

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
JULY 26, 2023**

MINUTES

Members Present:

Kathy Twardy
Donn Riley
Margaret Robbins
John Batchelder
Jordan Tremblay
Danielle Haske-Mielke
Judy St. Louis-Scott
Bill Henry

Becky Davis

Members Absent:

Lisa Den Boer
Andrew Rubinstein
Dennis Hendrickson
Beth Gibson
Kayla Pelter
Scott Shackleton

Due to COVID-19 social distancing was practiced. Staff present: Joe Nolan, Janelle Clement, & Sheila Berger. A quorum was met.

Ms. Twardy welcomed the Board members and called the meeting to order with a role call at 12:03 pm in the Avery 2nd Floor Conference Room.

ELECTION OF OFFICERS

Chair

A nomination was made on the floor by Mr. Riley, which was supported by Ms. Robbins, to elect Ms. Twardy as Chair. The motion carried unanimously. There were no other nominations on the floor.

Vice Chair

A nomination was made on the floor by Mr. Riley, which was supported by Ms. St. Louis-Scott to elect Mr. Batchelder as Vice Chair. The motion carried unanimously. There were no other nominations on the floor.

Secretary/Treasurer

A nomination was made on the floor by Mr. Batchelder, which was supported by Ms. Twardy to elect Mr. Riley as Secretary/Treasurer. The motion carried unanimously. There were no other nominations on the floor.

At-Large from (C)hippewa, (L)uce & (M)ackinac Counties

A nomination was made on the floor by Mr. Henry, which was supported by Mr. Riley to nominate Mr. Hendrickson as At-Large Member (L). The motion carried unanimously. A nomination was made on the floor by Ms. Tremblay, which was supported by Ms. Robbins to nominate Ms. Haske-Mielke as At-Large Member (M). The motion carried unanimously. Per CLMCAA Bylaws Article IV, Head Start's Policy Council Chair will be the third At-Large Member, therefore Ms. Jordan Tremblay serves as the third At-Large Member (C). No other nominations on the floor.

BOARD CHAIR COMMENTS

Ms. Twardy thanked the Board for another term as Chair. She announced that it is Ms. Robbins birthday today and congratulated Mr. Rubinstein who is on paternity leave after having his third child. Ms.

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Twardy asked for a motion to excuse absent Board members which was then motioned by Ms. Robbins and seconded by Ms. St. Louis-Scott. The motion carried unanimously.

PUBLIC COMMENT

None.

DEPARTMENT DIRECTOR PRESENTATION – SHEILA BERGER, HOUSING DIRECTOR

Ms. Berger shared multiple program information with the Board and explained how overwhelming the need has been for our homeless population. We served 37 homeless clients in June and are up to 31 so far in July. We had 8 alone on Monday. Ms. Berger shared the efforts we will be making with our Homeless Fundraiser during the months of October and November and what we have done in the past to help raise funds, between a brat sale at the local brewery and coin drive with the schools. Ms. Berger updated the Board on her new staff member, Kelsey Wolfe, who will be a case manager at West Bridge apartments. Kelsey has a bachelor's degree in psychology. She also shared that since January 1st, 2023, we have spent \$33,392.92 on motels for housing those in need of emergency shelter. The Board thanked her for her commitment and Mr. Riley shared that the Housing Commission may have some shelter dollars we can use and to reach out to them.

CONSENT AGENDA

- A. Approval of Agenda, as presented;
- B. Approval of the May 31st, 2023 Meeting Minutes;
- C. Approval of the June-July Department Reports
- D. Approval of the Consent Agenda, as presented.

Ms. St. Louis-Scott made a motion to approve the consent agenda. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

BUSINESS ITEMS

Approval of Monthly Expenditures

The Finance Committee met before the Board meeting to review expenditures. A motion was made to approve expenditures in the amount of \$513,010.53 from May 24th, 2023, to July 18th, 2023, by Mr. Riley. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

Approval of the FY 22 Audited Financial Statements

Mr. Talsma from Anderson Tackman & Co., PLC, a principal at the CPA firm, was in attendance to present the audit report to the Board. Mr. Talsma discussed the scope of the audit, what was pulled for review, our single audit and SEFA, that there were no findings, and reviewed comments and recommendations on the letter to Board governance. Mr. Talsma made the Board aware of upcoming accounting changes to revenue recognition and leasing. Mr. Talsma shared that CLMCAA received an unmodified opinion on our statements and single audit, which is the highest opinion one can get. Ms. Twardy thanked him and Ms. Clement and asked Mr. Talsma to give us a grade, which he responded with an 'A'. A motion was made by Ms. Robbins to approve the FY 22 Audited Financial Statements. The motion was seconded by Ms. Tremblay. The motion carried unanimously.

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Approval of the FY 24 Letter of Intent for UPCAP Grant

Mr. Nolan shared the letter with the Board of our annual funding through UPCAP and reviewed what programs we will be applying for. A motion was made by Mr. Riley to approve the FY 24 Letter of Intent for UPCAP Grant. The motion was seconded by Ms. Tremblay. The motion carried unanimously.

Approval of the FY 24 CSBG Grant Application

Mr. Nolan shared that this grant is what makes us a Community Action Agency and our allocation will be \$200,000. Although it is only 1.8% of our total revenue, it is the administrative backbone to our agency. He reviewed how the grant is expected to be spent. A motion was made by Mr. Henry to approve the FY 24 CSBG Grant Application. The motion was seconded by Ms. St. Louis-Scott. The motion carried unanimously.

Approval of the Emergency Backup Succession Plan

Mr. Nolan reviewed the plan with the Board and apologized for the delay as there were multiple errors in the previously presented that Mr. Batchelder had made him aware of. He explained that he spent a lot of time correcting everything and feels confident it is ready. Mr. Batchelder commented that it looked thorough and is a necessary document and ready to move forward. Mr. Batchelder then made a motion to approve the Emergency Backup Succession Plan. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Executive Director Annual Evaluation

Mr. Riley shared that he has reviewed the performance review forms and suggested no changes. He will be sending out the forms to every Board member and a different one to department directors as well as meeting with them and the Executive Committee to compile results and complete a review. All of this will take place in late August to early September to have a complete review for the full Board at the next meeting. Correspondence will be directly from Board members to Executive Committee and department directors to Executive Committee. It was requested that Mr. Nolan e-mail the forms, his job description, as well as a self-evaluation to the full Board.

Discussion of Next Board Meeting Date

Mr. Nolan has requested a change as he wants to attend the national CSBG & DOE conference in Grand Rapids on September 27th. He offered the week prior on September 20th, but Ms. Twardy felt an extension would be fine as well to give the Board more time and since we don't meet again until the first week of December. A motion was made by Mr. Riley to move the next Board meeting date from September 27th to October 4th. The motion was seconded by Ms. Robbins. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Nolan thanked the Board members that participated in our Chippewa County senior picnic at Sherman Park on the 12th, and that the picnic was one of the biggest they have ever had, and the weather was perfect. Overall, it was a success. Unfortunately, the Kinross Resource Fair was not due to not being placed in the gymnasium and poor communication from the township. Mr. Nolan shared we will not be hosting one there again next year, but we do have one in Newberry this Friday and another tentatively in August for St. Ignace. Mr. Nolan shared that our St. Ignace building is nearing completion as well and expects to be in there before next Board meeting. We also have our senior picnic in Newberry this Friday along with our Resource Fair. Mr. Nolan thanked the Board members that

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attended the Statewide Housing Plan meetings at LSSU and said that the third workshop is in the second week of August. CLMCAA is still the co-lead with EUP Regional Planning in our tri-county region. Mr. Nolan shared that he has gotten to meet with community directors as well at these meetings and has had ample networking opportunities. Mr. Nolan shared that last week, he, Joel Amo, Bobbi Palmer, and Janelle Clement all attended the Michigan Community Action Summer Conference where everyone had the chance for networking, peer discussion and training. He also shared that he was nominated and appointed as the Secretary/Treasurer of the Michigan Community Action Association. Mr. Nolan shared that upon their return, they had the chance to host the MDHHS's ALS Commission on Services to the Aging at Avery Square. They met in the 2nd floor conference room with UPCAP, Toni Phillips, United Way, and Board member Donn Riley where we had the opportunity to share our concerns for senior service programs and what we need to run them. They then met in the basement cafeteria for public input which had a great turnout and another Board member Mitzy Robbins attended. We have asked them to host next year's meeting in Newberry if they choose. Mr. Nolan shared that yesterday, The Salvation Army donated 1,200 pounds of meat to our agency to deliver in our TEFAP program to families in need. Looking ahead, Mr. Nolan shared that we are busy wrapping up our resource events, writing all our grants, and gearing up for Head Start's return. We are planning for fundraisers with our biggest being Walk for Warmth and is scheduled for October 14th. We will be doing homeless awareness fundraising as well in November. One last thing mentioned is that we will be applying to facilitate the diaper distribution program ourselves starting on October 1st. It has been an amazing program in our area and Mr. Nolan thanked Jen LaBonte and Christy Alligood for everything they have accomplished handling this program.

BOARD MEMBER COMMENTS

Ms. Haske-Mielke asked Mr. Riley about the MMAP program, and he shared that UPCAP now handles that program. She also asked Mr. Nolan to correct board packet PDF files as they are sometimes upside down. This will be corrected.

Ms. St. Louis-Scott asked about applying for 2% money from the tribes, and Mr. Nolan shared that we have received it before, and he reviews the application every year and will continue to consider an option for capital funding.

Mr. Riley noted that Mr. Nolan being elected as the Secretary/Treasurer to MCA is a big accomplishment for our agency and gives us more exposure as well as more direct communication with grantors.

ADJOURNMENT

Mr. Batchelder made a motion to adjourn. The motion was seconded by Mr. Riley. The motion carried unanimously. The meeting adjourned at 1:21 pm.

NEXT MEETING

The next Board Meeting is scheduled for 12:00pm on Wednesday, October 4th, 2023, at 510 Ashmun Street, Sault Ste. Marie, MI 49783.

Signed: _____

Donn Riley
Board Secretary/Treasurer