

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – November 18, 2021

PRESENT:

Art Jeannot (remote)
Grace Ronkaitis (remote)
Tonya Schroka (remote)
Shirley Roloff (remote)
Larry Levensgood (remote)
Rev. Gerald Cook
Lindsey Walker (remote)
Anthony Ansorge (remote)
Truman Bicum
Debbie Bishop (remote)
Gwenne Allgaier
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Marc Milburn
Chuck Corwin (remote)

ABSENT:

Terry Van Alstine (E)
Marna Robertson (E)
David White (E)
Bryce Hundley (E)
Brandy Keeney (E)
Deb Ballard
Jeff Miller
Ralph Stephan (E)
Judy Nichols (E)
Tom Olmsted (E)
Bethany Parent

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

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the October 21, 2021, meeting of the Board of Directors were presented for Board action.

Motion by Marc Milburn, supported by Pam Niebrzydowski, that the minutes of the October 21, 2021, Board of Directors meeting be approved as presented. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Kerry Baughman presented the Policy Council minutes from the meeting held on November 11, 2021.

Motion by Larry Levensgood, supported by Jerry Cook that the Policy Council minutes from November 11, 2021, be accepted as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reviewed the potential Michigan Weatherization and Supplemental Program Funding. The increase could expand NMCAA's Weatherization program by 3 times the current funding level if distributed over 5 years and 2 times the current level if over 10 years. There will also be additional funding through the Low-Income Home Energy Assistance Program (LIHEAP), the MI Deferral Reduction Pilot, and MI ARP Plumbing and Minor Home Repair.

The 2021 Community Needs Assessment (CNA) is near completion.
Emerging themes include:

- COVID-19 had a profound and enduring impact on households in the region
- NMCAA programs and direct support have helped overall
- intense community needs remain that are impacting families, communities, and the region
- seniors represent a population that is facing more acute challenges in this region than some others.

There will be a presentation at the December Board of Directors meeting to review the complete results of the CNA.

NMCAA has five committees, Governance Personnel, Planning & Evaluation, Fund Development and Housing (ad hoc). If you prefer a particular committee assignment, please let Kerry know and she will take that into consideration in determining the 2022 committee assignments.

The updated NMCAA FY Programmatic Dashboard was reviewed.
The updated NMCAA FY Donations Dashboard was reviewed.

The Financial Reports and Annual Operations Plan and Report Summary for October 2021, and bank credit card statements for October 2021 were presented.

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

COMMITTEE REPORTS

SENIOR NUTRITION INVESTMENT COMMITTEE REPORT

Peachy Rentenbach reported that Senior Nutrition Investment Committee met, and the fund has a current value of \$332,734 which represents a 3.68% increase YTD. There are no recommendations at this time.

FUND DEVELOPMENT COMMITTEE REPORT

Peachy Rentenbach announced that the Fund Development Committee met on November 5, 2021. During the meeting, the committee reviewed each of the FY22 NMCAA Fund Development Plans, including goals and metrics, presented by NMCAA staff members. Question and answer periods provided the opportunity for FDC members to gain a comprehensive understanding of the plans.

Michelle Handke, Engagement Manager, presented the fundraising plans for the overall Agency, Homeless Prevention, Financial Management Services, and Meals on Wheels programs. Goals have been set for each area and will be monitored on a monthly basis with quarterly updates to the Board. Successes include the first-ever email appeal letter

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(Meals on Wheels), Black Star Farms fundraiser, streamlined giving options on the NMCAA website, and 4 year-end appeals using mailing lists and content coordinated by the Engagement Manger. Quarterly reports to the Board in 2022 are scheduled for February 17, May 19, and August 18.

EXECUTIVE/AUDIT COMMITTEE REPORT

Peachy Rentenbach reported that the Executive/Audit Committee met earlier today. The Single Audit Schedule and Activities were reviewed. The Auditors will present the FY2021 NMCAA Single Audit during the December Board meeting. There was a discussion regarding the governmental directives for vaccination which will impact NMCAA. Currently waiting on final direction from the Office of Head Start with more details on mandatory vaccinations for Head Start staff and regarding the OSHA Emergency Temporary Standards, which is currently suspended pending legal challenge.

The Board Self-Assessment has incomplete results since not everyone has responded. Paper copies of the Self-Assessment will be sent to those not in attendance today and to anyone else who would like one. The target is 100% completion rate by December.

Motion by Gwenne Allgaier, supported by Pam Niebrzydowski, to accept the Senior Nutrition, Fund Development, and Executive/Audit Committee reports as presented. Motion carried.

BUSINESS

MONTHLY FINANCIAL STATUS REPORTS

Kerry Baughman presented the NMCAA Statement of Revenue and Expenditures for October 2021. Notes on the report from Meredith Gafill, Controller, were also reviewed.

NMCAA SECTION 125 PLAN

Betsy Rees, Human Resources Director, presented a revised Cafeteria Plan (also known as a Section 125 plan). The plan allows Employees to choose from a menu of different benefits paid with pre-tax dollars. By paying a lower tax rate, more money remains in the employees' take-home pay. Plans should be updated every five (5) years. The plan went into effect on November 1, 2021.

Motion by Lindsey Walker, supported by Chuck Corwin, to approve the NMCAA Section 125 Plan as presented. Motion carried

OTHER BUSINESS

MISCELLANEOUS ITEMS

Michigan State Attorney General, Dana Nessel, visited with NMCAA at the Traverse City Office on November 8, 2021.

Look for the NMCAA Petoskey Office Staff November 27, 2021, at the downtown Petoskey Holiday parade starting at 6 p.m.

There being no further business to come before the Board, the meeting was adjourned at 1:52 P.M.

Next meeting will be:

December 16, 2021, 12:30 PM

Respectfully Submitted
Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary