

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Annual Meeting – October 20, 2022**

**PRESENT:**

Art Jeannot  
Grace Ronkaitis  
Shirley Roloff  
Larry Levensgood  
Rev. Gerald Cook  
Anthony Ansorge  
Brandy Keeney  
Truman Bicum  
Kat Byers  
Debbie Bishop  
Gwenne Allgaier  
Peachy Rentenbach  
Sam Getsinger  
Pam Niebrzydowski  
Marc Milburn  
Chuck Corwin  
Philip Haner  
Bethany Parent

**ABSENT:**

Brian Alexander  
Karen Bargy  
Tonya Schroka  
Bryce Hundley  
Jeff Miller  
Marna Robertson (E)  
David White (E)  
Lindsey Walker (E)

The meeting was called to order at 12:31 P.M. by Chairperson Peachy Rentenbach. Roll call was taken, and a quorum was established.

**AGENDA**

Peachy Rentenbach requested approval for the meeting Agenda with the addition of the Diaper Bank Program approval.

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the September 15, 2022, meeting of the Board of Directors were presented for Board action.

Motion by Sam Getsinger, supported by Pam Niebrzydowski, that the minutes of the September 15, 2022, meeting 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 October 13, 2022.

Motion by Brandy Keeney supported by Philip Haner, that the minutes of the October 13, 2022, Policy Council meeting be approved as presented.  
Motion carried.

### **EXECUTIVE DIRECTORS REPORT**

Kerry Baughman announced that NMCAA was awarded \$10,366 from United Health Care to assist with monthly rent security deposits. This will provide assistance to 6 households at an average of \$1500 per household for security deposits. The MI Hope Grant Award is for \$500,000 which will assist 60 households with energy efficiency additions to homes which are receiving other Home Energy and Efficiency Services (HEES) through NMCAA. This grant application received a perfect score which allowed NMCAA to receive the maximum award.

The Community Services Block Grant Organizational Standards will be monitored in November/December 2022 by the Michigan Bureau of Community Action and Economic Opportunity (BCAEO). There are 58 organizational standards with 3 focus areas and 9 categories.

WIPFLI will conduct the FY22 single audit the week of January 23, 2023. The regular scheduled date of the board meeting would be on January 19. Would like to move the January 2023 meeting to January 26 to allow the Board to meet with the auditors. Since the auditors will not be here in December, the Board can consider the December meeting as optional. Roll call vote to ensure availability to establish quorum with a vote of no indicating lack of availability.

Motion by Art Jeannot, supported by Brandy Keeney, to remove the December 2022 NMCAA BOD meeting from the meeting calendar and to move the meeting scheduled for January 19, 2023 to January 26, 2023.  
Motion carried with 3 "no" votes.

Committee assignments for 2023 will be determined soon. If there is a particular committee that is of interest, please let Kerry know. There will also be options for Board participation in the 2023 Strategic Planning sessions.

Motion by Phil Haner, supported by Kat Byers, to accept the Executive Directors Report as presented. Motion carried.

### **BUSINESS** **FINANCIAL UPDATES**

Meredith Gafill, Controller, presented the September Financial Updates. The 2023 All Agency budget was also presented

Motion by Tony Ansonge, supported by Gwenne Allgaier, to accept the FY23 NMCAA Agency-wide Budget with revenues of \$30,025,415 and expenditures of \$29,770,520. Motion carried.

### **HEAD START COMPETITIVE WORKFORCE INCENTIVE PAY POLICY & PROCEDURE**

Shannon Phelps, Child Family Development Director, explained that in an effort to remain competitive with similar area employers, or state or federal entities, pay will be provided as a financial incentive to staff. In order to receive these funds, staff must be current agency employees when competitive workforce incentives are issued. Distributions will only be made when funds are available.

Motion by Tony Ansorge, supported by Brandy Keeney, to adopt the NMCAA Head Start Competitive Workforce Incentive pay Policy and Procedures effective November 1, 2022, as presented. Motion carried with one "no" vote.

**TEACHER CREDENTIAL WAIVER REQUEST**

Shannon Phelps recapped the recruitment attempts to fill the open Teacher position at Lincoln Street Head Start in Cadillac. The postings did receive applicants and 5 were unqualified. One applicant was scheduled for an interview, but the candidate did not respond. Based on this, NMCAA proposes a Hire Compliance Plan for Sara Wiltfang who has a current CDA (Child Development Associate Credential). Sara is currently an Assistant Teacher at Lincoln Street Head Start and has been employed with NMCAA since 2018. She is working towards her associate degree and is forecasted for program completion by spring of 2023.

Motion by Brandy Keeney, supported by Bethany Parent, to submit to the Office of Head Start a Center-based Preschool Classroom Teacher Qualification Waiver for Sara Wiltfang, Lincoln Street Cadillac Head Start. Motion carried.

**APPROVAL OF FY23 VOLUNTEER INCOME TAX ASSISTANCE (VITA) GRANT**

Karen Emerson, Financial Management Services Manager, presented the FY 23 VITA Grant award. The goal is to complete 3000 returns. The award amount is \$70,000 with a match of \$125,707.

Motion by Gwenne Allgaier, supported by Chuck Corwin, to accept the FY 23 VITA grant for \$70,000. Motion carried.

Meg Havenga, Tax Program Coordinator, reviewed the filing season 2022. There were 2617 Federal returns filed, and 90 completed through MyFreeTaxes.com for a total of 2707. Nearly \$7M in Federal and State refunds and credits resulting in outstanding impact to our community with dollars back into the pockets of our customers. The Home Heating Credit grant for \$110K served 682 households and refunded \$404,274 back into the community. This year's program will see a return to in-person appointments being available as well as the drop-off model. Volunteers will mostly be working virtually and will utilize technology to meet with customers. Myfreetaxes.com will be available again this year. Scheduling of appointments will start in January.

**AUTHORIZATION OF SIGNATURE FY23**

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, 2022, to September 30, 2023.

Motion by Art Jeannot, supported by Pam Niebrzydowski, to accept the 2022-2023 Authorization of Signature Resolution as presented. Motion carried

**DIAPER BANK PROGRAM**

Karry Baughman announced that NMCAA was awarded \$550,550 for the Diaper Bank Program which will provide diapers and/or diapering supplies to households with children under 36 months of age. As diapers and/or diapering supplies are distributed, a log must be kept that collects the recipient county, age of child(ren) and number of diapers and/or

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supplies distributed. All funds must be expended by September 30, 2023.

Motion by Brandy Keeney, supported by Bethany Parent, to approve the Diaper Bank Program Grant for October 1, 2022 – September 30, 2023.  
Motion carried.

**OTHER BUSINESS**

**MISCELLANEOUS ITEMS**

Senate Bill 3769, the **Weatherization Assistance Program Improvements Act of 2022**, will be considered in the Senate during the week of November 14th. The bill's sponsor, Sen. Jack Reed, has included it in the National Defense Authorization Act for FY2023. The Reed Weatherization provision will:

- Change the WAP ACPU to \$12,000 from the current \$8000;
- Authorize the Readiness Fund for major repairs permanently; and
- Cut some reporting red tape.

**Volunteer Opportunity!**

Huntington Bank is packing food boxes in our Cadillac warehouse on Wednesday October 26, 2022. If you are interested in joining this team in packing food boxes for the Commodity Supplemental Food Program (CSFP) call Kim Aultman at 231-620-5222

There being no further business to come before the Board, the meeting was adjourned at 2:04 PM.

Next meeting will be: Thursday, November 17, 2022

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary