



Northwest Michigan Community Action Agency
Board of Directors Meeting
Thursday, January 16, 2025
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 12:30 p.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 Josh Chamberlain, supported by Sam Getsinger, to approve agenda.

Motion passed.

4. Membership Announcements

None.

5. Public Input

None.

6. Consent Agenda Items*

a. Meeting Minutes

Approval of the NMCAA BOD Meeting Minutes draft from December 19, 2024.

Motion by Rev. Jerry Cook, supported by Grace Ronkaitis, to approve the consent agenda. Motion passed.

7. Items Removed from Consent Agenda

None.

8. New Business or Action Items

Committee Reports

a. Executive Committee Report- *Peachy Rentenbach, Vice-Chairperson*

Financials were reviewed with Meredith Gafill, Controller

MOW budget for 2025 was reviewed. Moomers for Meals will be moved to April 25, 2025 this year.

New building update – all is ready for closing by January 30.

HR Director position has been posted, and interviews have started.

Shifts are taking place in FMS due to a shift at the manager level.

Will be reviewing 2 dormant NMCAA subsidiaries to see if they can be dissolved.

b. Head Start Program Year 24-25 Quarter 1 Data Review,

Shannon Phelps, Child & Family Development Director

The data postcard for Quarter 1 was reviewed including enrollment, school readiness, health, parent, Family & Community Engagement, and Workforce Development Goal

c. Office of Head Start: Focus Area 1 Monitoring Review,

Shannon Phelps, Child & Family Development Director

The FA1 monitoring for Head Start will be taking place February 10-12

d. NMCAA Programs Overview and Update (3-5 minutes per program)

The Emmet County Housing Stability Program, *Allison Popa*

The Local Water Utility Affordability- *Kathy Burbank*

The Laundry Project, *Jennifer Drettmann*



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School Success Partnership Program, *Amy Cannon*

Information was shared on these programs and the services they provide

e. Department of Energy Program Year 24 Weatherization Increase*-

Tish Stave, HEES Director

Additional WAP DOE PY 2024 have been awarded bringing the total for the year to \$103,566.

Motion by Chuck Corwin, supported by Josh Chamberlain to accept the additional Weatherization Assistance Program PY 24 grant funds as presented. Motion carried.

f. Meals on Wheels FY25 Budget, *Kim Aultman, Operation Director, and Lisa Robitshek, Senior Nutrition Services Manager*

The FY 2025 Meals on Wheels budget was reviewed.

9. Monthly Reports

a. Head Start Policy Council Report - *Blair Cole, Head Start Policy Council Chairperson*

b. Executive Director Report - *Kerry Baughman, Executive Director.*

10. Board Comments

None.

Adjourn

There being no further business to come before the board, the meeting was adjourned at 2:36 p.m.

Respectfully submitted by,
Debbie Bishop, Secretary
Aimee Muloin, Recording Secretary