Mid Michigan Community Action Agency, Inc.
Board of Directors Meeting
6/25/2026

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Gage, Norm	Michell, Tim	Polega, Mark
Jones, Nancy	Nash, Charles	Carson, Amyee
Reder, William	Ortega, Theresa	VanderElzen, Stephanie*
Vernier, Joel	Sims, Barbara	Mills, Johnny
Goulet, Carol	Bontekoe, Doug	Rohlman, Eva
Johnson, Ruth	Byard, Tracy	Swanstra, Cherri
Weimer, Suzi*		Loomis, Courtney
Hoefling, David		Johnson, Brian
Wilton, Kathy	CONSULTANT	Scott, Santana
Roberts, Debbie	Dancer, Jennifer*	Nelson, Kaylee
Begick, Vaughn		Conroy, Stephannie*
Winarski, Tom		Stephenson, Heather*
Schuelke, Larry		Bennett, Amy
Ryder, Diane		
Hren, Allitta		

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

MINUTES FROM THE PREVIOUS MEETING:

Motion Jones/Goulet to review and approve the May 2026 Minutes.
Motion unanimously approved.

PUBLIC COMMENT

N/A

PRESENTATION

- FY25 Audit – Karl Eck, WIPFLI
  - Karl presented a summary of the FY25 Audit draft and is expecting to provide and distribute the final copy next week. He discussed the agency's financial health and fielded questions.

POLICY COUNCIL REPORT
Kathy Wilton

Motion Wilton/Begick to accept Policy Council Report.
Motion unanimously approved.

PLANNING & EVALUATION COMMITTEE REPORT:
Nancy Jones

Monitoring Report for Review (For Approval)

Discussion Department of Health & Human Services, Administration for Children & Families, Office of Head Start
Head Start Preschool Program Performance Summary Report & 120-Day Extension of Corrective Action Period
Stephanie VanderElzen: We did have an incident that we had to report to the Board a couple of months ago involving a staff member who no longer works for us, this is the report for that incident. The report includes safety practices that we will be implementing for the new school year. I submitted a letter to ask for an extension, and we were granted a 120-day extension, due in November. This will give us time to create the corrective action and training plan.

Motion Jones/Wilton to review and approve the following monitoring reports:
1. Department of Health & Human Services, Administration for Children & Families, Office of Head Start
    a. Head Start Preschool Program Performance Summary Report & 120-Day Extension of Corrective Action Period

Motion unanimously approved.

Discussion Michigan Department of Health and Human Services, Bureau of Community Action & Economic Opportunity (BCAEO)
CSBG FY2025 Annual Report Feedback Memo
Mark Polega: Each year, we must do a comprehensive annual report on our Community Services Block Grant (CSBG). The report encompasses all the programs that we provide and includes the service outcome numbers. The state gives us the memos, with feedback and statewide statistics. One of the big takeaways from this information is that CSBG allows us to bring in other money. For every dollar of CSBG funding, another $24 of other funding comes in. The network does a great job of leveraging federal dollars.

FY26 Organizational Standards Closeout (MVID 3892)
Mark Polega: This review came before the board a month ago. We passed with 100%, and this is just closing out that review.

Programmatic and Financial Monitoring Report for Baytown Multi-Family Weatherization Project (MVID 3983)
Johnny Mills: We had that huge multifamily project in Bay City – this is coming a year after what would normally be expected. There were not any findings, no recommendations, our team did a good job.

Motion Jones/Wilton to review and approve the following monitoring reports:

1. Michigan Department of Health and Human Services, Bureau of Community Action & Economic Opportunity (BCAEO)
   a. CSBG FY2025 Annual Report Feedback Memo
   b. FY26 Organizational Standards Closeout (MVID 3892)
   c. Programmatic and Financial Monitoring Report for Baytown Multi-Family Weatherization Project (MVID 3983)

Motion unanimously approved.

Early Childhood Services:

Discussion Early Head Start and Head Start Director Reports

Amyee Carson:

- This last month, we had Fun Day in the Park – which takes a lot of planning. We had 26 community partners attend, which was the highest turnout that we've had. We are getting more quality interactions during the activities we host at Fun Day.
- We are working on referrals to transition 3 year olds into preschool this Fall.
- We are at 100% enrollment, with 22.5% children enrolled with disabilities
- WIC's numbers are increasing for in-person appointments. They come in for breastfeeding support, to renew benefits, fill out new client information, and attend educational classes.
- We have a senior worker in our Midland Office lobby acting as an initial contact for anyone coming to that office.
- Whole Family Programming is moving along. We are setting some goals and planning out what the rollout will look like for the Fall and how it fits with what we are doing.

Stephanie VanderElzen:

- It was our last month of school, we had meetings within our school districts and those went really well. We made good connections with districts that were difficult to connect with in the past.
- A lot of the classrooms had an end-of-the-year celebration, where parents were also invited.
- We have a requirement coming from GSRP, that we have to change our developmental screening tools. We are working hard to make those changes and attending trainings to understand the program we will have to use.
- We have hired a Program Nurse this week.
- We are at 98.5% enrollment. We had a couple kids drop at the last week for family vacations. We were at 19% children enrolled with disabilities.
- We served almost over 63,000 meals to our Preschool kids by the end of the year.

The following were received and filed:

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

ECS/EHS time **15 mins**

Continuation Grant Application (For Approval)

Discussion Michigan Department of Education – Child and Adult Care Food Program
Mark Polega: This is CACFP – we use this to support the food we purchase for the children. Some food we buy and prepare, some food we buy and contract the preparation through the schools.

Discussion Department of Housing and Urban Development (HUD) - FY27 Permanent Supportive Housing
Cherri Swanstra: This is Eva's program, this is for individuals who are chronically homeless. This supports permanent rental assistance and case management.

Motion Jones/Hoefling to review and approve the following continuation application:
1. Michigan Department of Education – Child and Adult Care Food Program - $160,000 estimated
2. Department of Housing and Urban Development (HUD) – FY27 Permanent Supportive Housing - $189,940

Motion unanimously approved.

***FINANCE COMMITTEE REPORT*:**
Joel Vernier

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

Motion Vernier/Jones to review and approve the following contracts & awards:
1. Michigan Department of Health & Human Services
   a. **$40,000 decrease –** Master Leasing Family Shelter Pilot (MLFSP) – 10/01/2025 to 09/30/2026
   b. **End date change –** Water Affordability – 10/01/2025 to 09/30/2027
   c. **End date change –** Weatherization Supplemental (WxSUPP) – 10/01/2025 to 9/30/2029

Motion unanimously approved.

Discussion Michigan Department of Environment, Great Lakes, and Energy (EGLE)
Filter First
Stephanie VanderElzen: This is a water filter program regarding the regulations that are coming out around lead in classrooms. We applied for this a year ago, and we finally got feedback on this to spend out the money by the end of the month. We are purchasing water filters to put in classrooms wherever children come into contact with water.

Motion Vernier/Ryder to review and approve the following contracts & awards:
2. Michigan Department of Environment, Great Lakes, and Energy (EGLE)
   a. **$3,175.00** – Filter First – 06/15/2026 to 06/30/2027
3. Housing and Urban Development (HUD)
   a. **$198,940.00** – Permanent Supportive Housing – (PSH) 08/01/2027 to 07/31/2028

Motion unanimously approved.

Motion Vernier/Jones to approve the purchase of a pickup truck for Weatherization to replace a totaled vehicle, from McGuire Chevrolet for $45,295.00.
Motion unanimously approved.

OTHER BUSINESS

N/A

EXECUTIVE DIRECTOR'S REPORT

Mark Polega: I am happy to be returning today after a couple of weeks off. I hit the ground running by coming back on a Board meeting day.

I wanted to take a moment to look at a couple of numbers from our annual report. The first number is 11,030, representing the number of households we served in 2025. The second number is 15,823, the number of individuals we have served in the last fiscal year. These numbers are powerful reminders of why our work matters. We serve areas with relatively small populations, and these numbers speak to the skills of our staff to help our communities and to make our presence known.

We are in the process of trying to fill our Facilities Manager position, which opened in May. In the meantime, Johnny has been acting as the head of maintenance. He has stepped up in a major way to cover a lot of holes. Interviews are already underway; we have some internal applicants and external applicants that we will start interviewing next week.

I wanted to give you a quick update on my goals for the year. My first goal was around strengthening leadership collaboration. We have spent dedicated time working with a consultant to adopt best practices and to build stronger alignment across the team. During my time away, I did not have to worry, I knew that I could rely on my leadership team. They stepped up and supported one another. I am very proud of where we are today.

Adopting Pathways to Excellence was another goal – you adopted our resolution last month. And we are on track to earning our Bronze tier certification in November.

Amyee talked about Whole Family Programming earlier, we have a team of staff working on that consisting of Cherri Swanstra, Santana Scott, and Katelynn McKellar, and that is progressing well. Whole Family Programming is about regardless of how a family comes to us, that they have access to the most programs possible so that we are serving that family as completely as we can.

Finally, in terms of strengthening our administrative structure alongside our growth, I'm pleased to share that Brian will be starting as our new Finance Director next week. We have avoided any major setbacks and are now back and track – and that is a huge credit to Brian and his team.

STAFF/DIRECTOR REPORTS

Written reports provided.

Motion Winarski/Begick to adjourn the meeting.
Motion unanimously approved.

Meeting adjourned at ___5:45____p.m.

The next regular meeting of the MMCAA board will be held July 23 at 4:30PM

Location: 1574 E. Washington Road, Farwell, Michigan

Respectfully submitted,

_____
Nancy Jones, Board Secretary