



# Southwest Michigan Community Action Agency

## BOARD MEETING MINUTES



**Monday, January 18, 2023 at 6:00pm**

SMC Foundation Room: 58900 Cherry Grove Road, Dowagiac, MI 49047

**PRESENT:** C. Christopher, M. Franks, K. Lyons, G. Moore, G. Patterson-Gladney, M. Underwood, M. Warren

**ABSENT:** J. Wuerfel

**GUESTS:** None

**STAFF:** D. Oleneack, A. Slack, K. Smith Oldham

The meeting attendees stood and recited the SMCAA mission statement.

**QUORUM:** A quorum was established and the meeting was called to order at 6:00pm.

**AGENDA ACTION:** Motion made by **K. Lyons** to accept the January 18, 2023 Agenda, seconded by **G. Moore**. Unanimous approval; motion carried.

**MINUTES ACTION:** Motion to approve the December 16, 2022 Board Minutes was made by **M. Underwood**, seconded by **K. Lyons**. Unanimous approval; motion carried.

**OFFICERS' REPORT:** Per Board By-laws and Organizational Standard 7.4, **M. Warren** stated one of the Board of Directors' duties is to conduct an annual performance review of the Executive Director. The Executive Committee – Chairperson, Vice Chairperson, Treasurer, Secretary, and Member At-Large – will complete an online, anonymous evaluation of **K. Smith Oldham**. There evaluations will be compiled, reviewed, and reported by **C. Christopher** at the Annual Meeting in February. **A. Slack** will send the Executive Committee the evaluation link and evaluation due dates following tonight's meeting.

**C. Christopher** had nothing to report.

**OLD BUSINESS:** None

**NEW BUSINESS:** **a. Fiscal Summary.** **D. Oleneack** presented the fiscal summary for December, which represented 25% through Fiscal Year 2023. Specific notes of interest:

- Program activity has been slow for the quarter. New programs like the Bipartisan Infrastructure Law (BIL) and Michigan Housing Opportunities Promoting Energy-Efficiency (MI-HOPE) began January 1, 2023 and are getting underway.



- Contracted services between SMCAA and the State of Michigan for the City of Benton Harbor Water Distribution Program (WADIS) will continue until further notice.
- The negative amount reported on December's Summary of Grant Revenue for the Low Income Household Water Assistance Program (LIHWAP) is due to a return from the City of Benton Harbor of over \$15,000 in agency-paid client water payments.

**C. Christopher** questioned why Client Services – Other reports over \$1,300,000 in approved allocations, but only 4% of the line item has been utilized. **D. Oleneack** explained that this line item includes COVID Emergency Rental Assistance (CERA) funding, where monies are still allocated but the CERA Portal has closed. WADIS funds are also reported in this line item, and the agency is not using these monies as quickly as anticipated by the State of Michigan when the program contract was executed due to the city's water line lead removal reaching completion.

There were no additional questions.

**A. ACTION:**

A motion to accept and place on file the Fiscal Summary was made by **G. Patterson-Gladney** and was seconded by **C. Christopher**. Unanimous approval; motion carried.

**b. Programmatic Report.** **K. Smith Oldham** presented the programmatic report for December by reporting the number of clients assisted through each Agency program and/or service. Specific notes of interest:

- In Fiscal Year (FY) 2022, SMCAA offered (14) emergency assistance programs. This year, there are only (6) programs. Due to funding constraints, some programs have had to place maximum payment amounts and are requiring clients to pay 10% of their bills, a practice resuming from pre-COVID programming. There is no additional funding for utility assistance being reported or forecasted from the State.
- There was a correction on the amount of rent payments for December. Originally reported as zero, intake staff updated the agency database following completion of the Programmatic Report. There was actually (1) rent payment assistance through the Emergency Shelter Grant (ESG-CV). This resulted in a corrected Total Assistance amount as well.

**K. Lyons** asked if SMCAA knew why (54) of the registered households for the Holiday Food Share Program did not pick up their food products. **A. Slack** commented the event occurred in the beginning hours of a blizzard and weather conditions were poor. **K. Smith Oldham** agreed and said many of the registrants were seniors. She said **Y. Vidt** had worked with several individuals who were unable to pick up the day-of to get them some food product.

There were no additional questions.

**B. ACTION:**

A motion to accept and place on file the Programmatic Report with the correction of (1) rent payment was made by **M. Underwood** and was seconded by **K. Lyons**. Unanimous approval; motion carried.

**c. Director's Report. K. Smith Oldham** presented the Director's Report, which discussed FY23 bill appropriation information from National Community Action Foundation's (NCAF) David Bradley and specific information on the agency's Holiday Food Share, LIHWAP, and WADIS programs.

**K. Smith Oldham**, in response to comments made at the December meeting, contacted the Cass County Commissioners to discuss the agency and information the county would like from SMCAA. The commissioner thanked **K. Smith Oldham** for supplying numbers of clients assisted and amounts of funding provided to Cass County residents over the last few years.

There were no questions.

**C. ACTION:**

A motion to accept and place on file the Director's Report was made by **G. Patterson-Gladney** and was seconded **C. Christopher**. Unanimous approval; motion carried.

**d. 2022 Community Impact Report. K. Smith Oldham** presented the 2022 Community Impact Report. This report fulfills Organizational Standard 9.3 by presenting to the governing Board for review an analysis of the agency's outcomes in FY22.

No motion necessary.

**e. Risk Assessment Report. A. Slack** presented the FY23 Risk Assessment Report. This report fulfills Organizational Standard 4.6 by completing an organization-wide risk assessment and reporting it to the governing Board. Specific notes of interest:

- Per the assessment's recommendation under Governance Risk, Board minutes will no longer be transcript-style.
- Many of the report's finding in FY21 were addressed over the past two years through the development of the SMCAA Emergency and Crisis Management Plan and additions and/or changes in personnel policies.
- Many of the FY23 report's recommendations are in regards to fundraising efforts that SMCAA does not currently host, such as large events with high attendance numbers.

No motion necessary.

**f. Training Series: Purpose – Why Are You Here?** Per Organizational Standard 5.8 that states all Board members have been provided training on their duties and responsibilities within the past two years, Board training will be required

of all members throughout FY23's meetings. **A. Slack** presented this month's CAPLAW training video to the Board.

There were no questions.

**PUBLIC COMMENT:** **K. Smith Oldham** stated that **G. Chadwick** would be shadowing **A. Slack** at the February and March Board meetings. **A. Slack** will be training **G. Chadwick** on her responsibilities of preparing and reporting to the Board, so **G. Chadwick** may take on these duties while **A. Slack** is on maternity leave. **A. Slack** will be on maternity leave beginning in mid-April as she welcomes and bonds with her first child.

**K. Smith Oldham** shared **J. Wuerfel's** mother had passed away on January 15<sup>th</sup>. The Board extended their condolences.

**OTHER:** **M. Warren** and **K. Lyons** praised the leadership of SMCAA for their excellent work in the last few years. **K. Smith Oldham** thanked them for the compliments and said the entire SMCAA team is responsible for the success the agency has shared since 2020.

**ADJOURNMENT:** Hearing no other business, a motion to adjourn was made by **K. Lyons** and was seconded by **G. Patterson-Gladney**. The meeting was adjourned at 7:01pm.

**NEXT MEETING:** The next scheduled SMCAA Board meeting will be held at the Van Buren Conference Center: 490 Paw Paw Street, Lawrence, MI 49064 on **Wednesday, February 15, 2023 at 6:00pm.**

Please note that extensive notes for each agenda item were prepared and distributed to every Board member prior to this meeting. Full minutes with these notes have been prepared and reported to the Michigan Department of Health and Human Services' Bureau of Community Action and Economic Opportunity, per CSBG guidelines.

Respectfully submitted,  
Ashley Slack  
SMCAA Operations Manager

Reviewed and approved,  
Gail Patterson-Gladney  
SMCAA Board Secretary