

Mid Michigan Community Action Agency, Inc.  
Board of Directors Meeting  
6/26/2025

MEMBERS PRESENT

Gage, Norm  
Jones, Nancy  
Reder, William  
Vernier, Joel  
Goulet, Carol  
Johnson, Ruth  
Weimer, Suzi  
Raap, Joan\*  
Ortega, Theresa  
Hoefling, David  
Wilton, Kathy  
Byard, Tracy\*  
Begick, Vaughn  
Winarski, Tom  
Schuelke, Larry  
Adams, Greg

MEMBERS ABSENT

Michell, Tim  
Nash, Charles  
Sims, Barbara  
Bontekoe, Doug  
Roberts, Debbie  
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  
Kosnik, Jordan

*\* 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 Gage/Goulet to excuse absent board members from meeting.  
Motion unanimously approved.

**MINUTES FROM THE PREVIOUS MEETING:**

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

**PUBLIC COMMENT**

N/A

**PRESENTATION**

❖ Fiscal Year 2023 Audit Presentation – Karl Eck, Wipfli

Motion Gage/Goulet to approve the Fiscal Year 2023 Audit.  
Motion unanimously approved.

## **POLICY COUNCIL REPORT**

*Stephanie Vanderelzen*

Motion Gage/Goulet to accept Policy Council Report.  
Motion unanimously approved.

## **PLANNING COMMITTEE REPORT:**

*Nancy Jones*

### Monitoring Reports Review (For Approval)

*Discussion* Bureau of Community Action & Economic Opportunity – Weatherization PY24 BIL Quality Assurance Monitoring  
Johnny Mills: This monitoring checks our files and making sure we are doing everything onsite correctly– there were two findings on this monitoring. There was an instance where smoke detectors were paid for twice, they were in fact installed twice, but the Department of Energy will not pay for two detectors in one room. We did have to issue a refund for one of those. We will be doing corrective actions for these.

*Discussion* Bureau of Community Action & Economic Opportunity – Weatherization PY24 Annual Monitoring Report & Closeout  
Johnny Mills: There were not any findings with this audit.

*Discussion* Bureau of Community Action & Economic Opportunity – Organizational Standards Report & Closeout  
Eva Rohlman: Kaylee and I worked on these for this year – we met our Org Standards 100%.

*Discussion* Michigan Department of Education – The Emergency Food Assistance Program (TEFAP) Inventory Desk Audit Closeout  
Cherri Swanstra: This is a desktop monitoring and there is no corrective action. This is for food that goes to all eight of our counties.

Motion Goulet/Hoefling to review and approve the monitoring report:  
1. Bureau of Community Action & Economic Opportunity  
a. Weatherization PY24 BIL Quality Assurance Monitoring (MVID 3307)  
b. Weatherization PY24 Annual Monitoring Report & Closeout (MVID 3602)  
c. Organizational Standards Report & Closeout (MVID 3599)  
2. Michigan Department of Education  
a. The Emergency Food Assistance Program (TEFAP) Inventory Desk Audit Closeout  
Motion unanimously approved.

*Discussion* US Department of Health and Human Services – Early Head Start Focus Area One (FA1) Monitoring Review Report  
Amyee Carson: We have had two areas were not in compliance – one we knew we were going to get a response for. The Office of Head Start started required staff to get fingerprinted. The state came out with a proposal to work with the state’s police post to get fingerprints for us. By mid-December we were able to get the majority of staff fingerprinted, but there were still staff who had not gotten fingerprinted prior to getting hired, so we knew we would have a finding there.

Moving forward, any Head Start staff cannot start until we have fingerprints back. My corrective action plan is written, we are waiting for a response from the agency who did our review. We also had a financial closeout form that was not completed. Brian and I are going to work on a corrective action plan for that.

- Motion Jones/Wilton to review and approve the following monitoring report:
1. US Department of Health and Human Services – Early Head Start Focus Area One (FA1) Monitoring Review Report
- Motion unanimously approved.

### Early Childhood Services

- Discussion* Early Head Start and Head Start Director Reports
- Stephanie Vanderelzen: It was another good year for us – we see children who are nonverbal, who vary in skills and abilities at the beginning of the school year, and they gain those skills by the end of the school year. A lot of the kids are leaving us, are able to communicate in one way or another. The teachers save art projects all year long and do an art display at the end of the year – it is the families favorite part of the year. We have had the Facilities team help us move our Harrison site. I did a walkthrough on Monday at the new site and there are still some things we need to work on before we can get that space licensed.
- Amyee Carson: We just completed our training week that is required of us on an annual basis. Every Home Visitor also needs to create a professional development plan. We did our training in the basement of the Clare library this year – it is always nice to get everyone from four different areas altogether. There’s a lot of collaboration that happens. Reported enrollment for Early Head Start was at 99%. WIC is at 85% show rate – they have been pretty steady. They had their state evaluation, and we are working on the corrective action plan.

The following were received and filed:

1. Directors’ Report
2. Early Head Start Dashboard
3. Head Start Dashboard

ECS/EHS time 20 mins

### Continuation Applications (For Approval)

- Discussion* Michigan Department of Health and Human Services – Women, Infants, and Children (WIC)
- Amyee Carson: We provide good services, and it is time to submit for our continuation grant. We will be flat-funded again this year.

- Motion Jones/Gage to review and approve the following continuation application:
1. Michigan Department of Health and Human Services
    - a. Women, Infants, and Children (WIC) - \$323,760
- Motion unanimously approved.

- Discussion* FY26 Community Action Plan Review
- Eva Rohlman: This is our required CAP review. After your approval, it does get sent out to the public. It talks about how we function as a board, how we conduct

our CNA, what kind of new funding we have in the organization etc. They haven't changed these questions in a long time.

Motion Jones/Goulet to approve and receive the Community Action Plan Review.  
Motion unanimously approved.

*Discussion* FY26 Michigan Energy Assistance Program (MEAP) Service Plan Review  
Cherri Swanstra: This is the Community Impact division, it is used for utilities and heat. I am asking for \$215,000. This is the plan we have to send to the state to show what we will do with the money.

Motion Jones/Goulet to approve the FY26 Michigan Energy Assistance Program (MEAP) Service Plan Review.  
Motion unanimously approved.

**FINANCE COMMITTEE REPORT:**

***Joel Vernier***

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

Motion Vernier/Winarski to approve the following contracts & awards:  
1. Michigan Veterans Affairs Agency  
a. \$250,000 – Michigan Veteran Homelessness Prevention Grant –  
10/01/2024 to 09/30/2028  
Motion unanimously approved.

*Discussion* Department of Veteran's Affairs - Supportive Services for Veteran Families  
Mark Polega: To clarify – this is going to be an extension, and it is a no-cost extension.

Motion Vernier/Gage to approve the following contracts/awards:  
1. Department of Veteran's Affairs  
b. \$1,226,175 Renewal Award – Supportive Services for Veteran Families – 10/01/2025 to 09/30/2026  
c. \$0 – Supportive Services for Veteran Families – Extension –  
09/30/2025 to 12/31/2025  
Motion unanimously approved.

*Discussion* United Way of Clare and Gladwin Counties  
Stephanie Vanderelzen: This is money we get to use for local events, like Fun Day in the Park and community baby showers.

Motion Vernier/Goulet to approve the following contracts/awards:  
1. United Way of Clare and Gladwin Counties  
d. \$2,000 – Early Childhood Events  
Motion unanimously approved.

*Discussion* Michigan Department of Health and Human Services – Community Services Block Grant  
Mark Polega: this is our final allocation for CSBG from the state – it is later than what it normally is.

Motion Vernier/Wilton to approve the following contracts/awards:  
1. Michigan Department of Health and Human Services  
a. \$13,906 increase – Community Services Block Grant – 10/01/2024 to 09/30/2025  
Motion unanimously approved.

Motion Vernier/Jones to approve the purchase of 3 mid-size SUV’s from Garber in Midland for Early Head Start  
Motion unanimously approved.

*Discussion* Approval for the purchase of a new roof on the Farwell Admin building  
Mark Polega: We had last discussed two different options to explore – replacing the existing shingles or going with a steel roof. Damon has been talking with different vendors and we would likely only get 15 years out of shingles if we replace them. We are more in favor of the steel roof. We have bids to replace the shingles and bids to go with the metal roofing. Damon and I are recommending a steel roof.

Motion Vernier/Goulet to approve the selection of Integral Builders for \$192,275.81 to purchase a new roof on the Farwell Admin building.  
Motion unanimously approved.

*Discussion* Vendor selection – Cat’s Meow Parking Lot Resurfacing  
Mark Polega: Unfortunately we have only had one bid at \$80,000, we are working on getting more bids. I would not make a decision until I see at least two other bids. If I could get approved to make that decision, we would not have to

Motion Vernier/Jones to grant Mark the ability to decide on what vendor to select for the Cat’s Meow parking lot based on the bids received, as long as it does not exceed \$80,000.  
Motion unanimously approved.

Motion Vernier/Goulet to approve the withdrawal of funds from the investment accounts to pay for the Admin building roof and the Cat’s Meow parking lot.  
Motion unanimously approved.

## **RESOLUTIONS**

Mark Polega: We just recently switched retirement plan providers – we are with Mutal of America. When we transitioned, we wanted to focus on the move from one provider to another, so we didn’t make any changes to the plan when we were switching over. They came to me, and said that there were some elements that

would benefit staff and asked us to consider it. Courtney and I sat down with them to discuss it and they suggest we add a Roth IRA. As our plan exists today, we do not have an option for hardship distribution, which I thought was surprising and I would like to add that to our plan. If staff have a defined hardship, they will be able to access that. The final option was to let our staff take up to one loan from their retirement – this gives staff an option without an administrative cost. It gives staff the option to pay themselves back without having to go through a bank with high interest loans.

Motion Weimer/Goulet to review and approve the amendment to the Employee Retirement Plan to add a Roth IRA contribution option and an employee loan option.  
\_\_11\_\_ ayes, \_\_2\_\_ nays

Motion Gage/Hoefling to review and approve the amendment to the employee retirement plan – to allow hardship distribution.  
\_\_13\_\_ ayes, \_\_0\_\_ nays  
Motion unanimously approved.

### **OTHER BUSINESS**

N/A

### **EXECUTIVE OFFICER'S REPORT**

Mark Polega: I feel like I've been out of the office a lot holding meetings – I was able to meet in Lansing with Michigan Community Action Director's Council. Kaylee and Courtney and I have been on our road tour to staff – for Doughnuts and Dialogue. It has been great to get out to see staff and gain insight into their day-to-day operations and internal struggles. We are going to wrap up the tour sometime in August. We also kicked off the lunch tour with the Board members – we started in Gladwin to Tom, Ruth, and Joel. It's great to get to know my bosses better.

We also have a lot of conferences in the summertime. People are getting out to professional development opportunities. We have 14 of our staff going to Michigan Community Action Summer Conference, some are LDI graduates. Santana and Eva, Cheri and John are going to be presenting at the conference. We will be well represented in every way at that conference.

Our FY24 audit is going to be late – as Karl had mentioned. I do think that we are on a good course to get back on track on our FY25 audit that will be due in June. Having Brian on board and having his skill set, we will be able to move much faster. I feel good about where we are heading and that we will be in a stable place moving forward.

We don't have any sense on what the FY26 budget will look like. The presidential version of the budget includes cutting a lot of programs that impact us. We are not panicking – it is just one proposal. We are confident that our work and the nationwide community action has its merits. We are looking forward to NCAF to push harder on advocacy. We have an internal advocacy committee to work with legislators on a level we hadn't been before. There will be updates and opportunities for you all to be involved – and I will pass those on as they come up.

### **STAFF/DIRECTOR REPORTS**

Written reports provided.

Meeting adjourned at \_\_\_ 6:53 \_\_\_ p.m.

The next regular meeting of the MMCAA board will be held July 24 at 4:30PM

Location: 1574 E. Washington Road, Farwell, Michigan

Respectfully submitted,

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Nancy Jones, Board Secretary