

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
OCTOBER 4, 2023**

MINUTES

Members Present:

Kathy Twardy
Donn Riley
Margaret Robbins
John Batchelder
Jordan Tremblay
Danielle Haske-Mielke
Judy St. Louis-Scott
Bill Henry

Becky Davis
Andrew Rubinstein
Kayla Pelter
Andrew Rubinstein
Dennis Hendrickson

Members Absent:

Beth Gibson
Lisa Den Boer

Due to COVID-19 social distancing was practiced. Staff present: Joe Nolan & Janelle Clement. A quorum was met.

Ms. Twardy welcomed the Board members and called the meeting to order with a role call at 12:02 pm in the Avery 2nd Floor Conference Room.

BOARD CHAIR COMMENTS

Ms. Twardy expressed a thank you and appreciation towards Ms. Jordan Tremblay as this will be her last meeting as Policy Council Chair. Ms. Twardy asked if she had any interest in the future if a vacancy became available and Ms. Tremblay expects to have another opportunity in two years through Head Start again. Ms. Tremblay thanked the Board and shared how much she learned about the Agency's mission.

PUBLIC COMMENT

None.

DEPARTMENT DIRECTOR PRESENTATION – VICKI THOMAS, HEAD START DIRECTOR

Mr. Nolan shared that Ms. Vicki Thomas is in and out of the office to take care of her father recently, so he shared her updates about the program and in her Board report. One major item of discussion was the two new classrooms opened for Strong Beginnings. One in Rudyard and one in Soo Township. Ms. Davis asked if those classrooms were operating yet, as she was aware of the licensing issues originally. Mr. Nolan shared that they have been open, with Rudyard just opening this past Monday due to these issues mentioned.

CONSENT AGENDA

- A. Approval of Agenda, as presented;
- B. Approval of the July 26th, 2023 Meeting Minutes;
- C. Approval of the September 18th, 2023 Executive Committee Meeting Minutes;
- D. Approval of the August-September Department Reports;
- E. Approval of the Consent Agenda, as presented.

Mr. Riley made a motion to approve the consent agenda. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

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BUSINESS ITEMS

Approval of Monthly Expenditures

The Finance Committee met before the Board meeting to review expenditures. A motion was made to approve expenditures in the amount of \$904,548.04 from July 19th, 2023, to September 25th, 2023, by Mr. Riley. The motion was seconded by Mr. Shackleton. The motion carried unanimously.

Review of the Form 990

Ms. Clement reviewed the Form 990 with the Finance Committee, and it was open for review to all Board members. Information was provided on the details of the Agency's Form 990. Mr. Batchelder shared that he prepares a Form 990 for his Lions Club and shared his experiences with it. Mr. Nolan shared that this item does not need any action taken for approval by the Board per our organizational standards, just reviewed.

Approval of the FY 24 CLMCAA Operating Budget

The budget was discussed and reviewed at the Finance Committee previously. The budget was created with department directors, the executive director, and the Board treasurer. Mr. Riley asked about losing staff once we lose stimulus funding. Mr. Nolan shared that only two staff members are currently hired on stimulus funding which is BIL funding for the next four years. More discussion on the budget was held about funding sources and grantors. Mr. Shackleton made a motion to approve the FY 24 CLMCAA operating budget. The motion was seconded by Mr. Rubinstein. The motion carried unanimously.

Approval of HML-2023-12-CES Grant Agreement

Mr. Nolan shared that this grant is for wage and fringe only and covers roughly 0.9 FTEs for Housing intake work. The total grant is \$33,782 and comes from MSHDA. It is a renewal. A motion was made by Ms. Tremblay to approve the HML-2023-12-CES grant agreement. The motion was seconded by Ms. Davis. The motion carried unanimously.

Approval of CLMCAA Organizational Chart

Mr. Nolan shared the new organizational chart that was changed to having the Agency's Deputy Director's role supervising department directors. An Administrative Assistant was added as well. Mr. Riley shared that this is how it was done, historically, and Ms. Twardy shared that it ties into the evaluation of the Executive Director's evaluation.

Review of the CLMCAA Comprehensive Risk Assessment

Mr. Nolan shared the details of the comprehensive risk assessment and stated that he will be creating a risk assessment committee and picking up some of the suggestions from the summary and implementing them into the Agency's day-to-day operations. Overall, it was a great learning tool from the assessment, and he provided the Board with a summarized document of the comprehensive report that the Agency will focus on.

Executive Director Annual Evaluation

Mr. Riley shared the combined review scores from all Board members and department director and shared all comments to the full Board. Members of the Executive Committee shared their comments as well, including Mr. Batchelder, Ms. Haske-Mielke, Mr. Hendrickson and Ms. Twardy. The reviews were overall positive, and Mr. Nolan was given some points to improve on which include delegating duties more and utilizing a Deputy Director more for day-to-day work and to not overwhelm himself. They are

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afraid he will burn himself out. The Board thanked Mr. Nolan for his work and are overall satisfied with his work. No other comments from Board members were made outside of the Executive Committee.

Executive Director Compensation Review

Mr. Riley shared the 2022 wage study on executive directors for CAAs in the Upper Peninsula and in the State of Michigan. Ms. Twardy shared that the Executive Committee's recommendation lands at an increase of 3.5%. Mr. Shackleton made a motion to approve this recommendation and increase the Executive Director's salary by 3.5%. The motion was seconded by Mr. Rubinstein. The motion carried unanimously. Another comment made by Ms. Twardy was that Mr. Nolan has an interest in pursuing his Master's degree and would be interested in working out a contract with the Board to help with the cost. Mr. Shackleton asked Mr. Nolan if he had any institution in mind yet, and Mr. Nolan stated he has looked at CMU for the fall of 2024. Ms. Davis shared that NMU also has a Master's program.

EXECUTIVE DIRECTOR REPORT

Mr. Nolan thanked the Board for their comments and increase. He shared that we had our organizational standards monitoring and met 58 out of 58 standards. He shared that the hospital is almost ready to lease space from Avery Square from us; he is just finishing up the lease. Mr. Nolan shared the event turnout from our Newberry senior picnic and resource day and thanked the Board members that were able to attend. He also shared progress on department monitorings that have been happening this late summer. He shared that him, Mr. Riley, and former Head Start Director – Reenie Calery met with Senator Debbie Stabenow and had the chance to talk about Community Action to her. He shared the information on the Office of Community Services site visit as well as the site visit from the Executive Director of MSHDA – Amy Hovie. He stated that we have facilitated some excellent roundtable sessions with state and federal partners in the past two months. Mr. Nolan shared that he, Mr. Joel Amo, and Ms. Heather Jackson, all attended the Together with Veterans resource event and volunteered to help serve the veterans in our area attending the resource fair. Mr. Nolan shared that our staff conducted an active shooter training on September 8th that included over sixty staff members. On September 15th, we reopened our St. Ignace meal center after it has been closed for a year. We were on 9&10 news as well as the front page of the newspaper for the grand reopening. He thanks the Board members that were able to attend that event. Mr. Nolan attended the NASCSP national conference in Grand Rapids last week with weatherization staff and found a lot of valuable knowledge at the event. Mr. Nolan emphasized that our Walk for Warmth on October 14th is coming up and that Board members are more than welcome to attend. He shared some of the larger donations we have received so far for the event and is working on an event sponsorship for five thousand dollars. Mr. Nolan shared that he is sending staff to the ending homelessness summit in Bellaire this month. Homelessness is a growing concern in our area. For staffing, Mr. Nolan shared that we have lost a QCI in weatherization, but we are working on hiring in our Newberry center to help with the staff shortage we have there. Mr. Nolan shared that Dial-A-Ride will be dropping down to five days a week and no longer run on weekends due to the lack of subsidy from the city to operate this program. Mr. Nolan shared an update on the Mackinac County millage issue and will be attending a meeting next week to discuss further and hopefully pick up a check for the millage we were shorted. Overall, Mr. Nolan shared that he is feeling more comfortable rolling into this next fiscal year and has noticed his department directors growing into their own roles and using each other to learn more about the Agency and their programs. He looks forward to the upcoming year and growth that will come with it.

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BOARD MEMBER COMMENTS

Mr. Rubinstein shared that LSSU does IT training annually and it get certified that staff did it and he thinks it is a good control for an Agency. He also shared that hosting Walk for Warmth committee meeting with external stakeholders was a great idea and appreciated being a part of them.

Ms. St. Louis-Scott asked about Mackinac County Walk for Warmth and if we decide to do something, she would love to help with it. She also shared that she reached out to the Senator John DaMoose's office about the tax on diapers bill being removed after Ms. Twardy had asked about it last meeting. Mr. Shackleton stated that he had introduced that bill during his term in the House and is happy to share any drafts on it.

Ms. Haske-Mielke shared her concern for staff leaving for higher paying jobs and that we need to be attentive to competitive wages in the area. She also expressed concern for Dial-A-Ride losing weekend and asked how much it would cost to operate them again and potentially do a round up with vendors or approach municipal bodies for subsidies. Mr. Nolan shared that it costs roughly \$12,000 a day for the weekend and will include a weekend day in our grant proposal to the city.

Mr. Hendrickson asked if the Newberry phone number could be changed back to how it used to be with code 293 because no one has been answering from the 256 phone number. He also shared that we need to ask for an increase in millage next ballot in Luce County and potentially raise the costs of meals as well. He understands the programs are underfunded and believes we need to address it in those two ways.

Ms. Davis asked about donating more hats again from the veteran's program to Community Action and Mr. Nolan told her to bring a couple hundred of them to the Agency and he will distribute.

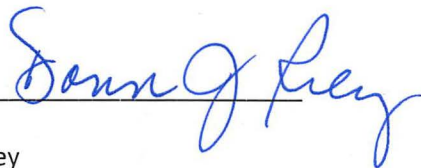
ADJOURNMENT

Mr. Hendrickson made a motion to adjourn. The motion was seconded by Ms. Robbins. The motion carried unanimously. The meeting adjourned at 1:20 pm.

NEXT MEETING

The next Board Meeting is scheduled for 12:00pm on Wednesday, December 6th, 2023, at 510 Ashmun Street, Sault Ste. Marie, MI 49783.

Signed: _____



Donn Riley
Board Secretary/Treasurer