



Northwest Michigan Community Action Agency
Board of Directors Annual Meeting
Thursday, October 17, 2024
3963 Three Mile Road
Traverse City, MI 49686

NMCAA Mission: To foster positive change by providing opportunities that promote self-sufficiency, improving the quality of life, and building stronger, more connected communities.

NMCAA Vision: NMCAA drives the change that strengthens communities where ALL PEOPLE have opportunities to achieve their full potential.

Call to Order:

1. Welcome and Pledge of Allegiance

The meeting was called to order at 12:30p.m. by Board Chairperson, Art Jeannot.

2. Roll Call - Establish Quorum

Roll call was taken, and a quorum was established.

3. Approval of the Agenda

*Motion by Mark Milburn, supported by Chuck Corwin, that the meeting agenda be approved as presented.
Motion carried.*

4. Membership Announcements

None

5. Public Input

None

6. Consent Agenda Items*

a. Meeting Minutes

Approval of the NMCAA BOD Meeting Minutes from September 19, 2024

Removed from Consent Agenda

b. FY2025 Authorization of Signature

Approval of the FY25 Authorization of Signature permitting the Executive Director to sign on behalf of the NMCAA Board of Directors

c. Approval of the 2025 NMCAA Slate of Officers for the NMCAA Board of Directors

*Motion by Pam Niebrzydowski, supported by Marna Robertson, to approve Consent Agenda items minus
6.a. Meeting Minutes*

7. Items Removed from Consent Agenda:

a. Meeting Minutes – Removed for revision

Approval of the NMCAA BOD Meeting Minutes from September 19, 2024

9/19/24 NMCAA BOD Meeting Minutes 10. Special Topics a.

Original Motion: Motion by Gwenne Allgaier, supported by Sam Getsinger, to approve the extension of the Executive Director's Contract and compensation as presented.

Revised Motion: To approve the Executive Director Evaluation and Compensation effective October 1, 2024. Approval of the Executive Director contract will be tabled until attorney review.

Motion by Gwenne Allgaier, supported by Rev. Jerry Cook, to approve September 19, 2024, NMCAA BOD Meeting minutes including the revised motion. Motion passed.

8. New Business or Action Items

Committee Reports

a. No committee reports

b. FY 2025 Annual Budget* – Meredith Gafill, Controller

The FY 2025 Annual Budget was presented. The governing board annually approves an organization-wide budget as part of CSBG Organizational Standard 8.9.

Motion by Peachy Rentenbach, supported by Grace Ronkaitis, to approve the NMCAA FY 2025 Annual Budget. Motion passed unanimously through roll call.



Northwest Michigan Community Action Agency
Board of Directors Annual Meeting
Thursday, October 17, 2024
3963 Three Mile Road
Traverse City, MI 49686

c. WIPFLI 401(k) Audit* - Meredith Gafill, Controller

Motion by Pam Niebrzydowski, supported by Gwenne Allgaier, to approve the annual audit of the NMCAA 401(k) plan. Motion passed.

d. FY2025 Community Services Block Grant (CSBG)*- Tish Stave, Housing & Energy Efficiency Services
The Community Services Block Grant is used to fill in the gaps according to NMCAA program needs and was submitted on 7/1/24. It is a 2-year grant period from 10/1/24 to 9/30/24 with a 24-month budget but will continue to receive new allocation every 12 months. The FY 2025 total planning allocation is \$635,470 and the FY 2025 ROMA logic model projections were submitted October 5, 2024.

Motion by Evelyn Maciha, supported by Rev. Jerry Cook, to approve the FY2025 CSBG Grant Award. Motion passed.

e. Grand Traverse County Millage to support NMCAA Meals on Wheels*- Kim Aultman, Operations Director
The full Grand Traverse County NMCAA-MOW Agreement was included in the Board Packet sent 10/11/24. Items to note are "B. Agreement Period", "C. Compensation" and "U. Signatures".

Motion by Marna Robertson, supported by Debbie Bishop, to approve the Agreement between Grand Traverse County and NMCAA MOW including receipt of funding in the amount of \$125,000 per year for Fiscal Year 2024 and Fiscal Year 2025.

f. Head Start Governing Body Training - Shannon Phelps, Child & Family Development Director
CSBG Organizational Standard 5.8

- Program Governance Structure and Responsibilities
 - Head Start Governance & Management guides the direction and the future of Head Start programming through Governing Body/Tribal Council, Policy Council and Management Staff.
- Democratic Selection of Consumer Seat
 - CSBG Organizational Standard 5.2 requires the organization's governing board to have written procedures that document a democratic selection process for the consumer sector representatives. The Democratic Selection Process can be found in NMCAA Bylaws (pg. 9 & 10).
- Bylaw and Impasse Procedure Review
 - Updates to Bylaws were approved by Policy Council in September 2024 which included changes to wording and quorum was updated to 51% of sitting council. Reviewed Impasse Procedure.
- Head Start Program Performance Standards Review
 - Updates to Program Performance Standards were published on 8/21/24 with a focus on wages, benefits and wellness. Implementation of a "Kudos Korner" and "Wellness & Engagement" to help boost employee morale and well-being.

9. Monthly Reports

Financial Report - Meredith Gafill, Controller

Financial updates were provided for October 2024 including Assets, Budget Review YTD and Cash Flow charts.
Field work for FY24 audit to begin on January 6, 2024

Head Start Policy Council Report - Blair Cole, Head Start Policy Council Chairperson

All information shared with Policy Council is available for Board review on the Policy Council SharePoint page.
Board members should have received an email with access. Please contact Shannon Phelps, Child & Family Development Director if you have questions.

Executive Director Report - Kerry Baughman, Executive Director

A report was provided that included:

- No open monitoring
- Board Committee Assignments 2025 – If you would like to be assigned to different committee - please contact Kerry Baughman by 11/13/24, otherwise assignments will remain the same as that of 2024.
- Leadership Team Priorities FY25Q1:
 - Fund Development Planning Process Document and Leadership Team Review
 - Organization of agency-wide Wellness Committee
 - Communication Plan and first State of the Agency report by the Executive Director
 - Implementation of Universal Intake Screening in new database, empowOR
 - Follow up from 50th Anniversary
 - Hiring and onboarding for a new Human Resources Director



**Northwest Michigan Community Action Agency
Board of Directors Annual Meeting**

Thursday, October 17, 2024

3963 Three Mile Road

Traverse City, MI 49686

- Community Needs Assessment plan for analysis in Quarter 2
- A video was shown that was created for NMCAA's 50th Anniversary Celebration.

9. Board Comments

None.

Adjourn

There being no further business to come before the board, the meeting was adjourned at 2:13p.m.

Respectfully submitted,

Debbie Bishop, Secretary

Aimee Muloin, Recording Secretary

*Items require approval