

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – May 19, 2022

PRESENT:

Karen Bargy
Grace Ronkaitis
Shirley Roloff (remote)
Larry Levensgood
Rev. Gerald Cook
Anthony Ansorge
Truman Bicum
Debbie Bishop
Gwenne Allgaier
Peachy Rentenbach
Sam Getsinger
Pam Niebrzydowski
Chuck Corwin
Philip Haner

ABSENT:

Marna Robertson (E)
Art Jeannot (E)
Tonya Schroka
David White (E)
Lindsey Walker
Bryce Hundley
Brandy Keeney
Kat Byers (E)
Jeff Miller
Marc Milburn (E)
Ralph Stephan (E)
Judy Nichols (E)
Bethany Parent (E)

The meeting was called to order at 12:33 P.M. by Chairperson Peachy Rentenbach. Roll call was taken, and a quorum was established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the April 21, 2022, meeting of the Board of Directors was presented for Board action.

Motion by Chuck Corwin, supported by Sam Getsinger, that the minutes of the April 21, 2022, meeting be approved with one spelling correction. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Peachy Rentenbach announced that Judy Nichols has resigned from the Board.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Shannon Phelps, Early Childhood Programs Director, presented the Policy Council minutes from the meeting held on May 12, 2022.

Motion by Jerry Cook, supported by Larry Levensgood, that the minutes of the May 12, 2022, Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that upcoming monitoring reviews include NeighborWorks the week of May 30th, Bureau of Community Action and Economic Opportunity (BCAEO) Programmatic Monitoring desk review began May 3rd, The Emergency Food Assistance Program and the Commodity Supplemental Food Program (CSFP) was moved to June 15th.

The NMCAA Program Updates and the Board Giving Postcard are included in the Board folders this month. The program updates will now be shared monthly with the Board of Directors.

Updates on activities to support the strategic plan goal: "NMCAA's programs and services are promoted through consistent messaging so that they are understood and highly regarded by employees and the public." Strengthening communication and outreach was identified as an area of focus in the recent Board Self- Assessment and through community partner interviews as part of the community needs assessment.

Action items include:

- Open House at our Petoskey Office on Friday, May 27th with another to follow in June at our Cadillac office.
- Revision of NMCAA Ambassador Tool Kit.
- The updated NMCAA Board Book is available for review on the NMCAA website.
- NeighborWorks Supplemental Grant Request Opportunity and free consultation from NeighborWorks Public Affairs and Communications Advisor to support communications/outreach.
- Monthly NMCAA Program Updates to Staff.

NMCAA has a presence on social media:

Facebook Northwest Michigan Community Action Agency
Instagram NWMI Community Action Agency
Twitter NWMI Comm Action

Motion by Jerry Cook supported by Larry Levensgood, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Gwenne Allgaier, Personnel Committee member, reported that the Personnel Committee met earlier today. The Committee recommends updating the NMCAA Personnel Policies with the addition of Juneteenth to the agency list of paid holidays.

Motion by Gwenne Allgaier, supported by Pam Niebrzydowski, to approve the Personnel Policies changes as presented.
Motion carried, with 1 "no" vote.

Head Start and Early Head Start have provided for a 2.28% increase for wages and benefits. NMCAA leadership has analyzed budgets to provide an additional 1.22% increase for wages and benefits for a total increase of 3.5% recommended this year for all Agency employees.

Motion by Gwenne Allgaier, supported by Sam Getsinger, to accept the 2.28% COLA increase for wages and benefits and the additional 1.22% for all NMCAA employees. Motion carried, with 1 “no” vote.

The NMCAA medical health care plan is through Priority Health. The increase this year will be range from 5-6% and will equate to employee premium increases of 1.74% to 26.94% depending on the specific plan. An increase of 15% for dental insurance plans has prompted exploration of alternatives. The vision plan is remaining the same with no premium cost increase.

HOUSING COMMITTEE

The Housing Committee recently met on May 13th to review an NMCAA and Homestretch Development Partnership to build 8 units in Vineyard View Apartments located in Suttons Bay. Land was donated to Homestretch by Leelanau County Land Bank. The total development cost is \$1,997,751. It is planned to break ground on the development this summer and the units will have green and energy efficiency. There is an investment request of \$75,000 from NMCAA NeighborWorks capital funding as a loan that will be paid back and reinvested.

Motion by Tony Ansonge, supported by Debbie Bishop, to approve the \$75,000 NeighborWorks capital investment as presented. Motion carried.

BUSINESS

HEAD START TRANSPORTATION WAIVER

Shannon Phelps 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 Peachy Rentenbach, supported by Sam Getsinger, to accept the Head Start Transportation Waiver for PY 22-23 as presented. Motion carried.

HEAD START / EARLY HEAD START COLA & WAIVER

The Office of Head Start (OHS) has provided funding for a 2.28% cost of living allowance (COLA) for 2022. This is a permanent increase of 2.28% in wages for employees. The fringe benefit package will also be increased for all eligible employees. Quality Improvement (QI) funding has also been made available in the amounts of \$34,036 for Head Start and \$26,796 for Early Head Start. The QI funding will support newly created behavioral health and coaching positions. A non-federal match waiver is requested on the COLA and QI funds due to a lack of community resources in part due to the coronavirus public health emergency.

Motion by Gwenne Allgaier, supported by Pam Niebrzydowski, that the Cost-of-Living Adjustment of 2.28% for 2022, Quality Improvement funding, and the non-federal match requirement waiver be accepted as presented. Motion carried.

CHANGE OF SCOPE APPLICATION

Because programs are facing difficulties due to an early childhood staffing shortage nationwide, the Office of Head Start is offering programs the option to submit a change in scope application to address the need for wage and benefit increases to help attract and retain staff. The change of scope process reduces the number of children served but does not impact the total grant award. NMCAA is recommending a 12% slot reduction to Head Start (15 collaborative Center slots, 66 NMCAA operated HS slots) and a 6% slot reduction in Early Head Start (20 home based) which will provide the funding needed to adjust wages to more competitive levels.

Motion by Gwenne Allgaier, supported by Chuck Corwin, to accept the Head Start/Early Head Start Change of Scope Application as presented.
Motion carried.

NEIGHBORWORKS REVIEW AND SALESFORCE COMPASS

NeighborWorks will be conducting an Organizational Assessment of NMCAA May 31 – June 3. The upcoming Organizational Assessment Division (OAD) will measure NMCAA's health, capacity, performance, and impact.

NMCAA has been awarded \$180,000 from NeighborWorks as an exemplary-rated organization and is currently applying for a NeighborWorks Sustainable Business Initiative (SBI) Leveraging Technology Grant for \$18,500 to be used to create a customer portal and customer Relationship Management System in Salesforce using NeighborWorks Compass. Clients can sign up for classes through the portal.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) GRANT

Rebecca Salm, FMS Utility Coordinator, presented the MSHDA Homeownership Education Program Grant Request. The requested amount of \$45,000 will be used to provide education and counseling services for persons seeking to rent, purchase, or retain a home. A variety of housing education and coaching services will be available in the 10 county service area. Goals include 40 households obtaining safe and affordable housing and 26 households will avoid foreclosure.

Motion by Karen Bargy, supported by Gwenne Allgaier, to approve the MSHDA Homeownership Education Program Grant Request as presented.
Motion carried.

VOLUNTEER INCOME TAX ASSISTANCE (VITA)

Meg Havenga, FMS Tax Coordinator, reviewed the Volunteer Income Tax Assistance (VITA) grant submission. The proposed budget is \$114,640 and will support a fulltime Tax Program Coordinator, a fulltime Tax Scheduler, seasonal part time Administrative Assistants and a seasonal Senior Tax Specialist. The projected IRS target is 3,200 completed tax returns next tax season.

Motion by Karen Bargy, supported by Grace Ronkaitis, to approve the Volunteer Income Tax Assistance (VITA) grant submission as presented.
Motion carried.

OTHER BUSINESS

MISCELLANEOUS ITEMS

H.R. 5129, the Community Services Block Grant Modernization Act Update

- The House of Representatives voted 246-169 to pass reauthorization.
- Community Action has continued to receive funding through appropriations even though this legislation has not been reauthorized since 1998.
- The CSBG Modernization Act reauthorizes and strengthens the block grant for the next 10 years.

- 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 2:21 PM.

Next meeting will be: June 16, 2022, 12:30 PM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary