

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – January 20, 2022

PRESENT:

Art Jeannot (remote)
Grace Ronkaitis (remote)
Tonya Schroka (remote)
Larry Levensgood
Rev. Gerald Cook (remote)
David White (remote)
Lindsey Walker (remote)
Anthony Ansorge (remote)
Truman Bicum
Debbie Bishop (remote)
Gwenne Allgaier
Peachy Rentenbach (remote)
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Chuck Corwin (remote)
Judy Nichols (remote)

ABSENT:

Terry Van Alstine
Marna Robertson
Shirley Roloff
Bryce Hundley
Brandy Keeney
Deb Ballard
Jeff Miller
Marc Milburn (E)
Ralph Stephan
Bethany Parent

The meeting was called to order at 12:35 P.M. by Chairperson Peachy Rentenbach. Roll call was taken, and a quorum established.

Motion by Art Jeannot, supported by Judy Nichols, to suspend the rules of the NMCAA by-laws requiring an officer be present at Board meetings, for this meeting only. Motion carried.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

Motion by Pam Niebrzydowski, supported by Jerry Cook that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the November 18, 2021, meeting of the Board of Directors were presented for Board action.

Motion by David White, supported by Jerry Cook, that the minutes of the November 18, 2021, Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Karen Bargy, Antrim County Commissioner, was introduced to replace Terry VanAlstine on the NMCAA Board of Directors.

Motion by Pam Niebrzydowski, supported by Larry Levensgood, to approved Karen Bargy as the County Commissioner from Antrim County. Motion carried.

NMCAA Board of Directors Meeting
January 20, 2022
Page 2

Phillip Haner, former Head Start Policy Council member, was presented for Board membership as a Private Sector representative for Wexford County.

Motion by Judy Nichols, supported by Chuck Corwin, to accept Phillip Haner as the Private Sector representative for Wexford County. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Kerry Baughman presented the Policy Council minutes from the meeting held on January 13, 2022. Corrective Action Plan and Updates to the Collaborative Center Annual agreements were presented.

- Recap of the circumstances surrounding the Areas of Non-Compliance resulting in a corrective action period and reviewed updates made to the Collaborative Center Contracts.
- The following information related to the Whistle Blower Policy was added to the Collaborative Center annual agreements:
 - NMCAA is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, as do the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
 - NMCAA specifically prohibits these and any other illegal activities in the actions of its employees, managers, executives, and others responsible for carrying out agreed upon activities.

Motion by Grace Ronkaitis, supported by Sam Getsinger, that the Policy Council minutes from January 13, 2022, be accepted as presented.
Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, discussed employee hiring challenges and turnover rates by agency department. The recent COVID mandates are impacting the number of openings in the Head Start and Early Head Start Programs. Other areas of the agency are also seeing low response for open positions.

The Senior Leadership and Management team (SLAM) will have a Leadership Retreat to review benefits and retention strategies for 2022 on January 27th and 28th. The goal will be to identify and prioritize effective strategies to attract and retain employees.

The Head Start Non-Federal Match (NFM) Waiver Request submitted to the Office of Head Start in November has been approved. The total NFM collected through the end of December is \$1,745,789, exceeding the required amount with the waiver of \$1,653,187.

NMCAA Board of Directors Meeting
January 20, 2022

Page 3

The Bureau of Community Action and Economic Opportunity (BCAEO) completed the Organizational Standards Review in December. NMCAA met 58 out of 58 Standards. NeighborWorks monitoring review will take place the week of May 30, 2022, and Head Start Focus Area 2 will be taking place with a to be determined date.

Michigan Department of Health and Human Services (MDHHS) has 10,000 KN95 masks available for distribution and COVID tests. There will be a \$35,000 Diaper Bank Program this year.

Motion by Sam Getsinger supported by Judy Nichols, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS

FUND DEVELOPMENT COMMITTEE REPORT

Peachy Rentenbach reported that Fund Development Committee met earlier today. The definitions for Grants, Special/3rd Party Fundraising Initiatives, and Manager Gifts were reviewed as a part of the quarterly fund development report presentation for each department.

Motion by Lindsey Walker, supported by Pam Niebrzydowski, to approve the Fund Development Committee Report as presented. Motion carried.

EXECUTIVE / AUDIT COMMITTEE REPORT

Peachy Rentenbach announced that the Executive / Audit Committee met earlier today. The Committee met with Karl Eck, from WIPFLI CPAs and Associates to review the progress of the 2021 Fiscal Year Audit. The Audit is not complete but expected to be soon. So far, there are no areas of concern. Meredith Gafill, Controller, stated that WIPFLI has been great to work with and we look to have the Audit presented to the Board at the February meeting.

Motion by Phillip Haner, supported by Jerry Cook, to accept the Executive / Audit Committee report as presented. Motion carried.

BUSINESS

NMCAA COMMUNITY NEEDS ASSESSMENT REPORT

Woody Smith, Consultant with Avenue ISR, presented the recently completed NMCAA Community Needs Assessment. As a recipient of the federal Community Services Block Grant (CSBG), NMCAA is required to conduct a comprehensive Community Needs Assessment (CNA) every three years. The data gathered from the CNA helps NMCAA determine the role it can play in addressing the needs in its 10-county service area, evaluate the current programs, and possibly fill additional identified needs. The highest identified needs include:

1. Direct Impacts of the COVID-19 pandemic
2. Gaps in housing quality, access, and affordability
3. Gaps in the availability of Early Childhood Education
4. Additional support for seniors
5. Vehicle / transportation support
6. Food and nutrition

Next steps include creating strategic and action plans to address needs and where appropriate include community partners.

Motion by Judy Nichols, supported by Art Jeannot, to accept the 2021 NMCAA Community Needs Assessment as presented. Motion carried.

WEATHERIZATION DEFERRAL REDUCTION GRANT

Kerry Baughman explained that many homes do not qualify for weatherization services due to the condition of the home, known as a “deferral”. The Weatherization Deferral Reduction Grant will provide flexible funds for maintenance and repairs needed to qualify homes for weatherization services. NMCAA’s allocation for this grant is \$344,498.

Motion by Gwenne Allgaier, supported by Pam Niebrzydowski, to approve the Weatherization Deferral Grant as presented. Motion carried.

MSHDA NEIGHBORWORKS STATEWIDE CONSORTIUM

Kerry Baughman presented the MSHDA Housing Development Fund Grant for \$19,000 to support the formation of a statewide NeighborWorks Consortium. This grant will be matched with a NeighborWorks grant for \$15,000 and partner contributions of \$16,000. A consultant will be hired to facilitate and convene a consortium, draft and assist in execution of documents to formalize the group and develop a two-year strategic plan.

Motion by Lindsey Walker, supported by Judy Nichols, to accept the MSHDA Supportive Housing Development Fund Grant as presented. Motion carried.

FOOD VENDOR REVIEW

Kim Aultman, Director of Operations, presented the 2021 – 2022 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).

OTHER BUSINESS

MISCELLANEOUS ITEMS

- Board Self-Assessment has received 21 completed surveys and the data will be reviewed in February.
- NMCAA will begin tax filing for the public starting January 31, 2022.
- Super Saturday registration is now open. This is a drive through event will be held at the Michigan Works Building in Traverse City on Saturday, February 12th, 10 AM – 12 PM.

There being no further business to come before the Board, the meeting was adjourned at 2:31 P.M.

Next meeting will be: February 17, 2022, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary