annual Budget for FY 2021. Motion carried.

AUTHORIZATION OF SIGNATURE FY 2021

Kerry Baughman presented an Authorization of Signature Resolution which will allow Executive Director, Kerry Baughman, to sign all contracts, reports, grant requests, and grant modifications as required for the fiscal year, October 1, 2020 to September 30, 2021.

Motion by Peachy Rentenbach, supported by Jerry Cook, that the Authorization of Signature Resolution for FY 2021 be accepted as presented. Motion carried.

2020-2021 USDA FOOD VENDOR LIST

Kim Aultman, Director of Operations, presented the 2020 – 2021 USDA Food Vendor List. The USDA-CACFP (Child & Adult Care Food Program) Food Vendor list is reviewed annually to ensure there are no conflicts of interest with any Board Member(s).

2019 ANNUAL REPORT

Kerry Baughman announced that the 2019 NMCAA Annual Report has been completed. An electronic version will be sent to all Board members. If you would like hard copies of the report, please let Kerry know and we will get them mailed to you.

ANNUAL BOARD GIVING

Peachy Rentenbach advised the Board that an electronic Annual Board Giving card will be sent out to Board members. There is a goal of 100% participation in giving by the Board members and it not how much is given but is important that everyone is involved

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in supporting NMCAA in the Annual Board giving time.

There being no further business to come before the Board, the meeting was adjourned at 2:39 P.M.

Next meeting: Thursday November 19, 2020, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary