

**NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.**  
**Board of Directors Meeting – May 18, 2023**

**PRESENT:**

Bill Hefferan  
Marna Robertson  
Art Jeannot  
Annemarie Conway  
Rev. Gerald Cook  
David Anolick  
Lindsey Walker (remote no vote)  
Ashlea Walter (remote no vote)  
Anthony Ansorge  
Brandy Keeney  
Truman Bicum  
Debbie Bishop  
Jamie Kramer  
Peachy Rentenbach  
Pam Niebrzydowski  
Marc Milburn  
Evelyn Machia  
Chuck Corwin  
Philip Haner

**ABSENT:**

Grace Ronkaitis (E)  
Tonya Schroka  
Kat Byers (E)  
Sam Getsinger (E)  
Brian Alexander (E)  
Bethany Parent (E)

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 Marna Robertson, that the meeting agenda be approved as presented. Motion carried.

**MINUTES OF PREVIOUS MEETING**

The minutes of the April 20, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Chuck Corwin, supported by Philip Haner, that the minutes of the April 20, 2023, meeting be approved as presented. Motion carried.

**MEMBERSHIP ANNOUNCEMENTS**

Brian Alexander representing the Southern Private Sector is stepping down from the Board. Kyra Summer, Huntington Bank, will assume the seat vacated by Brian.

Motion by Tony Ansorge, supported by Brandy Keeney, that Kyra Summers be approved as the Southern Private Sector representative. Motion carried.

**PUBLIC INPUT**

None.

### **HEAD START POLICY COUNCIL REPORT**

The Policy Council minutes from the meeting held on May 11, 2023, were presented for approval.

Motion by Peachy Rentenbach, supported by Marna Robertson, that the minutes of the May 11, 2023, Policy Council meeting be approved as presented. Motion carried.

### **EXECUTIVE DIRECTORS REPORT**

Kerry Baughman, Executive Director, stated that NMCAA has completed the required comprehensive risk assessment using an online tool provided by the Non-Profit Risk Management Center that assesses organizational risk. Results will be analyzed by the Executive Leadership Team and goals to mitigate risks in these areas will be developed as needed.

Progress on the transition to the new 401(k) plan is coming along. We are currently working with a transition team from TIAA-CREF and will provide support to staff who have funds in the prior 403(b) plan to assist with rollover.

We are happy to report that we received additional Community Services Block Grant funding for FY23. \$22,469 has been added to our original allocation for a new total of \$629,198. This flexible funding is used to support many of our programs, particularly Meals on Wheels and Financial Management Services.

The Michigan Community Action Legislative Day on May 11<sup>th</sup> was a success. We had ten staff members in attendance along with Board member, Pam Niebrzydowski.

The United Way **ALICE: Asset, Limited, Income, Constrained, Employed** Report for 2023 has been released for populations earning more than the Federal Poverty Level, but are not able to afford the basics. The numbers for our ten-county area were reviewed. More information can be found by visiting [www.uwmich.org/alice-report](http://www.uwmich.org/alice-report).

Motion by Pam Niebrzydowski, supported by Philip Haner, to accept the Executive Director's report as presented. Motion carried.

### **COMMITTEE REPORTS**

#### **HOUSING COMMITTEE**

Tony Anson, Housing Committee member, announced that the Housing Committee met on May 10, 2023. Updates were provided on the Home Stretch project in Honor and the Vineyard Vines project in Suttons Bay.

NMCAA would like to participate with Homestretch for two more projects. Carver Street in Traverse City would provide 10 units for affordable housing, targeting households with 55% - 70% of Area Median Income. Total Development Costs are \$2,585,697. The Committee recommends that NMCAA commit \$50,000 for the Homestretch Carver Street Project.

Motion by Lindsey Walker, supported by Art Jeannot, to approve an NMCAA investment of \$50,000 in the Homestretch Carver Street Project as presented. Roll call was unanimous to accept.

The second project is located in Frankfort. Two duplexes with 6 units each for a total of 12 units. Target for renters will be 60% - 80% of the Area Median Income. Total

Development Costs are \$3,023,510. The Committee recommends that NMCAA commit \$40,000 for the Homestretch Frankfort Project.

Motion by Art Jeannot, supported by Marna Robertson to approve an NMCAA investment of \$40,000 in the Homestretch Frankfort Project as presented. Roll call was unanimous to accept.

### **SENIOR NUTRITION INVESTMENT COMMITTEE**

Peach Rentenbach reported that the Senior Nutrition Investment Committee met earlier today. Year to date through April 30, 2023, the investments have seen a 2.92% increase in value bringing the fund total to \$296,734. No changes are recommended at this time. The next update will be in October.

Motion by Brandy Keeney, supported by Jerry Cook, to accept the Senior Nutrition Investment Committee report as presented. Motion carried.

### **PERSONNEL COMMITTEE**

Betsy Rees, Human Resources Director, announced that the Personnel Committee met earlier today. Two changes to the Personnel Policies regarding paid time off were discussed. The Committee recommends adopting these changes to the Personnel Policies.

Motion by Bill Hefferan, supported by Pam Niebrzydowski, that the changes to the Personnel Policies be accepted as presented. Motion carried.

Priority Health is the medical insurance provider for NMCAA. The renewal costs for the plan year that begins on August 1, 2023, are a -0.73% to a +0.62% change in current rates. In addition, Priority Health is providing a \$13,000 retention bonus.

Currently NMCAA has three different benefits levels. One for Teachers, one for Child Family Specialists, and one for all other employees. It is very cumbersome to have three groups. The 5.60% COLA increase gives us an opportunity to balance the benefits packages for all employees. It will simplify HR, payroll functions, and provide equality for all employees. The total cost for all non-Head Start/Early Head Start departments is \$61,303. Most of these costs will be absorbed by adjusting department grant expenditure. The Committee recommends adjusting the NMCAA benefit contribution to be the same for all employees.

Motion by Philip Haner, supported by Jamie Kramer, to approve the NMCAA benefit adjustments as presented. Roll call was unanimous to accept.

### **BUSINESS**

#### **MEALS ON WHEELS PROGRAM OVERVIEW**

Lisa Robitshek, Meals on Wheels Manager, updated the Board on the changes that have taken place in the Meals on Wheels program which cover four of our counties, Grand Traverse, Leelanau, Missaukee, and Wexford. As a result of changes made during COVID, frozen meals are now delivered to meal recipients, which provides them with more meal choices at their convenience. Congregate site meals have returned, and the seniors are back enjoying time together. There are currently 28 volunteers, and the Cadillac kitchen also uses volunteers through the Hope Network. Projected Congregate/Carry out meals for 2023 is 22,557 and 160,845 for home delivered meals.

Funding for this vital program continues to be a challenge, but strides are being made. The current shortfall for 2023 is \$330,545. The Moomers March for Meals campaign netted

\$20,741.85. This partnership continues to be successful year after year. Please contact Lisa if you are interested in participating in a ride-along opportunity with Meals on Wheels and be sure to check out the May 19<sup>th</sup> Podcast focusing on Meals on Wheels.

**DEPARTMENT OF ENERGY WEATERIZATION GRANT PY23**

Tish Stave, HEES (Home Energy & Efficiency Services) Director, announced the Weather Assistance program (WAP) PY 23 application is due on June 5, 2023. Th allocation amount is \$874,126 for Program Year (PY) 2023, which is about \$150,000 higher than PY 2022.

Motion by Bill Hefferan, supported by Jerry Cook, to approve the Weather Assistance Program PY 23 application for \$874,126 as presented. Motion carried.

**OTHER BUSINESS**

**MISCELLANEOUS ITEMS**

- Save the Date for the 2023 Michigan Community Action Summer Conference  
July 18-20, 2023, Crystal Mountain Resort  
Early Bird deadline is June 2, 2023.  
Please let Kerry know if you would like to attend.
- Next month's program focus:  
Early Childhood Systems Change and Local Initiatives

There being no further business to come before the Board, the meeting was adjourned at 2:23 PM.

Next meeting will be: Thursday, June 15, 2023

Respectfully Submitted

Grace Ronkaitis, Secretary

Betsy Rees, Recording Secretary