

Mid Michigan Community Action Agency, Inc.  
Board of Directors Meeting  
5/22/2025

MEMBERS PRESENT

Jones, Nancy  
Reder, William  
Vernier, Joel  
Goulet, Carol  
Johnson, Ruth  
Michell, Tim  
Weimer, Suzi  
Ortega, Theresa\*  
Hoefling, David  
Wilton, Kathy  
Roberts, Debbie  
Begick, Vaughn  
Winarski, Tom  
Schuelke, Larry  
Adams, Greg

MEMBERS ABSENT

Gage, Norm  
Wertz, Cindy  
Raap, Joan  
Nash, Charles  
Sims, Barbara  
Bontekoe, Doug  
Byard, Tracy  
Dancer, Jennifer

CONSULTANT

STAFF PRESENT

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

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

**MINUTES FROM THE PREVIOUS MEETING:**

Motion Goulet/Hoefling to review and approve the April 2025 Minutes.  
Motion unanimously approved.

**PUBLIC COMMENT**

N/A

**PRESENTATION**

N/A

## **POLICY COUNCIL REPORT**

*Amyee Carson*

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

## **PLANNING COMMITTEE REPORT:**

*Nancy Jones*

### Monitoring Report Review (For Approval)

*Discussion* Michigan Department of Education – CACFP Administrative Review  
Stephanie: This was an onsite review of all our data around the meals we serve our children. We did have a blueberry cobbler – with blueberries and just granola and honey on top and counted it as a “fruit” and they said that was incorrect.

*Discussion* Bureau of Community Action and Economic Opportunity – FY25 Program Compliance Onsite Review Report  
Eva: This is a shared review – a lot of us have a piece in this. They review the community action centers, they look at weatherization, they look at our risk assessment – the report is extensive. There were zero findings with this review, and you can see in the report some of the really good work our team is doing.

*Discussion* Bureau of Community Action and Economic Opportunity - Weatherization In-Progress Quality Assurance Monitoring Report  
Johnny: After the Department of Energy’s visit, one of their concerns was that the state wasn’t doing as much in-progress monitoring as they would like. Our monitor came out to Bay City to observe the quality control inspector while the work is taking place. There were no recommendations or findings.

*Discussion* Michigan State Housing Development Authority (MSHDA) – Family Self-Sufficiency Q1 Performance Review  
Cherri: This is our Family Self-Sufficiency program – MSHDA has decided that they would like to support us more and monitor us quarterly. We have an overall rating of 7, which exceeds expectations.

Motion Jones/Begick to review and approve the monitoring report:

1. Michigan Department of Education
  - a. Child and Adult Care Food Program (CACFP) Administrative Review Report
2. Bureau of Community Action and Economic Opportunity
  - a. FY25 Program Compliance Onsite Review Report
  - b. Weatherization In-Progress Quality Assurance Monitoring Report
1. Michigan State Housing Development Authority (MSHDA)
  - a. Family Self-Sufficiency Q1 Performance Review

Motion unanimously approved.

Early Childhood Services

*Discussion* Early Head Start and Head Start Director Reports  
Stephanie: We have been doing our kindergarten transitions within our local districts. We talk about the child's strengths and family history with local educators before they go off into kindergarten. We are waiting to hear back on our Designation Renewal System grant. We need one lead teacher and two classroom aides. We were at 100% enrolled for Head Start with 20.8% children having disabilities.  
Amyee: We are waiting back on information from our federal review. Overall things went well, and we are hoping our continuation grant goes well too. We have had many recruitment events – we have had baby showers with presenters. It was like a mini conference where parents could decide which sessions of presenters they wanted to go to. We have Fun Day in the Park coming up soon. Not currently looking for any positions. We were at 100% enrollment.

The following were received and filed:

1. Directors' Report
2. Early Head Start Dashboard
3. Head Start Dashboard
4. Information Memorandum
  - a. Expanding Educational Freedom and Opportunities for Families in Head Start Programs (ACF-OHS-IM-25-04)

ECS/EHS time 20 mins

### New Applications

*Discussion* Michigan State Housing Development Authority (MSHDA) – Steps 2 Stability  
Eva: This is new homeless diversion funding. If someone were to reach out to us and say they were going to become homeless, we can get them connected with someone to come up with creative solutions to help with that, to help alleviate some pressure the shelters have. We expect this program to stick around, this is for the 6 counties that we serve as the Housing Assessment and Resource Agency.

*Motion* Jones/Vernier to review and approve the following new application:  
1. Steps 2 Stability - \$132,000  
Motion unanimously approved.

### Continuation Applications

*Discussion* Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity – Community Services Block Grant  
Mark: This is our core operational funding that allows us to be a community action. We use this for a whole slew of things from keeping the lights on to administrative costs. We also do some cool programmatic things with it.  
Cherri: We use it for housing stability money that allows us to do some minor home repairs. We use it for property tax foreclosures and material vouchers to purchase home goods at local thrift stores.

*Discussion* Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity – Michigan Energy Assistance Program  
Cherri: These are the funds we use for metered energy. We sign people up for affordable payment plans, and this is a two-year plan for those who participate.

*Discussion*     Huntington Community Development Program – Housing Counseling  
Cherri: This is community reinvestment money, where they have to put money back into the community. And we are asking for this amount to help support our housing counseling program.

Motion           Jones/Weimer to review and approve the following continuation applications:  
1.     Michigan Department of Health and Human Services, Bureau of  
          Community Action and Economic Opportunity  
       a.   Community Services Block Grant - \$1,353,526.83  
       b.   Michigan Energy Assistance Program - \$215,000  
2.     Huntington Community Development Program  
       a.   Housing Counseling - \$25,000  
Motion unanimously approved.

*Discussion*     Save the Date: Board Training, Thursday, June 26 at 1:00PM, Lunch Provided  
Bill: Please try to be here if you can – this is an obligation we have to fulfill every 2 years, and it is the same date as the board meeting that month too.

**FINANCE COMMITTEE REPORT:**

***Joel Vernier***

Brian: I was able to pull two different balance sheets, to help determine which one you would like me to provide moving forward. They both have the same information, but the first one offers more details, and the one on the last page is a more summarized version.

Motion           Vernier/Winarski to request that a more detailed version of the financial report will be included in the Board packet moving forward.  
Motion unanimously approved.

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

*Discussion*     Department of Housing and Urban Development – Older Adult Home  
                  Modification Program  
Cherri: This is our Home Ramp-Up Program. It will enable us to put modular ramps that can be moved for older people so that they can stay in their homes and not have to go into nursing homes.

Motion           Vernier/Goulet to approve the following contracts & awards:  
1.     Department of Housing and Urban Development  
       a.   \$2,000,000 – Older Adult Home Modification Program (OAHMP) –  
              05/15/2025 to 05/15/2028  
Motion unanimously approved.

The following were received and filed:  
1: Cash Balances as of 5/22/2025

**RESOLUTIONS**

N/A

**OTHER BUSINESS**

N/A

**EXECUTIVE DIRECTOR'S REPORT**

Mark: I first wanted to thank all of you who were able to attend our Open House today. I cannot think of another time we have been able to open our doors to the public in this way, since this building was first built. For Community Action Month, Vaughn was able to get us a proclamation from Bay County.

This transition has been exciting and challenging for me to take on this scope of work with a new lens. I think this is going well – I have a fantastic team, and I could not do it without them. I broke up my previous position into pieces for my staff. Kaylee has agreed to take on some executive support duties to help support the transition.

We are still uncertain about the federal budget. We are keeping a close eye on what is being proposed, and we are advocating where it makes sense. This is the time to let people know the importance of the work that we are doing – to me, this is not a political debate. We are trying not to be reactive to what we see on the news every night.

Some impacts have been felt. We were given a stop work notice around the new digital equity program. We were approved to receive money through a grant for digital equity to help give low-income individuals who live in rural areas.

A group of us were in Lansing for Legislative Day – to help advocate with legislative staff and talk about our state legislative priorities. We are doing what we can to build relationships with our state legislators, so they can see what work we are doing, and understand the importance of it.

**STAFF/DIRECTOR REPORTS**

Written reports provided.

Meeting adjourned at \_\_\_ 6:00 \_\_\_ p.m.

The next regular meeting of the MMCAA board will be held June 26 at 4:30PM

Location: 1574 E. Washington Road, Farwell, Michigan

Respectfully submitted,

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Nancy Jones, Board Secretary