

Mid Michigan Community Action Agency, Inc.
Board of Directors Meeting
8/21/2025

MEMBERS PRESENT

Jones, Nancy
Reder, William
Vernier, Joel
Johnson, Ruth
Michell, Tim
Weimer, Suzi
Ortega, Theresa
Hoefling, David*
Bontekoe, Doug
Wilton, Kathy
Byard, Tracy*
Roberts, Debbie
Begick, Vaughn*
Winarski, Tom
Schuelke, Larry

MEMBERS ABSENT

Gage, Norm
Goulet, Carol
Raap, Joan
Nash, Charles
Sims, Barbara
Adams, Greg
Dancer, Jennifer

CONSULTANT

STAFF PRESENT

Polega, Mark
Carson, Amyee
VanderElzen, Stephanie
Mills, Johnny
Rohlman, Eva
Swanstra, Cherri
Loomis, Courtney
Johnson, Brian
Scott, Santana
Nelson, Kaylee

** denotes virtual attendance*

CALL TO ORDER

Chairperson William Reder called the meeting to order at: 4:30 p.m. at 1574 E. Washington Rd., Farwell, Michigan.

Roll call was taken and a quorum established.

Motion Jones/Vernier to excuse absent board members from meeting.
Motion unanimously approved.

MINUTES FROM THE PREVIOUS MEETING:

Motion Weimer/Wilton to review and approve the June 2025 Minutes.
Motion unanimously approved.

PUBLIC COMMENT

N/A

POLICY COUNCIL REPORT

Kathy Wilton

Motion Jones/Vernier to accept Policy Council Report.
Motion unanimously approved.

PLANNING COMMITTEE REPORT:

Nancy Jones

Monitoring Report for Review (For Approval)

- Discussion* Michigan State Housing Development Authority – Family Self-Sufficiency Q2 Performance Review
Cherri Swansta: MSHDA is reviewing us quarterly now, and we received a score of 5 which means we exceeded expectations.
- Discussion* Michigan Department of Education – Community Supplemental Food Program and the Emergency Food Assistance Program Inventory Review Report & Closeout
Cherri Swanstra: We had an on-site visit at the Warehouse, checking inventory and files and everything was satisfactory.
- Discussion* Bureau of Community Action & Economic Opportunity
Johnny Mills: Weatherization PY24 DOE Quality Assurance Monitoring – This is the initial report, there were 2 observations and 1 finding. The finding was for an oven that was not tested. We are implementing strategies so that we ensure safety protocols are implemented. As far as action needed for this report, it is minimal.
Johnny Mills: Weatherization PY24 BIL Quality Assurance Monitoring Corrective Action – this is the response and corrective action for the monitoring reviewed last meeting.
- Discussion* Department of Health and Human Services – WIC Corrective Action Acceptance
Amyee Carson: Tammy did the corrective action plan the day they were reviewing us. They were having virtual visits vs in-person visits and marking them incorrectly in the drop-down menu. She fixed that and we are good to go.
- Motion* Jones/Wilton to review and approve the monitoring reports:
1. Michigan State Housing Development Authority – Family Self-Sufficiency Q2 Performance Review
 2. Michigan Department of Education - Community Supplemental Food Program (CSFP) and the Emergency Food Assistance Program (TEFAP) Inventory Review Report & Closeout
 3. Bureau of Community Action & Economic Opportunity
 - a. Weatherization PY24 DOE Quality Assurance Monitoring (MVID 3603)
 - b. Weatherization PY24 BIL Quality Assurance Monitoring Corrective Action (MVID 3307)
 4. Department of Health and Human Services – WIC Corrective Action Acceptance
- Motion unanimously approved.

Early Childhood Services:

- Discussion* Early Head Start and Head Start Director Reports
Stephanie VanderElzen: For Head Start, our teachers came back on August 1st. We spent a lot of time at our Harrison location where we moved into a new building. We have a very diligent team that got the site licensed right in time for the school year to start. We are struggling with enrollment here. We did talk to Clare Public Schools to transport kids here, to make up for the Farwell kids that we are losing. We just submitted our grant for our food program.

Amyee Carson: Early Head Start started a new grant program year as of August 1st. It is quite a busy time for our management team right now. We have been working hard with events to increase the kids on our waitlist as many kids transitioned to preschool. Our staff have been working really hard to keep us fully enrolled. Working on our corrective action plan from our federal review earlier this year – we have a technical trainer to come in to help us. We have those issues taken care of and moving forward, we have been fingerprinting everyone getting hired. I will have an interview in October where I will show them all the changes we have made. We have been working on increasing socialization opportunities, and we have increased our attendance for socialization events. Our reported enrollment was 100% last month. I'm having Tammy keep track of the average number of people that come into the WIC clinic – we had an average of 54 people coming into the clinic every week last month, with only 5% rate of cancellations. Stephanie VanderElzen: The Program Instruction (PI) we received – we could write for things such as food service upgrades, anything that we need upgraded in the kitchen, breastfeeding supplies, sanitation supplies, gardening supplies. Amyee and I both did write for this – which we will talk about later in the meeting.

The following were received and filed:

1. Directors' Report
2. Early Head Start Dashboard
3. Head Start Dashboard
4. Program Instruction: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families (ACF-OHS-PI-25-02)

ECS/EHS time 10 mins

Continuation Applications (For Approval)

Motion Jones/Wilton to review and approve the following continuation applications:

1. Michigan Department of Health and Human Services
 - a. Weatherization – Department of Energy - \$2,439,404
 - b. Weatherization - LIHEAP - \$1,303,300
 - c. Weatherization Supplemental - \$529,455
 - d. Weatherization - Infrastructure Investment and Jobs Act (IIJA) - \$2,297,424
 - e. Rapid Rehousing - \$574,931
 - f. Emergency Housing Support Funds - \$850,000
2. Michigan State Housing Development Authority
 - a. Emergency Solutions Grant - \$403,327
 - b. Housing Education Program - \$45,000
 - c. Community Economic Development Association of Michigan (CEDAM) – Free Tax Preparation Expansion - \$40,000

Motion unanimously approved.

New Applications (For Approval)

Motion Jones/Wilton to review and approve the following new application:

1. U.S Department of Health and Human Services – Early Head Start Nutrition Supplement - \$68,000

Motion unanimously approved.

Discussion: Northeast Michigan Community Service Agency (NEMSCA) – Head Start Nutrition Supplement
Stephanie VanderElzen: I wrote in for crockpot meals and one crockpot for each family. I wrote in for healthy family style meals we can do at each location. We also requested funds to cover food expenses not covered by our primary food grant.

Motion Jones/Wilton to review and approve the following new application:
1. Northeast Michigan Community Service Agency (NEMSCA) Head Start Nutritional Supplement - \$60,500.
Motion unanimously approved.

Discussion Customer Satisfaction (**Organizational Standard 1.3**)
Eva Rohlman: We are required per our Organizational Standards to report on Customer Satisfaction date every year. You have the satisfaction survey examples in front of you now. We do not have great data on this right now, but we just revamped how we take in customer satisfaction. Our staff have been putting in a lot of work to gather feedback effectively across our customers. We broke the process down into three different types of customers – we have a survey for micro interactions for those who call, email, or text us. We also redid the survey we have been giving out at Community Action Centers – one-time interactions at the offices. The third survey is one we developed for our rapid rehousing programs. The VA has a very standardized survey that they use, but we do not collect the data. Those participating in our rapid rehousing programs are usually with us long-term and they get their own survey as well. Every different program that dives into a household has a different survey that they use. We will be rolling up all the data from those surveys for you, but it is a work in progress.

FINANCE COMMITTEE REPORT:

Joel Vernier

Motion Vernier/Weimer to accept the Fiscal Year to Date Financial Reports
Motion unanimously approved.

Motion Vernier/Winarski to approve the following contracts & awards:

1. Michigan Department of Health and Human Services
 - a. **\$450,000 increase** amendment – Water Affordability Program – 10/01/2025 to 9/30/2029
2. Michigan State Housing Development Authority (MSHDA)
 - a. **\$9,800** – Housing Education Program (HEP) Grant – 7/1/2025 to 6/30/2026
3. Michigan Department of Labor and Economic Opportunity (LEO)
 - a. **\$6,000** – Going Pro Grant, Michigan Works Region 7B – 7/1/2025 to 6/30/2026
4. Michigan Department of Education
 - a. **\$32,600 increase amendment** – Local Food Purchase Assistance (LFPA) – 4/4/2023 to 12/13/2026
 - b. **\$400 increase amendment** – The Emergency Food Assistance Program – 10/1/2024 to 9/30/2025
5. United Way Lakeshore

- a. **\$6,000** – HUD Certified Housing Counseling – Muskegon – 7/1/2025 to 6/30/2026

Motion unanimously approved.

Motion Vernier/Jones to approve the Early Head Start lease renewal at Greater Midland Coleman Family Center for \$1,350 per month from 8/01/2025 to 7/31/2027
Motion unanimously approved.

RESOLUTIONS

Motion Weimer/Vernier to approve resolution HML-2025-92-S2S, Steps to Stability
__14__ ayes, __0__ nays
Motion unanimously approved.

Motion Weimer/Jones to approve resolution HML-2025-92-ESG
__14__ ayes, __0__ nays
Motion unanimously approved.

OTHER BUSINESS

Bill Reder: Before our next Board meeting on September 25th, we will be having a Compensation meeting at 2:30PM to discuss Mark's compensation and performance review. This meeting will be open to all board members, and the outcome will be presented at the board meeting that day.

EXECUTIVE OFFICER'S REPORT

Mark Polega: To talk about funding since we are moving towards the end of the fiscal year – there is quite a bit of uncertainty about how it will go, if there will be a government shut-down or not. Historically, even when the government shuts down, the mechanisms that move the money that allow us to continue, do not stop. We should not have to worry about stopping our services. That is something that we will continue to watch very carefully. Something that bodes well for us – the Senate did their markup in the budget, and the funds that affect us were not cut in their proposal. That gives us a good signal that despite the president's budget, that the Senate Republicans have different ideas on how they want to appropriate money and they are not aiming at cutting our core programming. The messages we have been receiving within the Community Action network present cautious optimism.

I also wanted to spotlight my team and our staff for a moment. In July, we had our annual Michigan Community Action Summer Conference at Grand Rapids this year. This was my first time going as an Executive Director – and it was a really cool and fulfilling experience for me. We were very well represented – we had four staff doing trainings at the conference. We took our Weatherization on Wheels trailer out, and Cherri and one of her staff did a demonstration on the trailer. We also had five of our staff graduate from the Leadership Development Institute.

We will be expanding on our Weatherization program a bit, as we have put in the work to build our capacity. This coming program year, we will be partnering with the Oakland-Livingston Human Service Agency to do some multi-family work over there. This will give us the opportunity to bolster training over there and to do some multi-family work in that area. This is beneficial for everyone involved – since we have the opportunity to do some multi-family work, the average cost per unit comes in low and this allows us to put in more work and money into families at our core service area.

Last week, Joel, myself and Jill, were able to meet with Gladwin's City Manager to revive the Senior Housing Project in Gladwin. The conversations had started in 2019, but were put to a halt during COVID. The property is still available, and there is still interest in the project. There is going to be more funds available in the realm of development as there is a high need for housing.

Finally, thank you to all of you. Thank you all for being here on this Board, and thank you for being available to meet for lunch for Board visits. We are just about done with our Doughnuts & Dialogue tour, going to all of our counties and meeting with staff. Getting to know staff a bit better has been really rewarding, and I have gotten some good insight to seeing the agency from a different perspective. We have gotten a lot of really good feedback.

STAFF/DIRECTOR REPORTS

Written reports provided.

Meeting adjourned at __ 6:16 __ p.m.

The next regular meeting of the MMCAA board will be held September 25 at 4:30PM

Location: 1574 E. Washington Road, Farwell, Michigan

Respectfully submitted,

Nancy Jones, Board Secretary