

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – March 21, 2024**

**PRESENT:**

Bill Hefferan  
Blair Cole  
Rev. Gerald Cook  
Grace Ronkaitis  
Kat Byers  
David Anolick  
Ashlea Walter (remote)  
Evelyn Maciha  
Marc Milburn  
Debbie Bishop  
Melanie Chaney  
Gwenne Allgaier  
Pam Niebrzydowski  
Kyra Summers  
Chuck Corwin  
Anthony Ansorge  
Truman Bicum

**ABSENT:**

Peachy Rentenbach (E)  
Josh Chamberlain (E)  
Art Jeannot (E)  
Lindsey Walker (E)  
Sam Getsinger (E)  
Marna Robertson (E)  
Brandy Keeney

The meeting was called to order at 12:30 p.m. by Northern Sector Representative Rev. Gerald Cook.

Roll call was taken, and a quorum was established.

**AGENDA**

Rev. Gerald Cook requested approval of the meeting Agenda.

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the January 18, 2024, meeting of the Board of Directors were presented for Board action.

Motion by Tony Ansorge, supported by Kyra Summers, that the minutes of the January 18, 2024, meeting be approved as presented.  
Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

None

**PUBLIC INPUT**

None.

**POLICY COUNCIL REPORT**

No meeting in March.

### **EXECUTIVE DIRECTORS REPORT**

Kerry Baughman, Executive Director, reported that Requests for Proposals are being collected for the 2024 NMCAA Community Needs Assessment. The process is slated to begin mid-April.

The implementation target for the 401(k) employer match is April 2024. A proposal for an employer match will be presented at the April NMCAA Board of Directors Meeting and information including associated projected costs will be sent to the Board beforehand.

Historically, the yearly **Cost of Living Adjustment (COLA)** for the organization is based on the COLA given to Head Start Programs. Last year we were notified in February of a 5.6% COLA increase. Six appropriation bills (including Labor- Health and Human Services) are set to expire on March 22, 2024, and we are waiting to hear if there will be any COLA provided by the Office of Head Start this fiscal year.

Head Start Full Enrollment Initiative ACF-PI-HS-18-04 requires that grantees with four or more consecutive months of under enrollment in any Head Start and/or Early Head Start program receive an Under Enrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating under enrollment. The 12-month period for determining chronic under-enrollment starts ten calendar days from the date the Under-Enrollment Letter is sent. OHS Official Record Unenrollment Letter Received 2/13/2024.

- Grant recipients who receive 'under enrollment letters' will meet with the Regional Office within 30 days of receiving the letter. *This was completed on March 4<sup>th</sup>.*
- A working plan to reduce under enrollment **must be submitted to the Regional Office within 30 days following the meeting.** *This was submitted on March 19<sup>th</sup>.*
- NMCAA is **NOT** planning a Change of Scope for the 24-25 Program Year.

Michigan PreK For All includes \$159 million for continued expansion of free pre-K to every 4-year-old in Michigan, two years ahead of schedule, in the Michigan 2025 State Budget.

Five Guiding Principles:

- Children from less advantaged families must be served first.
- PreK for All programming is high quality, based on research on how young children learn best.
- Families can choose the setting they prefer, including schools and licensed childcare settings.
- PreK for All teachers receive the same compensation as kindergarten teachers.
- PreK for All strengthens childcare and three-year-old preschool programs and aligns with and leverages the high-quality early childhood infrastructure Michigan has created.

Motion by Grace Ronkaitis, supported by Kat Byers, to accept the Executive Director's report as presented. Motion carried.

### **COMMITTEE REPORTS** **PLANNING & EVALUTATION COMMITTEE**

The Planning & Evaluation Committee met earlier today. The Head Start Data Postcard and the Results Oriented Management and Accountability (ROMA) cycle were the two

training items this month. A brief training will be recorded covering these two topics in case others are interested in viewing.

Motion by Chuck Corwin, supported by Debbie Bishop, to accept the Planning & Evaluation Committee report as presented. Motion carried.

### **DEVELOPMENT COMMITTEE**

Melissa Thompson, Development Manager, presented the FY24 Fund Development Plans for the 1<sup>st</sup> Quarter. Funds raised totaled \$95,912 for Oct 1 – Dec 31, 2023.

#### **Tasks:**

- Develop Fund Development Goal Processes/Metrics for measuring outreach efforts
- Unrestricted Revenue Growth: Year over Year increase in current year's unrestricted revenue

#### **Foundational:**

50th Anniversary planning (brand refresh and Campaign launch April) includes Case statement (for all programs with special sections on MOW, FMS, HP) Monthly Giving Campaign – promote recurring gifts of regular donors at an increased frequency/amount to ensure stable and predictable revenue sources (restricted vs unrestricted) /Legacy Giving program (board lead-community partners/foundation fund)

### **BUSINESS**

#### **FINANCIAL UPDATE REPORT**

Meredith Gafill, Controller reviewed the February 2024 financials which included comparisons to prior month and year expenditures and revenues.

Motion by Evelyn Maciha, supported by Melanie Chaney, to approve the February 2024 financials as presented. Motion carried.

### **HOUSING ENERGY & EFFICIENCY SERVICES (HEES)**

#### **FY 24 LIHEAP ALLOCATION**

Tish Stave, Home Energy & Efficiency Services (HEES) Director, stated that the original FY 24 Low Income Home Energy Assistance Program (LIHEAP) grant amount was \$280,480. NMCAA has been notified of an increase in allocation with a new grant total of \$519,294.

Motion by Kat Byers, supported by Gwenne Allgaier, to accept the increased allocation for a new FY24 LIHEAP grant amount of \$519,294. Motion carried.

### **CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM**

Tish Stave introduced an 18-month Michigan State Housing Development Authority (MSHDA) grant opportunity, the CDBG Housing Improving Local Livability (CHILL) Program. The CHILL program is available to communities that do not receive direct allocation of CDBG funds from HUD for homeowner rehabilitation and demolition, reconstruction, and resale. Emmett County applied for \$300,000 for home rehabilitation and NMCAA will administer. Charlevoix applied for

a \$500,000 grant, and NMCAA will administer \$300,000 of the total for home rehabilitation services.

### **FY25 SUPPORTIVE SERVICES FOR VETERAN FAMILIES GRANT APPLICATION**

Grant Card, Homeless Prevention General Manager, requested approval to apply for the Supportive Services for Veteran Families SSVF funding for the FY25 grant year. Total VA-SSVF project amount will be \$1,363,827.

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Motion by Gwenne Allgaier, supported by Bethany Parent, to apply for the FY25 VA-SSVF grant in the amount of \$1,363,827. Motion carried.

**PROGRAM FOCUS: EARLY CHILDHOOD PROGRAMS**

Alicia Temple, ERSEA Manager presented the Head Start Annual Eligibility, Recruitment, Enrollment, Selection, and Attendance (ERSEA) training. Head Start requires training for all governing bodies, Policy Council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. The training included a definition of the programs, Head Start and Early Head Start Eligibility Requirements, the 2024 Child Development Poverty Income Guidelines, Enrollment Priority Criteria, and the EHS and HS Enrollment Priority Criteria spreadsheet. It was also explained that there is a focus on treating families with dignity and respect and that there will be disciplinary action for anyone falsifying documentation.

**OTHER BUSINESS/ MISCELLANEOUS ITEMS**

WIPFLI will present the FY23 Single Audit Report at the April Meeting.

For the first time in Community Action history, the U.S. House of Representatives has formed a caucus intended to raise awareness and share information about the important and innovative work conducted by Community Action Agencies (CAAs).

Save The Date – May 22, 2024, for Michigan Community Action Legislative Day in Lansing.

There being no further business to come before the Board, the meeting was adjourned at 1:56PM.

Next meeting will be: **Thursday, April 18, 2024**

Respectfully Submitted,

Debbie Bishop, Secretary  
Aimee Muloin, *Recording Secretary*