

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – November 19, 2020

PRESENT:

Marna Robertson (remote)
Tonya Schroka (remote)
Shirley Roloff (remote)
Larry Levensgood
Rev. Gerald Cook (remote)
Lindsey Walker (remote)
Brandy Keeney (remote)
Peachy Rentenbach
Sam Getsinger (remote)
Pam Niebrzydowski (remote)
Grace Ronkaitis (remote)
Marc Milburn (remote)
Chuck Corwin (remote)
Judy Nichols (remote)

ABSENT:

Ed Boettcher (E)
Art Jeannot (E)
Izzy Lyman (E)
Bryce Hundley
Carol Smith (E)
Dr Leigh Ngirarsaol
Debbie Bishop (E)
Anthony Ansorge (E)
Jeff Miller
Ralph Stephan (E)
Tom Omlsted
Bethany Parent

The meeting was called to order at 12:39 P.M. Chairperson Peachy Rentenbach. Following the Pledge of Allegiance, roll call was taken and a quorum established.

AGENDA

The NMCAA November 19, 2020 Board of Directors meeting agenda was reviewed.

MINUTES OF PREVIOUS MEETING

The minutes of the October 15, 2020 Annual meeting of the Board of Directors were presented.

MEMBERSHIP ANNOUNCEMENT

None.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Tonya Schroka presented the Policy Council virtual meeting minutes from November 12, 2020. Tonya's term on the Head Start Policy Council is coming to an end and she will be stepping down as Policy Council Chair. Thank you, Tonya, for your great leadership!

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, presented the Coronavirus Relief Funds Grants updates.

Q-Cares has 464 household cleaning buckets and 26 hygiene kits that will be distributed through CSFP and Homeless Prevention clients.

The **Water Arrearages Program** will provide \$17,758 to water providers for client arrearages.

Emergency Services will completely spend out \$81,074 in direct assistance to clients and NMCAA has requested additional funding.

The **Water Repair and Plumbing Program** currently has all funding obligated to households.

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Expecting a round two of funding for **Digital Divide** and will participate at that time.

The Manistee Senior Mileage, including a .175 mill increase, passed in Manistee County. The Manistee Commission on Aging will assume the MOW program starting January 2021.

The HUD Office of Housing Counseling Review was completed in September with no findings. NMCAA was awarded a grant of \$9,642 in the second round of Fiscal Year 2020 to provide housing counseling services. Two staff members from WIPFLI will be on site the week of December 14th for the NMCAA Single Audit Review for FY 2020.

NMCAA employees are working through the challenges of administering human service programs during a pandemic and there have even been 43 remote new hires! School closings and other challenges continue, but NMCAA will continue to work through the challenges as they come. It must be recognized, though, that staff are feeling the burden of their own situations coupled with the continued expansion of programs to respond to the impact of COVID 19 in the community.

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

CONSENT AGENDA

Peachy Rentenbach requested a Consent Agenda approval for accepting the Agenda, Minutes of October 2020 BOD meeting, November Policy Council Report, and the Executive Director's Report.

Motion by Larry Levensgood, supported by Pam Niebrzydowski, that the Consent Agenda be approved as presented. Motion carried.

BUSINESS

EXECUTIVE/AUDIT COMMITTEE REPORT

Peachy Rentenbach announced that the Executive/Audit Committee met earlier today. In preparation for the FY 2020 Single Audit, Dan Dewey, Controller met with the committee to review the Consolidated Statement of Financial Position for 2020 and the comparisons to the 2019 statement. A draft of the NMCAA Board of Directors Calendar was also reviewed.

Motion by Jerry Cook, supported by Sam Getsinger, to approve the Executive /Audit Committee report. Motion carried.

SENIOR INVESTMENT COMMITTEE REPORT

Peachy Rentenbach announced that the Senior Investment Committee met earlier today with Kevin Kelly from Financial West Group. The value of the fund as of October 18, 2020 is \$314,299 which reflects a 0.63% increase year to date. The Board discussed the current investment risk of this portfolio and supported the idea of not taking on additional risk at this time. Therefore, two investments (one which has come due and one which is under-performing) will be rolled into two multi-sector bond funds that are performing well. The investment risk level will remain the same.

Motion by Chuck Corwin, supported by Judy Nichols, to accept the Senior Investment Committee report as presented. Motion carried.

LAUNDRY PROJECT \$5,000 GRANT REQUEST

Karen Emerson, Financial Management Services Manager, explained that NMCAA became involved in the Laundry Project earlier in 2020. This program runs through the school year and utilizes two Grand Traverse County laundromats on Thursdays. The monthly costs run \$500-\$1000 per laundromat. The Presbyterian Church of Traverse City has asked for a Request for Proposal to support the Laundry Project and a grant request was submitted in the amount of \$5,000.

Motion by Brandy Keeney, supported by Lindsey Walker, to approve the grant request in the amount of \$5,000 to the Presbyterian Church of Traverse City to support the Laundry Project. Motion carried.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) GRANT

Lisa Ritter, Weatherization Manager, presented the Weatherization Assistance Program LIHEAP for Program Year 2021. The total of \$258,173 will be used from October 1, 2020 – September 30, 2021

Motion by Marne Robertson, supported by Lindsey Walker, to approve Weatherization Assistance Program LIHEAP funds for Program Year 2021 in the amount of \$258,173. Motion carried.

EARLY HEAD START (EHS) EXPANSION SELF-ASSESSMENT REPORT

Shannon Phelps, Child Family Development Director, reviewed the Early Head Start Expansion Self-Assessment Report. This report is the same as the report approved for the agency's CH (original) grant, except for Goal Progress, since the HP (EHS Expansion) and CH grant are currently working towards to different goal sets.

CHANGES IN SCOPE AND REQUEST TO CONSOLIDATE HEAD START GRANTS

Shannon Phelps explained that there is an opportunity to consolidate the NMCAA CH (original EHS grant) with the HP (EHS Expansion grant) into one grant.

- This consolidation creates one program funding year instead of two and allow for flexibility of funding usage.
- If the grants are consolidated, the combined grant will default to the grant cycle that is further along in the 5-year grant cycle. For NMCAA, that would mean that the original HS grant would default to the EHS Expansion grant (HP) cycle, which is entering its third year.
- Grant consolidation would expand the footprint of the HP grant to the entire 10 county region giving it more flexibility to ensure full enrollment.
- The Program Information document outlining this opportunity (acf-pi-19-02) was sent as a part of the Board packet and the risks and benefits of this opportunity were discussed.

Motion by Larry Levensgood, supported by Grace Ronkaitis, to accept the request to consolidate the CH and HP grants presented. Motion carried.

EARLY HEAD START EXPANSION (HP) CONTINUATION GRANT

Shannon Phelps reviewed the Head Start grant for 2021 and some changes that will need to be made in the scope of the grant.

- Slot changes at some of the childcare partner sites were reviewed as was the rationale and amount of the non-federal match waiver request.

Motion by Marc Milburn, supported by Brandy Keeney, to accept the request to submit the NMCAA HP (EHS Expansion Grant) Continuation Grant application, including change of scope, non-federal match waiver, and slot changes as presented. Motion carried.

NO COST EXTENSION PRIMARY HEAD START GRANT – REQUEST TO CARRY FORWARD ONE-TIME COVID FUNDS AND NFM WAIVER

Shannon Phelps reviewed the COVID funding by category to be used between January and June 2021.

- Most of these funds have been spent on PPE, technology for staff and families, and supplies to carry out remote learning. Remaining fund amounts were reviewed.
- A no cost extension would allow funds to be utilized into 2021. The requested date for expenditure of these funds is June 30, 2021. The total for Head Start is \$257,026 and \$191,414 for Early Head Start.

Motion by Sam Getsinger, supported by Brandy Keeney, to accept the No Cost Extension Request for the NMCAA CH (primary grant) grant for continued use of one-time COVID funding including non-federal match waiver. Motion carried.

OTHER ITEMS

- November 19th Michigan Community Action meeting with Senator Debbie Stabenow
- NMCAA presentation: Leadership Grand Traverse
- December 9TH presentation: Roscommon Board of Commissioners
- December 11th, 2020 9:45 am – 11:00 am ***“All Means All!™ Cultivation Inclusion, Unlearning Implicit Bias & Inspiring Equity”*** with Dr. Adolph Brown. Board Members invited to join this virtual event.
- New Warehouse Truck for food deliveries

There being no further business to come before the Board, the meeting was adjourned at 2:00 P.M.

Next meeting will be: Thursday December 17, 2020, 12:30 PM

Respectfully Submitted,

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary