



Northwest Michigan Community Action Agency
Board of Directors Meeting
Thursday, August 21, 2025
3963 Three Mile Road
Traverse City, MI 49686

Call to Order:

1. Welcome and Pledge of Allegiance

The meeting was called to order at 12:33p.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 Rev. Jerry Cook, supported by Pam Niebrzydowski, to approve the agenda.

Motion passed.

4. Membership Announcements

None.

5. Public Input

None.

6. Consent Agenda Items

- a. Meeting Minutes from NMCAA BoD Meeting on June 20, 2025*

Motion by Chuck Corwin, supported by Marna Robertson, to approve the consent agenda.

Motion passed.

7. Items Removed from Consent Agenda:

None.

8. New Business or Action Items

- a. Executive Committee Report*- *Art Jeannot, Board Chair*

- Committee discussed quarterly financial updates and the performance review of the Executive Director; full review to be discussed in closed session with the whole Board at September's meeting.
- Financial Advisor report presented; recommendation from Kevin Paul Kelly & Associates to transfer funds into a money market account. *

Motion: To approve the recommendation from Kevin Paul Kelly & Associates to move cash funds in the amount of \$30,000 to a money market account in the NMCAA Senior Nutrition Fund.

Motion passed.

- b. Development Committee Report- *Melissa Thompson, Development Manager*

- 24 out of 25 BoD Members have donated YTD. 99% giving!!
- Development team meeting held on July 10, 2025, at Grand Traverse County Senior Center in Traverse City.
- August is "Make-a-Will" month; launching planned giving legacy gift program targeting select \$500+ lifetime donors. Planned outreach includes select mail, newsletter blurbs podcast episode to be released August 22nd.
- Disaster relief: \$45K in funds from various foundations received and targeted for ice storm-impacted households; urgency to spend before fall, with new reimbursement policy to include eligible repairs already completed.
- Economic stability: Successful first Emmet County Housing fair on June 7th resulted in three new intakes for the process; plans discussed to expand to Leelanau County.
- 3rd Quarter Fund Development totals reviewed for each department. Overall, on track to meet FY2025 fund development target of \$ 628,519



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c. Financial Updates- *Meredith Gafill, Controller*

1. Monthly Financial Review

- Year-to-date revenue slightly below projection (-2.2%), mainly due to program timing; expenditures 4% lower, largely due to seasonality in programs.
- Ongoing grant spend-outs proceeding as expected; extension for certain weatherization and construction grants.
- Comparison to last year noted higher cash balances, in part due to building purchase and investments.

d. Housing Stability Department- *Sarah Hughes, Director*

1. Michigan State Housing Development Authority (MSHDA) "Steps 2 Stability" Grant*

- "Steps 2 Stability" Grant: Replaces shelter diversion, now covers all 10 counties with more equitable distribution, though with reduced total funding.
Motion by Peachy Rentenbach, supported by Marna Robertson, to accept the FY26 MSHDA Project Grant in the amount of \$130,178 as presented.
Motion passed.

2. Huntington Bank Community Development Grant Acceptance *

- Huntington Bank Community Development Grant: \$50K for home buyer education, down payment assistance and outreach.
- Goal of creating 30 new homeowners per year and increase workshop attendance by 25% (in-person, Zoom and e-home online education).
Motion by Melanie Chaney, supported by Grace Ronkaitis, to accept the Huntington Bank Community Development Program Grant in amount of \$50,000 as presented.
Motion passed.

e. Housing Energy & Efficiency Services- *Tish Stave, Director*

1. FY 26 Community Services Block Grant (CSBG) and Planning Application*

- Presented annual plan for core Community Action funding; budget contains estimates and can shift depending on need.
- Funding level flat from previous year; appropriations outlook slightly improved after earlier risk of cuts, pending final Congressional action.
Motion by Chuck Corwin, supported by Evelyn Maciha to approve the FY 2026 Community Services Block Grant in the amount of \$635,470 and CSBG Service Plan as presented.
Motion passed.

f. NMCAA Food Programs- *Kim Aultman, Operations Director*

1. Northwest Food Coalition Rotary Charity SEED Grant Approval*

- Northwest Food Coalition, with NMCAA as fiduciary, requesting a \$9,300 SEED grant to conduct a partner summit for the Coalition's emergency food network.
Motion by Sam Getsinger, supported by Melanie Chaney, to approve the Rotary Charities SEED Grant Application to support the NWFC Partner Summit in the amount of \$9,300.
Motion passed.

9. Monthly Reports

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

- One-time Supplemental Funds for Nutrition and Healthy Eating grant being requested to support Head Start children and their families. Office of Head Start not requiring prior Policy Council or Board approval prior to submission



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because deadline was 8/20/25. The Board will review/approve application for supplemental funds next month.

- Classroom slot reallocation: Charlevoix closed, additional Cadillac classroom opening due to being a high-needs area; renewing Early Head Start Child Care Partnership with Pitter Pattern Interlochen.
- Program exited corrective action; upcoming comprehensive transition review scheduled.
- Comprehensive Transitional Review notice received July 22nd and will occur with the upcoming year.
- Personal Responsibility and Work Opportunity Reconciliation Act
- Funding for Head Start remains flat with slight increase and a COLA.

b. Executive Director Report - Kerry Baughman, Executive Director

- Board members and staff attended Michigan Community Action Conference in Grand Rapids, MI; board engagement commended.
- Several monitoring reviews ongoing/completed: SSVF (7/22-24/25), CSBG Standards (9/5/25), Notice of Head Start Focus Area 2 Review (FY26)
- Advocacy: National efforts with National Community Action Foundation (NCAF), organizing a 9/5/25 visit with Representative Jack Bergman. Joint letter-to-the-editor or op-ed encouraged to support program awareness.
- Call to Action: Board urged to reach out to legislators to support HR3131 (CSGB reauthorization), maintain current funding levels and promote efficiency.
- Contingency planning: Leadership to develop written plans for major disruptions (funding, emergencies), starting with Head Start, then expanding to agency-wide.

10. Board Comments

- Board recognized staff and committee efforts in community networking, homelessness response and advocacy.
- Discussions included:
 - Suggestions to partner with ECIC for childcare support.
 - Exploring advocacy for community gardens to address food insecurity.
 - Successful distribution of storm relief funds now open for reimbursement of previously paid expenses.
 - Ongoing challenges with rural outreach and emergency preparedness.
 - Staff and board acknowledged for high engagement and contributions to agency success.
 - Introduction of Abria Morrow as the new HR Director.

Adjourn

There being no further business to come before the board, the meeting was adjourned by Board Chairperson, Art Jeannot, at 1:55pm.

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