



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

Thursday, May 15, 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 12:31p.m. by Board Vice Chairperson,
Peachy Rentenbach.

2. Roll Call - Establish Quorum

Roll call was taken, and a quorum was established.

3. Approval of the Agenda*

Motion by Rev. Jerry Cook, supported by Sam Getsinger, to approve the 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 from April 17, 2025.

*Motion by Gwenne Allgaier, supported by Kyra Summers, to approve the
NMCAA BOD Meeting Minutes from April 17, 2025.*

Motion passed.

7. Items Removed from Consent Agenda

None.

8. New Business or Action Items

Committee Reports

a. Personnel Committee Report*- Betsy Rees, HR Director

1. NMCAA Personnel Policy Updates* - Reviewed by Attorney Lindsey Raymond

- Review is required every 5 years by an attorney.
- Changes due to the Earned Sick Time Act (ESTA) effective in February.
 - Unlimited accrued sick time allowed, however, limited to using up to 240 hours per fiscal year.
 - Negative balances will no longer be allowed.
 - Subs and temporary staff will accrue time.
- Elimination of Affirmative Action section.
- Addition of religious accommodations.
- Changes to Parental Leave Time from 6 weeks at 60% pay, to 12 weeks at 100% pay.
- Dress standards updated – business casual with flexibility for department adjustments due to aspects of the job.



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Motion by Chuck Corwin, supported by Marna Robertson to approve the revised NMCAA Personnel Policies as presented -with addition of lawyer review of cell phone policy.

Motion Passed.

2. Cost of Living Adjustment Proposal 1.5% increase*

- Historically, COLA is given most years, but no increase from Head Start this year.
- Agency Leadership Team decided on a 1.5% increase based on budget and insurance increases.
- Amount covered through grant adjustments, position eliminations; will not be impacting savings.
- Projection forecasting mostly included cost of the 1.5% increase.

Motion by Sam Getsinger, supported by Bethany Parent, to approve a 1.5% Cost of Living Increase for all NMCAA employees beginning May 12, 2025.

Motion passed.

Heath Insurance Changes

- Current provider: Priority Health
- Rates increasing by 17.7% after a \$25K retention credit.
- Adjustments to plans for higher deductibles to reduce rate increases.
- Exploration of other providers like Blue Care Network and United Healthcare are not competitive.
- Dental, vision and life insurance rates locked in starting August 1, 2025.
- Proposal to increase life insurance benefits from \$20K to \$50K.

b. Financial Update Report- *Meredith Gafill, Controller*

- Revised budget presented due to significant changes in grants/funding like that of Weatherization and Head Start.

Motion by Mark Milburn, supported by Grace Ronkaitis, to approve revised FY2025 NMCAA Annual Budget.

Motion passed with one "nay" vote recorded.

c. Housing & Energy Efficiency Services, *Tish Stave, HEES Director*

1. Weatherization Provider Request for Proposal (RFP)

- Request to continue operating Weatherization across 11 counties submitted 04/30/2025
- Including opportunities for DOE grant funding, BIL, LIHEAP and WxDef.

2. PY 25 Department of Energy Weatherization Grant*

- Application for Department of Energy (DOE) Weatherization Assistance Program Grant submitted on 04/30/2025.
- Proposal covers 86 units and a breakdown of costs totaling an estimated \$1,220,703.00.

Motion by Evelyn Maciha, supported by Rev. Jerry Cook, to approve the PY 25 Department of Energy Weatherization Grant.

Motion passed.



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3. Establishing an Ice Storm Assistance Program*

- Received 3 grants totaling \$45K for home and property repairs from:
 - Petoskey Harbor Springs Foundation: \$20K (Emmet County)
 - Charlevoix County Community Foundation: \$20K (Charlevoix County)
 - Great Lakes Energy People Fund: \$5K (Antrim, Emmet, Charlevoix, Kalkaska)

Motion by Josh Chamberlain, supported by Bethany Parent, to accept grant funding as presented to support households financially impacted by the Ice Storm of March 2025.

Motion passed.

Head Start- Shannon Phelps, Child & Family Development Director

1. Transportation Waiver Request*

Waiver of Child Safety Restraint System Requirements

- All buses already have appropriate child restraints in place.
- Public school buses need significant retrofitting at a cost of \$1,500 per seat.
- School buses are designed with high safety standards.

Waiver of Bus Monitors on Routes with Fewer Than 8 Children

- Bus monitors are in place on all transit buses. This waiver applies to public school buses.
- Each monitor costs approximately \$10,000.
- Michigan Child Care licensing requires a bus monitor only when the eighth Head Start child is picked up.
- Without waiver, may need 5–15 more monitors.
- The waiver would align with state requirements, optimize resource use, and still ensure child safety.

Motion Bill Hefferan, supported by Marna Robertson, to approve the Head Start PY 25-26 Transportation Waiver Request, that waives the child safety restraint system requirements for school buses and the requirement that bus monitors be on routes with fewer than eight children, as presented
Motion passed with two “nay” votes recorded.

2. Program Schedule Change*

- Proposed changes due to closure of partnership sites.
- Shift of 8 childcare partnership slots to Early Head Start home based to meet demand.

Motion by Gwenne Allgaier, supported by Fern Spence, to approve moving eight (8) EHS slots from childcare partnerships to home-based services.

Motion passed.

3. Head Start Self-Assessment Plan*

- Taking place throughout the month of June 2025.
- Will include 11 focus groups
- Self-assessment gallery is scheduled for July 29, 2025.
- Based on community needs assessment, childcare pilot at Cadillac Marty Paul is being explored.



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*Motion by Sam Getsinger, supported by Bethany Parent, to approve
Program Year 25-26 Head Start Self-Assessment Plan.
Motion passed.*

9. Monthly Reports

- a. Head Start Policy Council Report – *Melanie Chaney, Policy Council Chairperson*
 - Standing in for Melanie Chaney, Shannon Phelps, Child & Family Development Director, recapped the Policy Council meeting that took place on May 8, 2025.
 - All materials reviewed at Policy Council are available in full for Board review on the Policy Council SharePoint page. Contact Shannon Phelps for more information.
- b. Executive Director Report - *Kerry Baughman, Executive Director*
 - Continued on-going monitoring:
 - Michigan Department of Health and Human Services (MDHHS) – May 2025
 - Bureau of Community Action and Economic Opportunity (BCAEO) – May 2025
 - Weatherization BIL Quality Assurance Monitoring Report PY24 – Ongoing
 - Finalization cannot be completed until a client with health issues allows inspection of their home.
 - Financial Monitoring Desk Review – FY24 – Entrance call 5/23/25
 - All BCAEO Funded Grants
 - Programmatic Monitoring Comprehensive Onsite Review - Period 10/01/24 – 05/31/25 – Starting on or around 6/15/25
 - SSVF Programmatic Review - Period 1/1/24 – 12/31/24 – On site 7/22-24, 2025
 - Legislative and Advocacy Efforts
 - Monday, May 12th - Representative John Roth visited Miss Judy's Head Start Classroom in Kalkaska.
 - Friday, May 16th - Representative Parker Fairbairn will visit Petoskey NMCAA office.
 - **SAVE THE DATE:** Wednesday, May 21st – Legislative Day in Lansing, MI
 - NMCAA is the MCA Legislative Day Sponsor.
 - Client and Volunteer of the Year awards
 - Kat Byers will be recognized as a “Volunteer of the Year”.
 - Legislator of the Year
 - Visits with Michigan's Representatives and Senators.
 - Next board meeting is rescheduled for **Friday, June 20th** due to the Juneteenth holiday.
 - Potential cancellation of July board meeting, unless determined to be necessary.

10. Board Comments

None.

Adjourn

There being no further business to come before the board, the meeting was adjourned by Board Vice Chairperson, Peachy Rentenbach, at 1:52p.m.

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

*Items require approval