

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – November 17, 2022

PRESENT:

Karen Bargy
Art Jeannot
Grace Ronkaitis
Shirley Roloff (remote)
Larry Levensgood (remote)
Chuck Corwin
Brian Alexander
Brandy Keeney
Truman Bicum
Kat Byers
Sam Getsinger
Phillip Haner
Bethany Parent

ABSENT:

Marna Robertson (E)
Tonya Schroka (E)
David White (E)
Lindsey Walker (E)
Anthony Ansoerge (E)
Gwenne Allgaier (E)
Debbie Bishop (E)
Marc Milburn (E)
Rev. Gerald Cook (E remote)
Pam Niebrzydowski (E remote)
Peachy Rentenbach (E remote)

The meeting was called to order at 12:30 P.M. by Art Jeannot of the Executive /Audit Committee. Roll call was taken, and a quorum was established.

AGENDA

Art Jeannot requested approval for the meeting Agenda with a revision to move required vote approvals to the top of the agenda.

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

MEMBERSHIP ANNOUNCEMENTS

The resignations of two Board members, Jeff Miller (Wexford) and Bryce Hundley (Grand Traverse) were announced. Jeff Miller has been a long time Board member and may be interested in rejoining in the near future. Commissioner Hundley's term expires at the end of the year, and he will not be continuing on the Grand Traverse Board of Commissioners.

Motion by Brandy Keeney, supported by Grace Ronkaitis, that the resignations of Jeff Miller and Bryce Hundley be accepted. Motion carried.

Evelyn Maciha was presented to join the Board from Roscommon County representing the Private Sector.

Motion by Bethany Parent, supported by Sam Getsinger, to approve the addition of Evelyn Maciha, representing Roscommon County Private Sector. Motion carried.

MINUTES OF PREVIOUS MEETING

The minutes of the October 20, 2022, Annual meeting of the Board of Directors were presented for Board action.

Motion by Kat Byers, supported by Bethany Parent, that the minutes of the October 20, 2022, Annual NMCAA Board of Directors meeting be approved as presented. Motion carried.

PUBLIC INPUT

None.

HEAD START NON-FEDERAL MATCH (NFM) WAIVER REQUEST

Kim Aultman, Director of Operations, presented the Head Start Non-Federal Match (NFM) Waiver Request for FY 22. The total projected NFM collection by the end of December is \$1,814,134. The required amount is \$1,924,134. The NFM Waiver Request is for \$110,000, the difference of the two, as a result of pandemic transition and limited resources.

Motion by Brandy Keeney, supported by Bethany Parent, to approve the FY 2022 Head Start Non-Federal Waiver Request for \$110,000 as presented. Motion carried.

SCHOOL SUCCESS PARTNERSHIP PROGRAM PILOT

Kerry Baughman presented the School Success Partnership Program Pilot which will be with Traverse City Area Public Schools (TCAPS) elementary schools. This program was developed 30+ years ago at Northeast Michigan Community Services Agency to serve school-aged children at risk for academic failure. The program will provide School Success Liaisons within public schools to work with students, family members, teachers, and administrators to address student needs and barriers.

Motion by Sam Getsinger, supported by Bethany Parent, to approve the pilot School success Partnership Program with Traverse City Area Public Schools. Motion carried.

POLICY COUNCIL REPORT

Kat Byers, Policy Council Chairperson, presented the Policy Council minutes from the meeting held on November 10, 2022.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman stated that a monitoring for the Supportive Services for Veterans & Families (SSVF) is taking place November 16-18. The Bureau of Community Action and Economic Opportunity (BCAEO) Financial Monitoring Review has been finalized and the Community Services Block Grant Organizational Standards review begins November 22.

The Diaper Bank Program began distribution in November and so far, \$12,666.17 of diapers, pull-ups, and wipes have been distributed. This pace is what is expected to continue to reach the program distribution goals. A press release will be coming soon!

November is Homeless Awareness Month.

Cadillac Clean Up for Homeless Awareness Month cleaned up 2 encampments in Cadillac to support the relationships between nearby business owners and NMCAA.

Walk for Health and Housing (11/16) was a guided tour of downtown Traverse City from the perspective of people experiencing homelessness and the providers who serve them.

Comedy for Community is taking place this Saturday, November 19th and all proceeds benefit the NMCAA Homeless Prevention Programs.

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COMMITTEE REPORTS

SENIOR NUTRITION INVESTMENT COMMITTEE

Meredith Gafill, Controller, reported that the Senior Investment Committee met earlier today with Kevin Kelly. The fund has a value of \$289,252 as of November 15, 2022. As of October 31, 2022, there has been a decrease of 15.17% for the calendar year. There are no changes or recommendations at this time.

FUND DEVELOPMENT COMMITTEE

Kerry Baughman, Peachy Rentenbach, Sam Getsinger, Pam Niebrzydowski, and Kim Aultman met with staff managers to review the fund development plans for FY 2023. The goals for Homeless Prevention include raising funds to enhance services for clients. Their goal is \$100,000. Financial Management Services has a goal of \$175,240 and Meal on Wheels has a goal of \$220,625. Each program has goals and metrics, a defined targeted audience, and a strategy description.

BUSINESS

FINANCIAL UPDATES

Meredith Gafill, Controller, presented the October Financial Updates.

ANNUAL FOOD VENDOR REVIEW

Kim Aultman, Director of Operations, presented the 2022 – 2023 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).

MASTER LEASING

Sarah Hughes, Homeless Prevention Director, and Grant Card, Homeless Prevention General Manager, presented an informational session discussing Master Leasing as a strategy in the collective efforts to end homelessness. A Master Lease is when a recipient or subrecipient leases a housing unit(s) from a landlord and/or property owner(s) and in turn subleases the unit(s) to program participants. In some cases, the master lease will be for an individual unit, and in other cases the master lease can cover multiple properties or units from a single landlord or property manager. In either situation, all properties within the master lease have a *single rent payment*, *lease terms*, and *renewal schedule*. In other situations, a recipient or subrecipient may lease from multiple landlords or property managers, holding several leases on different properties but using all the leases to sublet to participants.

The advantages and disadvantages of the strategy were discussed and a copy of the presentation will be emailed to Board members when the minutes are distributed.

OTHER BUSINESS

MISCELLANEOUS ITEMS

Community Services Block Grant (CSBG) Enabling Act: Draft of new bill language received from the legislative service bureau and is under review.

Executive/Audit Committee will meet at 12:30 p.m. on December 15, 2022, to formalize the Board committee structure for 2023.

There being no further business to come before the Board, the meeting was adjourned at 2:16 PM.

Next meeting will be:

Thursday, January 26, 2023

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary