

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – April 21, 2022

PRESENT:

Karen Baryg
Marna Robertson
Art Jeannot
Grace Ronkaitis
Shirley Roloff (remote)
Larry Levengood (remote)
Rev. Gerald Cook
Lindsey Walker
Anthony Ansorge
Brandy Keeney
Kat Byers
Gwenne Allgaier
Sam Getsinger
Pam Niebrzydowski
Marc Milburn
Chuck Corwin
Phillip Haner
Judy Nichols (remote)

ABSENT:

Tonya Schroka (E)
David White (E)
Bryce Hundley (E)
Truman Bicum (E)
Debbie Bishop (E)
Jeff Miller
Ralph Stephan (E)
Bethany Parent (E)
Peachy Rentenbach (E)

The meeting was called to order at 12:32 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 Pam Niebrzydowski, supported by Kat Byers, that the meeting agenda be approved as presented. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the February 17, 2022, and March 17, 2022, meetings of the Board of Directors were presented for Board action.

Motion by Chuck Corwin, supported by Phillip Haner, that the minutes of the February 17, 2022, and March 17, 2022, Board of Director meetings be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Kat Byers, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on April 14, 2022.

Motion by Marna Robertson, supported by Grace Ronkaitis, that the minutes of the March 10, 2022, and April 14, 2022, Policy Council meetings be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that upcoming monitoring reviews include the Emergency Solutions Grant (desk review started 4/18), NeighborWorks the week of 5/20/2022, Bureau of Community Action and Economic Opportunity (BCAEO) Programmatic Monitoring (desk review beginning 5/3/22), and The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP) monitoring moved to 6/15/22.

Communication from the Administration for Children and Families has been received and states that the recently signed Consolidation Appropriations Act of 2022 includes an increase of \$289 million over FY 2021 for Head Start programming, a 2.28% Cost Of Living Adjustment, and \$52 million for Quality Improvement.

Weatherization Assistance Program (WAP) Updates include an increase in Low Income Home Energy Assistance (LIHEAP) to \$648,027 from the original amount of \$258,220. These funds are critical to our ability to utilize Dept. of Energy (DOE) WAP dollars. DOE has created a new grant category for Program Year 22 (7/1/22 to 6/30/23) Weatherization Readiness Funds can be used for deferrals and Michigan is slated to receive \$878,231. In addition, WAP stimulus dollars are expected to triple production goals for the next five years.

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

COMMITTEE REPORTS

HOUSING COMMITTEE

Tony Anson reported that the Housing Committee met on 4/19/22 to discuss a potential partnership for a new housing development. Tina Allen from New Wave Church, explained the project located in Leelanau County and provide 14, 1200 sq ft homes. These stick-built homes will be built in collaboration with other community partners including Habitat for Humanity. The church has donated the land and raised funds to start the project. As a religious non-profit, New Waves United Church of Christ needs a 501(c)3 organization to partner with them to apply for the Michigan State Housing Development Authority (MSHDA) Small Scale Housing Rental Pilot Program funding for the project. NMCAA will apply for a MSHDA SHRP (Small-Scale Housing Rental Pilot Program) for three of the rental units. This will provide affordable housing that is critically needed in our area. The request will be for three rental units for a total of \$330,450.

Motion by Karen Bargy, supported by Lindsay Walker, to approve the Resolution/application to the Michigan State Housing Development's (MSHDA) Small-Scale Housing Rental Pilot Program. Motion carried.
(Roll call vote unanimously - yes)

GOVERNANCE COMMITTEE

Kerry Baughman stated the proposed By-Law revisions have been sent to the full Board for review based on the conversations of the March BOD Meeting.

Motion by Gwenne Allgaier, supported by Pam Niebrzydowski, to approve the NMCAA By-Laws revisions as presented. Motion carried.

FUND DEVELOPMENT COMMITTEE

Lindsay Walker, Fund Development Committee member, reported the Fund Development Committee met earlier this week. Through the second Quarter of fiscal year 2022, NMCAA has raised \$127,894. The largest portion is Meals on Wheels which has raised \$71,945. Highlights of the second quarter include:

- First Donor newsletter mailed in March
- Gratitude Campaign - Handwritten thank you notes for all donors since March 10, 2020
- Welcome baskets – J&S Hamburg
- March for Meals Fundraiser
 - Raised: \$17,200, Doubled sundae kit sales revenue
 - Doubled sponsorship revenue and overall funds raised
 - Secured first \$5,000 level sponsor

The Board Member Ambassador Tool Kit is currently being revised. The purpose of the Tool Kit is to give Board members background about NMCAA, its mission, history, programs, and services. This will assist Board members in building relations in our communities and is key to obtaining philanthropic support for NMCAA.

Motion by Sam Getsinger, supported by Marna Robertson, to accept the Fund Development Committee report s presented. Motion carried.

BUSINESS

FY 2021 SINGLE AUDIT

Karl Eck, CPA, WIPFLI, presented the NMCAA FY 2021 Single Audit. The Consolidated Statements of Financial Positions, Consolidated Statements of Activities, Liquidity and Availability, and Annual Functional Classification of Expenses were reviewed. The Report on Compliance for Major Programs shows no findings. The expenditure threshold requirement for a major program is \$750,000 or 3% if over \$25 million in expenditures. The NMCAA programs that were reviewed were Emergency Solutions Grant, Coronavirus Relief Fund, Emergency Rental Assistance Program and Head Start. NMCAA is a low risk auditee and there were no prior year findings.

Motion by Brandy Keeney, support by Art Jeannot, to approve the FY 2021 NMCAA Single Audit as presented. Motion carried.

COMMUNITY SERVICES BLOCK GRANT (CSBG)

Rebecca Salm, Financial Management Services Utility Coordinator, presented the CSBG-Discretionary FY 22 grants. Grant awards from the Michigan Department of Health and Human Services Bureau of Community Action and Economic Opportunity include \$10,000 matching funds for tax preparation program to prepare 3200 returns and \$50,000 innovative grant to provide match savings for parents and children, and money management education for the family.

Motion by Gwenne Allgaier, supported by Phillip Haner, to accept the CSBG- FY 22 Grants. Motion Carried.

HOME HEATING TAX CREDIT GRANT

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Rebecca Salm presented the Home Heating Tax Credit Grant from the Community Economic Development Administration of Michigan (CEDAM). The award amount is for \$110,000 from 4/11/22 through 9/23/23. This money will be used to promote the Home Heating Tax Credit program and education about the tax credit. Preparation of the Home Heating Tax Credit can be done through a portal, drop-off, email, or in-person.

Motion by Lindsay Walker, supported by Brandy Keeney, to accept the Home Heating Tax Credit Grant as presented. Motion carried.

POLICY COUNCIL BY-LAW UPDATES

Shannon Phelps, Early Childhood Director, announced that Policy Council has made updates to their By-Laws. Areas of changes include Conflict of Interest clarification, election of representatives, voting rights, notice of meetings, and reimbursement.

NMCAA HEAD START ANNUAL REPORT

Shannon Phelps reviewed the NMCAA Head Start Annual Report for program year 2020-2021. The required Annual Report Components were reviewed along with the Total Amount of Public and Private Funds Received, a Proposed Budget and Budgetary Expenditures comparison, and additional funding received from the CARES Supplement. The total number of children and families served was reviewed for Head Start and Early Head Start. Average monthly enrollments, percentage of eligible children served, enrolled children that received medical and dental exams, parental involvement activities, and the program's efforts to prepare children for kindergarten were also included.

Motion by Pam Niebrzydowski, supported by Sam Getsinger, to approve the NMCAA Head Start Annual Report for program year 2020 – 2021. Motion carried.

OTHER BUSINESS

MISCELLANEOUS ITEMS

- May is Community Action Month open House Petoskey NMCAA Office ~ More information to come
- Visit nmcaa.net for updated NMCAA Board Book.
Hard copies are available upon request.

- Save the Date! July 26 – 28, 2022, at Boyne Mountain Resort
***Community Action, Community Care:
Perseverance, Innovation, and Transformation***

There being no further business to come before the Board, the meeting was adjourned at 2:45 P.M.

Next meeting will be: May 19, 2022, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary