

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – June 15, 2023

PRESENT:

Bill Hefferan
Art Jeannot
Grace Ronkaitis
Annemarie Conway
Rev. Gerald Cook
David Anolick
Lindsey Walker (remote no vote)
Ashlea Walter (remote no vote)
Kat Byers
Debbie Bishop
Jamie Kramer (remote no vote)
Peachy Rentenbach
Sam Getsinger
Pam Niebrzydowski
Kyra Summers
Marc Milburn
Evelyn Maciha
Chuck Corwin
Philip Haner
Bethany Parent

ABSENT:

Marna Robertson (E)
Tonya Schroka
Anthony Ansorge (E)
Brandy Keeney (E)
Truman Bicum

The meeting was called to order at 12:30 P.M. by Chairperson Peachy Rentenbach. Roll call was taken, and a quorum was established.

AGENDA

Peachy Rentenbach requested approval for the meeting Agenda.

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

MINUTES OF PREVIOUS MEETING

The minutes of the May 18, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Sam Getsinger, supported by Annmarie Conway, that the minutes of the May 18, 2023, 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 June 8, 2023.

Motion by Chuck Corwin, supported by Sam Getsinger, that the minutes of the June 8, 2023, Head Start Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, stated that NMCAA has an opportunity to apply for a Michigan Department of Health and Human Services grant that will focus on assisting eligible residents who have a financial burden and have accumulated a balance on their water and/or wastewater utility bill and are at risk of receiving a utility shut off notice or have already received a shut off notice. The grant duration will be from October 1, 2023, through September 30, 2024, and NMCAA will be applying. The Minimum award is \$20,000 with a maximum award of \$10,000,000.

We will also be applying for the MI Department of Labor & Economic Opportunity MI Impact Grant, which has a grant year of August 24, 2023, through August 24, 2024. We will focus on one of the six initiative areas supported by the grant and will provide services for those without bank accounts by providing low or no cost financial services or providing financial literacy programming. The award amounts will be \$1M - \$2M and will be a highly competitive grant. Deadline for submissions is June 23, 2023.

The Petoskey-Harbor Springs Area Community Foundation has awarded \$10,000 to the NMCAA Homeless Prevention Program. 100 Women Who Care Grand Traverse - Leelanau has awarded the Meals on Wheels program \$10,200.

The Emergency Food Assistance Program (TEFAP) Quarterly Distribution schedule has been distributed along with the Commodity Supplemental Food Program (CSFP) which is available to those over 60 years of age. Please reach out if you would like to help out with the monthly distribution in your county!

Motion by Phil Haner, supported by Jerry Cook, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS

None.

BUSINESS

ANNUAL UPDATES TO THE NMCAA FINANCIAL POLICIES AND PROCEDURES

Meredith Gafill, Controller, reviewed the proposed updates to the NMCAA Financial Policy and Procedure guidance. The document was distributed to the board prior to the meeting and includes changes that are primarily position title and/or workflow changes. The changes also include an update to the purchase order procedure. There have not been any relevant updates from the office of Management & Budget since February 2021 and no updates from our auditors, WIPFLI.

Motion by Marc Milburn, supported by Bill Hefferan, that the NMCAA Financial Policy & Procedure updates be approved as presented. Motion carried.

The Financial Updates for May 2023 were reviewed. It was noted that this additional information is providing a clearer understand of the financial position each month for Board members.

2023 NMCAA STRATEGIC PLAN

Kerry Baughman introduced consultant, Laine Blasch, who has been leading NMCAA in the development of a new Strategic Plan. Input was gathered from staff, Board members, and community partners. The resulting updates to the NMCAA Mission, Vision, and Core Values were presented. Three main goals were also identified, and teams were created to execute action items for each goal. An infographic has been developed to pull all this information together as well as relate it back to the services provided and the clients that we serve. It is a nice high-level view that we provide focus as we work through the new Strategic Plan goals.

Motion by Grace Ronkaitis, supported by Annmarie Conway, to approve the NMCAA 2023 Strategic Plan as presented. Motion carried.

EARLY CHILDHOOD SYSTEMS UPDATE

Kerry Baughman and Shannon Phelps, Child & Family Services Director, reviewed the needs in our communities for quality, affordable childcare. Most counties have a significant shortage of options for families when it comes to childcare. The initiative Child Caring Now (CCN) is seeking to unite the efforts of parents, providers, employers, and community advocates to improve the availability, affordability, and quality of childcare, preschool, and other early learning experiences for young children (0-5) and their families. Their focus is to increase the number of people entering the early childhood workforce.

Some of the ways to accomplish this will be to recruit parents into the Early Childhood System, expand the recently started Apprenticeship Program, establishing more centers with Early Head Start and Head Start classrooms in one location for more continuity, and explore additional options for fee for service, Tri-Share, and grant funding opportunities.

Traverse City High School will be opening an Early Head Start classroom which will be an opportunity to support young parents who are trying to complete their High School degree. There is already a Head Start classroom in the school so this will provide a comprehensive program for young children (0-5) and their families.

OTHER BUSINESS **MISCELLANEOUS ITEMS**

- Third Quarter Fund Development Committee Meeting (*Aultman, Austin, Baughman, Getsinger, Kramer, Rentenbach, Walters, Zrimec*)
Monday, July 10th at 10:30 am - Noon

Optional July Meeting:

A motion by Peachy Rentenbach, supported by Pam Nebrzydowski, to forego the July meeting and meet again in August. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 2:15 PM.

Next meeting will be: Thursday, August 17, 2023

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary