

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – September 17,2020

PRESENT:

Marna Robertson (remote)
Larry Levensgood (remote)
Rev. Gerald Cook
Izzy Lyman (remote)
Lindsey Walker (remote)
Brandy Keeney (remote)
Debbie Bishop (remote)
Anthony Ansorge (remote)
Carolyn Rentenbach
Sam Getsinger (remote)
Grace Ronkaitis (remote)
Marc Milburn (remote)
Ralph Stephan

ABSENT:

Ed Boettcher (E)
Art Jeannot (E)
Tom Kelley (E)
Tonya Schroka (E)
Shirley Roloff (E)
Carol Smith
Dr Leigh Ngirarsaol
Pam Niebrzydowski (E)
Jeff Miller
Judy Nichols (E)
Tom Omlsted
Bethany Parent (E)

The meeting was called to order at 12:34 P.M. Chairperson Peachy Rentenbach. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the August 20, 2020 meeting of the Board of Directors were presented for Board action.

Motion by Jerry Cook, supported by Marna Robertson, that the minutes of the August 20, 2020 Board of Directors meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENT

Peachy Rentenbach announced that Jennifer Smith, Consumer Sector Representative from Roscommon County, has resigned from the NMCAA Board of Directors.

Chuck Corwin was presented for Board membership representing the Consumer Sector for Roscommon County. He was approved by Policy Council on September 10, 2020.

Motion by Marc Milburn, supported by Brandy Keeney to accept Chuck Corwin as the Consumer Sector representative from Roscommon County. Motion carried.

PUBLIC INPUT

Bryce Hundley, Grant Traverse County, County Commissioner is a guest today.

POLICY COUNCIL REPORT

Shannon Phelps, Child and Family Development Director, presented the minutes from the Policy Council virtual meeting on September 10, 2020.

Motion by Sam Getsinger, supported by Grace Ronkaitis to accept the Policy Council virtual meeting minutes for September 10, 2020 as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, announced that NMCAA is promoting participation in the 2020 Census which will need to be completed by September 30, 2020. There will be information airing on 9&10 News.

Meal delivery to seniors is still going strong with 121,793 meals delivered to date since the beginning of the COVID pandemic. Commodity Supplemental Food Program distributed food boxes to 751 clients from September 7-11. The need for food continues to be great for our most vulnerable populations.

The goals of the 2018 NMCAA Strategic Plan were reviewed with an emphasis on Goal #4 which is: *All NMCAA programs are sustainable through diversified funding.* The Strategies for this goal include: *Fund Development System in place to serve both agency and program needs* and *Build Fee-for-Service Options.* The Fund Development committee has been meeting a couple of times a month with Jay Zrimec of Zrimec & Wick, LLC to assess current fund development efforts and to determine next steps for completing Goal #4 of the NMCAA Strategic Plan.

The Financial Reports and Annual Operations Plan and Report Summary for August 2020 and bank credit card statements for August 2020 were presented.

Motion by Brandy Keeney, supported by Marna Robertson, that the Executive Director's report be approved as presented. Motion carried.

BUSINESS

PLANNING / EVALUATION COMMITTEE

Sam Getsinger, member of the Planning/Evaluation Committee, announced that the Planning/Evaluation Committee met earlier today. The ROMA (Results Oriented Management Accountability) plan was explained by Kris Brady, Community Services Director. The NMCAA program Logic models were reviewed. Shannon Phelps, Child Family Development Director presented the Head Start/Early Head Start Self-Assessment and the 5-year grant.

Motion by Marna Robertson, supported by Jerry Cook to accept the Planning/Evaluation Committee report. Motion carried.

FUND DEVELOPMENT COMMITTEE UPDATES

Jay Zrimec of Zrimec a & Wick, LLC, announced that the Fund Development Committee has been meeting regularly and have included NMCAA management staff currently engaged in agency fund raising efforts. The result of this work is a list of eight recommendations prepared by Jay Zrimec for NMCAA consideration. One of the critical steps includes the recommendation to hire a full time Fund Development Manager that will work alongside the department managers to assist in facilitating fund development. Time was a major theme identified by managers; they need more time to complete the fund-raising tasks. The Fund Development Manager will alleviate some of the time requirements and assist the department managers in attaining their individual yearly goals. A presentation will be made at the October meeting seeking Board acceptance to move forward with the identified action steps.

HEAD START / EARLY HEAD START FIVE YEAR GRANT APPLICATION

Shannon Phelps reported on the highlights of the 2019 – 2020 Head Start / Early Head Start Self-Assessment. Some areas of focus for the next year will include 1) Parent, Family and Community Engagement, 2) Eligibility, Recruitment, Selection, Enrollment, and Attendance, 3) Health, 4) Safety, 5) Fiscal, and 6) School Readiness. The process also identified 8 strengths, 4 systemic issues, and 10 recommendations. From this process, 2 programmatic goals are developed. There is also a recommendation to shift some of the childcare slots to home-based as fewer of our enrolled families are utilizing childcare options as a result of the pandemic.

The Head Start/Early Head Start budget was presented for 2021. The Head Start total budget is \$6,951,844 and will serve 654 children in 38 Head Start classrooms and 10 collaborative centers. The Early Head Start total budget is \$ 2,771,536 and will serve 263 children and their families through home visits and 7 collaborative centers.

The grant also includes a Non-Federal Share Match Waiver Request in the amount of \$197,127.

Motion by Chuck Corwin, supported by Brandy Keeney, to approve the Head Start / Early Head Start Year 5 Continuation Grant and the Non-Federal Share Match Waiver request as presented. Motion carried.

SUPPORTIVE SERVICES OF VETERANS FAMILIES (SSVF)

Melodie Linebaugh, Homeless Prevention General Manager, presented that Supportive Services for Veteran Families (SSVF) Grant for 2020-2021. The grant total is for \$693,026 and is a 4% increase from the 2019-2020 amount.

Motion by Sam Getsinger, supported by Marna Robertson, to accept the 2020-2021 Supportive Services for Veteran Families in the amount of \$693,015 as presented. Motion carried.

FAMILY SELF-SUFFICIENCY (FSS) GRANT

Karen Emerson, Financial Management Services Manager, explained that the Family Self-Sufficiency (FSS) Program is a voluntary program that encourages Housing Choice

voucher participants to become economically independent and self-sufficient. The goal of the FSS program is to move rental voucher participants off assistance and end the generational cycle of assistance. The contract will pay \$36 per active FSS customer per month. This may result in about \$828 dollars per month.

Motion by Marna Robertson, supported by Larry Levengood, to accept the Family Self-Sufficiency contract as presented. Motion carried.

NMCAA was given the designation of Exemplary upon the completion and review of the annual organizational assessments by NeighborWorks. This will increase future allocations to NCMAA.

The Chemical/TCF Bank Foundation has awarded \$50,000 for up to 18 IDA accounts for January 2021 through December 2021.

CORONAVIRUS RELIEF FUND (CRF) GRANTS

Kerry Baughman explained the Coronavirus Relief Fund (CRF) grants opportunities.

CRF- Water Assistance Program will provide \$117,535 for direct payment assistance for water and wastewater utilities designed to help households retain water service to mitigate the spread of COVID-19.

CRF- Q-CARES Kits will provide \$15,000 for Quarantine Boxes with food or household/hygiene items for low-income people that are quarantined or isolated because they have tested positive for COVID-19, are waiting for test results, have been exposed to COVID-19, are vulnerable seniors, or are immune compromised.

CRF- Emergency Services Assistance will provide \$81,929 to mitigate the spread of COVID-19 in Michigan by reducing the need for low-income individuals and families to leave their homes for basic needs.

CRF- Water Repair and Plumbing Program will provide \$185,000 to ensure that every eligible home will have access to hot and cold water and at least one functioning toilet, bathroom faucet, shower/bath, kitchen faucet, and laundry tub. It is also a goal that the house has functioning wastewater drainage for water access to be sustainable in the home.

These 4 funding opportunities will be available through December 2020.

Motion by Marna Robertson, supported by Lindsey Walker, to accept the Coronavirus Relief Fund grants as presented. Motion carried.

BOARD COMMENTS

Tony Ansoorge reminded the group that there should be some dashboard metrics that are presented to the Board. This has been a goal of the Planning/Evaluation Committee to develop these metrics. He also mentioned that the Head Start program is the largest grantee of NMCAA and is so professionally run. Kerry Baughman recently presented to the Leelanau County Board of Commissioners. The presentation was excellent and well received/appreciated by the Commissioners.

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Kerry Baughman announced that the Bureau of Community Action and Economic Opportunity 2020 Fiscal Monitoring results have been received and there were no findings.

There being no further business to come before the Board, the meeting was adjourned at 2:26 P.M.

Next meeting will be: NMCAA Annual Meeting
Thursday October 15, 2020, 12:30 PM

New Board Member Orientation
Thursday, October 15, 2020, 10:30 AM

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary