

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.
Board of Directors Meeting – January 18, 2024

PRESENT:

Bill Hefferan
Art Jennot
Grace Rontaitis
Josh Chamberlain
David Anolick
Ashlea Walter (remote)
Brandy Keeney (remote with vote)
Truman Bicum
Debbie Bishop
Peachy Rentenbach (remote)
Sam Getsinger
Pam Niebrzydowski
Kyra Summers
Chuck Corwin
Anthony Ansorge
Truman Bicum
Marc Millburn
Evelyn Machia
Gwenne Allgaier

ABSENT:

Tonya Schroka (E)
Rev. Gerald Cook (E)
Lindsey Walker
Bethany Parent (E)
Marna Robertson (E)
Kat Byers (E)
Jamie Kramer

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

AGENDA

Art Jeannot requested approval for 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 November 16, 2023, meeting of the Board of Directors were presented for Board action.

Motion by Sam Getsinger, supported by Bill Hefferan, that the minutes of the November 16, 2023, meeting be approved as presented. Motion carried.

MEMBERSHIP ANNOUNCEMENTS

Jamie Kramer, Leelanau County Public Sector, is stepping down from the Board.

Gwenne Allgaier, former Leelanau County Public Sector Representative will return to this position.

Motion by Tony Ansorge, supported by Evelyn Machia to accept Gwenne Allgaier as the Leelanau County Public Sector Representative. Motion carried.

Tonya Schroka, Benzie County Consumer Sector is stepping down from the Board.

Blair Cole, Head Start Policy Council Chairperson was presented for Board membership. She will represent the Northern Region Consumer Sector.

Motion by Grace Ronkaitis, supported by Gwenne Allgaier to accept Blair Cole as the Northern Region Consumer Sector Representative. Motion carried.

Melanie Chaney, member of Head Start Policy Council was presented for Board membership representing the Central Sector.

Motion by Brandy Keeney, supported by Tony Ansorge to accept Melanie Chaney as the Central Sector Representative. Motion carried.

PUBLIC INPUT

None.

POLICY COUNCIL REPORT

Shannon Phelps, Head Start Director, presented the Policy Council minutes from the meeting held on January 4, 2024.

Motion by Brandy Keeney, supported by Evelyn Machia, that the minutes of the January 4, 2024, Policy Council meeting be approved as presented. Motion carried.

EXECUTIVE DIRECTORS REPORT

Kerry Baughman, Executive Director, reported that the Bureau of Community Action and Economic Opportunity (BCAEO) has issued a request for proposal for the Local Water Affordability Grant. Grant period is April 1, 2024 to September 30, 2026.

The purpose is to provide grants to qualified entities who can assist eligible residents who have a financial burden, have accumulated a balance on their water and/or wastewater utility bill, have had their water service shut off, and/or are at risk of having their water and/or wastewater service shut off. NMCAA plans to apply for this grant opportunity.

The Head Start Workforce and Consistent Quality Programming has developed a proposed rule by the Children and Families Administration. This ruling would address national issues regarding underemployment, turnover, and staff burnout. To address these issues the following would be put into place by the proposed rule.

- (1) progress to pay parity for Head Start education staff with elementary school education staff
- (2) pay scale for all staff - proposed hourly targets
- (3) minimum pay standard- establish a salary floor
- (4) wage comparability across Head Start Preschool and Early Head Start

Organization Standards Monitoring Review by the BCAEO results show that 58 out of 58 Community Services Block Grant FY22 Organization Standards were met.

The FY 23 Organization Standards Monitoring will be in August 2024. Future dates to keep in mind are:

- Community Needs Assessment every three years (Due 12/24)
- Strategic Plan every five years (Due 6/28)

- Organization's bylaws reviewed by an attorney every five years (Due 2/26)
- Organization's personnel policies have been reviewed by an attorney every five years (Due 5/25)
- The organization has solicited bids for its audit within the past five years (Due 5/26)

NMCAA Board Documents will be updated each January. For 2024 this includes Conflict of Interest (required every two years) and confirmation of Receipt of NMCAA By Laws (required every two years). Contact and communication preferences can be updated at this time. A copy of the updated NMCAA Board Book can be accessed at nmcaa.net => About Us => Board.

Motion by Evelyn Machia, supported by Debbie Bishop, to accept the Executive Director's report as presented. Motion carried.

COMMITTEE REPORTS **EXECUTIVE COMMITTEE**

The Executive Committee met earlier today. Meredith Gafill reviewed the December 2023 financials. The FY23 Single Audit process was also updated.

Motion by Bill Hefferan, supported by Pam Niebrzydowski, to accept the Executive Committee report as presented. Motion carried.

BUSINESS

HOMELESS PREVENTION PROGRAM MASTER LEASING PILOT

Sarah Hughes, Homeless Prevention Director, continued the discussion started previously regarding the Master Leasing Pilot Program. Homeless Prevention (HP) is fully committed to making it's Master Leasing program a long-term success with future-plans for expansion. The current plan is to Master Lease five (5) units. Homeless Prevention would like to secure additional units for Master Leasing over the course of the next two fiscal years. The goal would be to identify additional (up to initial projected 15) units to Master Lease over the next two fiscal years. At this time, one additional lease has been identified.

Motion by Gwenne Allgaier, supported by Bill Hefferan, to accept the proposed Master Leasing policy revision to include up to an additional 15 Master Lease units within the next two fiscal years, as presented. Motion carried.

Quarterly reporting of the Master Leases and grant reporting will be shared with the Board. First report is to be in May 2024 and will consider social ramifications and financial costs to subsidize the program/grants.

HEES FY24 WEATHERIZATION DEFERRAL GRANT

Tish Stave, Home Energy & Efficiency Services (HEES) Director, reviewed Weatherization deferral/PreWeatherization funding opportunity. Funding would provide assistance to increase the average cost per unit for HEES projects. The program will run from January 1, 2024 to September 30, 2026 and support completing 100 units. Application submitted January 12, 2024.

Motion by Bill Hefferan, supported by Sam Getsinger to approve the Weatherization Deferral Grant application. Motion carried.

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM (VITA)

Karen Emerson, Financial Management Services Manager, reviewed the outcomes of tax year 2022. There were 3,118 tax returns completed with Property Tax Credits totaling over \$1,032,406 and some Home Heating Credits totaling \$122,697. This year's goals include a

total of 5,100 tax returns being completed. Multiple tax sites and drop off events will be taking place. Individuals and families can also access myfreetaxes.com to complete their 2023 tax returns. The 21st Super Saturday event will take place on Saturday, February 10th at the Traverse City Career Tech Center.

The Board would like to know how many tax clients also participate in other NMCAA services.

OTHER BUSINESS
MISCELLANEOUS ITEMS

- Northern Michigan Policy Conference
Friday, January 19, 2024 11:00 a.m. to 5:30 p.m.
Grand Traverse Resort & Spa: The Governors Room
- **Commission on Community Action and Economic Opportunity Appointment**
Kerry Baughman, Northwest Michigan Community Action Agency

The Commission on Community Action and Economic Opportunity was created to provide opportunity for low-income persons to actively participate in the development of policies and programs to reduce poverty and serves as a statewide forum to address the needs and concerns of low-income people in the state of Michigan.

- Meeting with Rep. John Roth (1/19) to discuss CSBG Modernization Bill

Development Committee Meeting scheduled for February 6, 2024. 1st quarter report at the February Board meeting.

There being no further business to come before the Board, the meeting was adjourned at 2:13 PM.

Next meeting will be: Thursday, February 15, 2024

Respectfully Submitted

Debbie Bishop, Secretary

Aimee Muloin, Recording Secretary