

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – August 20,2020**

**PRESENT:**

Ed Boettcher (remote)  
Art Jeannot  
Larry Levengood (remote)  
Rev. Gerald Cook  
Izzy Lyman (remote)  
Brandy Keeney (remote)  
Debbie Bishop (remote)  
Anthony Ansonge (remote)  
Carolyn Rentenbach  
Sam Getsinger (remote)  
Pam Niebrzydowski (remote)  
Grace Ronkaitis (remote)  
Marc Milburn  
Judy Nichols (remote)

**ABSENT:**

Tom Kelley  
Tonya Schroka (E)  
Shirley Roloff  
Lindsey Walker  
Carol Smith  
Dr Leigh Ngirarsaol  
Jeff Miller  
Ralph Stephan  
Jennifer Smith  
Tom Omlsted  
Bethany Parent

The meeting was called to order at 12:35 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 Marc Milburn, supported by Jerry Cook, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the June 18, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Judy Nichols, supported by Jerry Cook, that the minutes of the June 18, 2020 Board of Directors meeting be approved as presented.  
Motion carried.

**MEMBERSHIP ANNOUNCEMENT**

None.

**POLICY COUNCIL REPORT**

Shannon Phelps, Early Childhood Programs Director, presented the minutes from the Policy Council virtual meeting on August 13, 2020.

Motion by Brandy Keeney, supported by Grace Ronkaitis, to accept the Policy Council virtual meeting minutes for August 13, 2020 as presented.  
Motion carried.

**EXECUTIVE DIRECTORS REPORT**

Kerry Baughman, Executive Director, announced that NMCAA received 10,000 masks for distribution to families and individuals as well as 25,000 masks for shelter distribution. We are requesting 10,000 additional masks from MDHHS since we have already distributed the first 10,000!

As a part of Senate Bill 690, \$25 M was allotted for the Water Assistance Program, which would provide direct payment assistance for water and wastewater utility arrearages accrued after March 1, 2020. Maximum reimbursement for each service is \$700.

The Fund Development committee has been meeting regularly with Jay Zrimec of Zrimec & Wick, LLC to assess current fund development efforts. The Committee will update the Board in September or October and review recommendations.

Upcoming monitoring dates include HUD Housing Counseling on 9/17/20 and Supportive Services to Veteran Families on 10/19/20.

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

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

**BUSINESS**

**SENIOR NUTRITION INVESTMENT COMMITTEE REPORT**

Peachy Rentenbach, Chairperson for the Senior Nutrition Investment Committee, announced that the Senior Nutrition Investment Committee met earlier today with Kevin Kelly. The current value of the fund is \$304,005, an increase from \$283,423 in May 20, 2020. The current total reflects a -0.47% rate of return year to date. No changes are recommended at this time.

**EXECUTIVE AUDIT COMMITTEE REPORT**

Peachy Rentenbach, Chairperson for the Executive Audit Committee, reported that the Committee met earlier today to complete the Executive Director's annual performance review. They recommend adding goals to the performance evaluation. The Committee recommends a 2% COLA for wages and benefits, effective October 1, 2020, which reflect the same increase that was given to the agency employees for this year.

Motion by Pam Niebrzydowski, supported by Grace Ronkaitis, to accept the 2% Cola increase for wages and benefits effective October 1, 2020 for the Executive Director. Motion carried.

The Committee also discussed a change in key personnel. Dan Dewey, Controller, has announced that he will be retiring in June 2021. We will be reviewing the business office needs and make recommendations as to what qualifications will be needed in a replacement for this position.

### **COMMUNITY ACTION PLAN 2021 APPROVAL**

Kris Brady, Community Services Director, presented the 10/1/2020 to 9/30/2022, 24-month Community Services Block Grant. The total for the first year reflects a \$12,037 increase over the previous year, for a total of \$604,575. \$96,732 (16%) will be allocated for administration and \$507,843 (84%) for direct program services.

Motion by Tony Anson, supported by Larry Levengood, that the Community Services Block Grant for 2021 for a total of \$604,575 be accepted as presented. Motion carried

### **EMERGENCY SOLUTIONS GRANT (ESG) COVID AWARD**

Kris Brady announced that the Emergency Solutions Grant COVID Round 1 grant has been submitted in partnership with the Northwest Coalition to End Homelessness. NMCAA is the fiduciary and a grantee. This is a 30-month grant and the total allocation of \$701,701 is for March 1, 2020 through September 30, 2022. Goodwill Industries of Northern Michigan receives \$287,851, New Hope Shelter in Cadillac receives \$85,172 and NMCAA receives \$328,678.

Motion by Sam Getsinger, supported by Pam Niebrzydowski, that the Emergency Solutions Grant COVID Round 1 in the amount of \$701,701 be approved as presented. Motion carried

### **ESG REGULAR ROUND 2021 APPLICATION**

Sarah Hughes, Homeless Prevention COC Program Manager, presented the Emergency Solutions Grant for October 1, 2020 to September 30, 2021. NMCAA is the fiduciary and a grantee and will receive a total of \$303,640. Goodwill Industries of Northern Michigan will receive \$129,311. Total grant amount is \$432,951.

Motion by Judy Nichols, supported by Debbie Bishop, that the ESG 2021 grant application be approved as presented. Motion carried

### **EVICTION DIVERSION PROGRAM GRANT**

Sarah Hughes announced that the 2020 COVID Relief Fund (CFR) – Eviction Diversion Program Grant has a total allocation of \$519,973 for NMCAA to be used between July 15, 2020 and December 31, 2020. Funds will cover staffing needs and provide rental assistance and arrearages for those facing eviction.

Motion by Pam Niebrzydowski, supported by Sam Getsinger, that the COVID Relief Fund Eviction Diversion Program Grant in the amount of \$519,973 be accepted as presented. Motion carried.

### **CHEMICAL BANK / TFC GRANT REQUEST**

Karen Emerson, Financial Management Services Manager reviewed the Chemical/TCF grant for 2021. The request is for \$50,000 which will provide matched savings for up to 18 homes or combination of education or business start-up or expansion.

Motion by Marc Milburn, supported by Art Jeannot, to approve the Chemical Bank/TCF grant request for \$50,000 as presented. Motion carried.

**EARLY HEAD START-X CARRY OVER REQUEST**

Shannon Phelps advised the Board that we are seeking a request to carryover \$1,167,546.98 in Early Head Start-X funding from fiscal year 2019 to fiscal year 2020. The request is due to the delay of obtaining site locations and renovations as well as the gradual hiring of employees and the enrollment of families. A non-federal share match requirement waiver would be included due to a lack of community resources because of the pandemic.

Motion by Brandy Keeney, supported by Sam Getsinger, to accept the Early Head Start Expansion request for carryover of funds from fiscal year 2019 to fiscal year 2020 with a non-federal share match waiver as presented. Motion carried.

**BOARD COMMENTS**

None

There being no further business to come before the Board, the meeting was adjourned at 1:41 P.M.

Next meeting will be: Thursday September 17, 2020, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary