



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

Thursday, April 17, 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 12:42p.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 Sam Getsinger, supported by Pam Niebrzydowski, to approve the agenda.

Motion passed.

4. Membership Announcements

Approval Grand Traverse Consumer Representative*

- Introduction of Angela Mikula - proposed new board member, who would be filling former board member Brandy Keeney's open seat.
- Angela's background includes working with the Northwest Michigan Coalition to End Homelessness and homeschooling her children.

Motion by Peachy Rentenbach, supported by Chuck Corwin, to approve Angela Mikula as Grand Traverse Consumer Representative on the board.

Motion passed.

5. Public Input

None.

6. Consent Agenda Items*

a. Meeting Minutes*

Approval of the NMCAA BOD Meeting Minutes from March 20, 2025.

Motion by Kat Byers, supported by Kyra Summers, to approve the Meeting Minutes from March 20, 2025.

Motion passed.

7. Items Removed from Consent Agenda:

None.

8. New Business or Action Items

Committee Reports

a. Development Committee Report

- Melissa Thompson presented the Development Committee report.
- New member, Mark Wilson, has been added to the Development Committee.
- Donations FY25 YTD: \$525,310.48 raised, goal of \$832,125.
- Success is due to Legacy Gift and receipt of county milage for Meals on Wheels.
- Selected for Turtle Creek & Leelanau Sands Casino's "Cash In on Kindness" April Charity.
- Board Vice Chairperson, Peachy Rentenbach matching new BOD donations 1:1 - up to \$10 per member.

b. Executive Committee Report – *David Anolick, Board Treasurer*

- Discussions on proposed 100% budget eliminations in FY26.
 - Head Start



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- CDGB - Community Services Block Grant
- LIHEAP – Low Income Home Energy Assistance Program
- Meredith Gafill, Controller, to reforecast 6-month budget for remainder of the fiscal year.
- The Executive Committee met with Kevin Kelly & Associates to discuss Senior Nutrition Fund Investment.
- Senior Investment Fund currently has \$338,345 with the recommendation to maintain moderately conservative position for fund preservation.
- Funds currently comprised of 75% bonds, 25% stocks.
- Portfolio contains a convertible bond fund valued at ~ \$30K (9% of total investments) - with the recommendation to place in a Money Market for “at least” 90 days to analyze the current situation in Washington.

Motion by David Anolick, supported by Bill Hefferan, to approve the Executive Committee’s recommendation to the Board that the Convertible Fund be sold and placed in a Money Market account for at least 90 days.

Motion passed unanimously by roll call.

b. Head Start- Shannon Phelps, Child & Family Development Director

1. FY 2024 Carry-Over Request*

- Request for \$179,830 carryover for projects, training and technical assistance, and de minimis.
- Request for 100% waiver of the non-federal match requirement.

Motion by Peachy Rentenbach, supported by Sam Getsinger, to approve the FY24 Head Start Funding Carry-over Request in the amount of \$179, 830 as presented, including a request for a 100% waiver of the non-federal match requirement.

Motion passed unanimously by roll call.

2. Teacher Qualification Waiver Request*

- Lead Teacher position posted since December 2024.
- 0 qualified applicants, 4 future qualified applicants.
- Kayla Croton has CDA, currently enrolled at NMC and pursuing an associate’s degree in ECE – Early Childhood Education, expected to complete training in January 2027.

Motion by Melanie Chaney, supported by Marna Robertson, to approve submission of the center based preschool teacher qualification waiver request for Kayla Croton.

Motion passed.

3. Staff Screening Policy and Procedures review and approval*

- Staff Screening Policy and Procedures were updated to include new fingerprinting process through the Michigan State Police

Motion by Debbie Bishop, supported by Evelyn Maciha, to approve the updated Staff Screening Policy & Procedures as presented.

Motion passed.

4. Head Start Advocacy

- NHSA -National Head Start Association and MHSA - Michigan Head Start Association resources shared.
- **”5 Calls”** app to download on your cell phone – provides scripts and contact information for addressing your concerns with your local Representatives, Senators, Governors, etc.
- Board Members encouraged to participate in advocacy efforts by making at least 3 calls in support of Head Start and related programs.

9. Monthly Reports

a. Head Start Policy Council Report – Melanie Chaney, Head Start Policy Council Chairperson

- Updates on enrollment, advocacy and classroom quality initiatives.



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- All materials reviewed at Policy Council are available in full for Board review on the Policy Council SharePoint page. Contact Shannon Phelps, Child and Family Development Director for more information.

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

- David Anolick, Board Treasurer, presented on emergency operations activity - during and after the recent severe ice storm that affected Northern counties. David was part of a 30-person Emergency Operations Team based in Emmet County.
 - 98% of the area was without power.
 - County offices were shut down for a week due to the unprecedented impact.
 - Ongoing needs for cleanup and support discussed.
 - Efforts to secure emergency funding and assistance for the affected areas.

10. Board Comments

None.

Adjourn

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

Respectfully submitted by,

Debbie Bishop, Secretary

Aimee Muloin, Recording Secretary