

Mid Michigan Community Action Agency, Inc.
Board of Directors Meeting
9/25/2025

MEMBERS PRESENT

Jones, Nancy
Reder, William
Vernier, Joel
Johnson, Ruth
Weimer, Suzi*
Raap, Joan*
Hoeffling, David
Bontekoe, Doug
Wilton, Kathy
Roberts, Debbie
Winarski, Tom
Schuelke, Larry
Adams, Greg

MEMBERS ABSENT

Gage, Norm
Goulet, Carol
Michell, Tim
Nash, Charles
Ortega, Theresa
Sims, Barbara
Byard, Tracy
Begick, Vaughn
Dancer, Jennifer

STAFF PRESENT

Polega, Mark
Carson, Amyee
Vanderelzen, Stephanie
Rohlman, Eva
Loomis, Courtney
Johnson, Brian
Scott, Santana
Nelson, Kaylee
Kosnik, Jordan

CONSULTANT

** 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 Vernier/Jones to seat Diane Ryder as a Consumer on the Board of Directors to represent Mecosta County.
Motion unanimously approved.

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

MINUTES FROM THE PREVIOUS MEETING:

Motion Jones/Wilton to review and approve the August 2025 Minutes.
Motion unanimously approved.

PUBLIC COMMENT

N/A

PRESENTATION

N/A

POLICY COUNCIL REPORT

Amyee Carson

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

PLANNING COMMITTEE REPORT:

Nancy Jones

Monitoring Report for Review (For Approval)

Discussion Michigan Department of Education (MDE) Food Distribution Review Closeout
Eva Rohlman: This one is for the Impact division, but Cherri is out today – it is straightforward - closing out all the reviews for last year.

Discussion U.S. Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) Grant Review Report
Eva Rohlman: This one is 23 pages, it is very detailed – they look at finances, and client files. There is always an extensive corrective action plan, and the corrections are included that we will be implementing. I owed them a response, and I sent that to them this week, so you will be seeing that in your packet next month. They found \$1,700 worth of spending they thought was questionable, and for a \$1.3 million grant, that isn't terrible. They also did not love that we spent money on backpacks for our street homeless veterans – they classified them as “uniforms,” and we are gently disagreeing with them on that. We are correcting our mistakes.

Motion Jones/Wilton to review and approve the following monitoring report:
1. Michigan Department of Education (MDE) Food Distribution Review Closeout
2. U.S Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) Grant Review Report
Motion unanimously approved.

Early Childhood Services:

Discussion Early Head Start and Head Start Director Reports
Amyee Carson: For Early Head Start, we are still in the process of transitioning children into preschool, and filling those spots – we see no issue with meeting that. We were reported at 100% enrollment, and our breakdown is in the report. WIC had an 80% show rate in August – showing a strong rate of keeping appointments. We have had a lot of cancellations in September so far due to illnesses. For Whole Family Services – Mark and I have been watching webinars and putting together information on what data we want to collect, and so we can start the planning process on that. We are getting a good handle on what that will mean for the agency.
Stephanie VanderElzen: For Preschool, the kids are back, and classrooms are up and running. Our staff does an amazing job making parents feel comfortable when they drop them off for Preschool. Our Family Service Workers have been working hard to complete applications for our families. We still have a couple positions open – we did fill our Program Manager position with Nicola Turner,

she is from the U.K. and comes with 30+ years of experience with early childhood services.

Discussion Amyee Carson & Stephanie VanderElzen provided a summary for the Early Head Start and Head Start Policy Revisions

Motion Jones/Wilton to approve the following policy revisions:

1. Early Head Start Vision Checklist & Screening
2. Hemoglobin Screening Procedure
3. Early Head Start Hearing Screening Procedure
4. Attendance Partnership Agreement
5. Head Start Preschool Chronic Absenteeism Procedure
6. Head Start Preschool Attendance Policy & Procedure
7. Head Start Preschool Annual Emergency Drill Log & Record
8. Head Start Preschool Emergency Plans
9. Head Start Preschool Release for Individualized Education Plan (IEP) Services Plan & Form

Motion unanimously approved.

The following were received and filed:

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

ECS/EHS time 16 mins

Continuation Applications (For Approval)

Discussion Michigan Department of Health & Human Services (MDHHS) – Emergency Housing Support Funds
Eva Rohlman: This was a pilot program – we are not doing the case management with the families ourselves, but we are given the paperwork so we can cut the check to stabilize housing for families with open child protective services cases.

Discussion Michigan Department of Education (MDE)
Commodity Supplemental Food Program (CSFP):
Eva Rohlman: This is the senior commodity program – this is Cherri's program.

The Emergency Food Assistance Program (TEFAP):
Eva Rohlman: This is the USDA food program that allows us to give food directly to food pantries – this is Cherri's program.

Discussion Child and Adult Care Food Program (CACFP)
Stephanie VanderElzen: This is our food program we use for the schools – it provides us reimbursement for the student's lunches and snacks. We apply for this every year.

Discussion Filter First – Healthy Hydration
Stephanie VanderElzen: These funds are available to make sure that all of the water in our classrooms are filtered. Having filtered water is a licensing requirement.

- Motion Jones/Wilton to review and approve the following continuation applications:
1. Michigan State Housing Development Authority (MSHDA)
 - a. Coordination Entry - \$58,658
 2. Michigan Department of Health & Human Services (MDHHS)
 - a. Emergency Housing Support Funds - \$850,000
 3. Michigan Department of Education (MDE)
 - a. Commodity Supplemental Food Program (CSFP) - \$342,000 est.
 - b. The Emergency Food Assistance Program (TEFAP) - \$192,000 est.
 4. Child and Adult Care Food Program (CACFP) – \$150,000 est.
 5. Filter First – Healthy Hydration - TBD
- 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/Jones to approve the following contracts & awards:
1. Michigan State Housing Development Authority (MSHDA)
 - a. **\$58,658.00** – Coordinated Entry – 8/1/2025 to 9/30/2026
 - b. **\$403,327.00** – Emergency Solutions Grant 10/1/2025 to 9/30/2026
- Motion unanimously approved.

- Motion Vernier/Jones to approve the following contracts & awards:
1. Michigan Department of Labor and Economic Opportunity (LEO)
 - c. **\$35,000.00** – Community Economic Development Association of Michigan (CEDAM) – 10/1/2025 to 9/30/2026
- Motion unanimously approved.

Discussion Financial Policy Manual – Review & Approval
Brian Johnson: I laid out an additional procedure for handling grant reporting and closing – which is in line with the corrective action for Early Head Start. The second addition to the manual is adding a procedure for reporting unclaimed property in the State of Michigan to be in compliance with Michigan State law. Larry Schuelke brought to my attention that there was a sentence that was not complete in the manual ending with endowment – the end of that sentence was supposed to say that “the endowment should be treated as unrestricted funds as long as there are no restricted funds” and I will make sure that is updated.

- Motion Vernier/Hoefling to review and approve the Financial Policy Manual with the sentence change that was identified (**Organizational Standard 8.10**).
Motion unanimously approved.

- Motion Vernier/Jones to review and approve the Fiscal Year 2026 Projected Agency-Wide Budget as presented (**Organizational Standard 8.9**).
Motion unanimously approved.

Motion Vernier/Hoefling to review and approve the Fiscal Year 2026 Cost Allocation Plan as presented (**Organizational Standard 8.12**).
Motion unanimously approved.

Discussion IRS Form 990 FY23 Amended – Review & Approval
Mark Polega: The reason we have an amended return – our FY23 audit was filed late, and the IRS Form 990 is usually filed with that, but we had to file it without the audit as it was not completed. Once the audit was completed, we went back and amended our 990. The IRS Form 990 for FY24 is on here as well, and as our FY24 audit will be late, we will need to make an amendment to that one as well.

Motion Vernier/Hoefling to review and approve the IRS Form 990 FY23 Amended as presented (**Organizational Standard 8.6**).
Motion unanimously approved.

Motion Vernier/Hoefling to review and approve the IRS Form 990 FY24 as presented (**Organizational Standard 8.6**).
Motion unanimously approved.

RESOLUTIONS

Motion Schuelke/Winarski to review and approve the MSHDA Resolution for Coordinated Entry Services.
___13___ ayes, ___0___ nays
Motion unanimously approved.

OTHER BUSINESS

Discussion Executive Director’s Performance Appraisal & Compensation Review
Bill Reder: Courtney Loomis provided us with the survey responses on how Mark is doing – and he has been doing a tremendous job. Going back to the beginning of the year, Mark and his team of Directors really stepped up to dig us out of a hole and get the audit out. Our financial situation has been straightened out and we are in good standing with Isabella Bank. Most of the survey responses rated Mark’s performance as “Exceeded Expectations.” Mark’s contract was originally for 2 years, and the Compensation Committee’s recommendation is that we change Mark’s contract to a 4 year contract to start 10/1/2025. Executive Director compensation was discussed and the language included in proposed contract includes COLA increases in each of the four years.

Motion Vernier/Jones to approve a 4-year contract for the Executive Director including COLA increases each year of the contract. (**Organizational Standard 7.4 & 7.5**).
Motion unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Mark Polega: We are carefully tracking the federal budget. While neither the House nor the Senate has passed a budget bill, their funding recommendations maintain the current funding levels for our core programming.

We are also carefully tracking the state budget as well – a state shutdown has a more immediate impact for us. Typically during this time of the year, we would have our contracts slated already. None of our contracts at this time have been executed, they are all in pending status. This is of concern – the reality of a state shutdown causes headaches immediately for a lot of people, it impacts the Secretary of State, it impacts CPS and. In my experience, we have never had a state shutdown last more than a couple hours. It does not come down to policy disagreements, but how money is being allocated. I do not think we are looking at a long-term state shutdown. If we did have a long-term state shutdown, I have worked with our Leadership team on our contingency plans for that. We have two priorities – making sure that our services are not interrupted for as long as possible, and making sure that we are not being interrupted or impacting our staff. I want to give it two weeks – even if the feds and state is shut down, I do not want to make a reactive decision just because they are shut down. I think the best course is to give it some time and let things work themselves out. I do not want us to immediately close our doors – that has a massive impact across a large service region, and it is damaging to our staff's morale. We will be watching and hearing from our federal advocacy groups and our state partners on what to expect so my recommendations could change based on what comes in. I am optimistic that if we give it time, it will work out. I really do not anticipate that there will be much of an interruption, but it serves us well to be prepared for it.

The state is recommending that we send back a significant amount of funding back to the federal government. I do not feel that this is something we should do. When the federal government gives us money to support our communities, it does not cost the state anything. It does not make any sense to me to send back free money. I encourage you to reach out to our legislators to talk to them about this – this is something actionable that you can help us with now.

In the next couple of days, you will all receive a survey to identify which of you all has connections with our local legislators. As we need to advocate, it is easier for us to get our foot in the door if you have connections.

STAFF/DIRECTOR REPORTS

Written reports provided.

Meeting adjourned at ___ 6:00 ___ p.m.

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

Location: 1574 E. Washington Road, Farwell, Michigan

Respectfully submitted,

Nancy Jones, Board Secretary