



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Friday, December 15, 2023 at 11:00am

Shadowland on Silver Beach, 333 Broad Street, St. Joseph, MI 49085

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

ABSENT: C.Christopher, J.Jones

GUESTS: None

STAFF: G.Chadwick, S.James, S.Keirnan, D.Oleneack, K.Smith Oldham, Y.Vidt

The meeting attendees stood and recited the SMCAA mission statement.

QUORUM: A quorum was established and the meeting was called to order at 11:00am

AGENDA ACTION: Motion made by K.Lyons to accept the December 15, 2023 Agenda, seconded by C.Pitchford. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the October 18, 2023 Board Minutes was made by G.Patterson-Gladney, seconded by M.Underwood. Unanimous approval; motion carried.

OFFICERS' REPORT: None

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for November 2023 (the October 2023 statements were also distributed to the Board, but only the most recent month was reviewed). Specific notes of interest:

- Commodities Revenue / Expenses are in and out accounts. They will be updated when remaining reports are received and should be near projected amounts. K.Lyons asked if the due dates for these reports could be changed. Y.Vidt stated that these dates are state driven and are not subject to change.
- Annual dues for the state association of MCA, national dues for CAPLAW and NCAF were all expensed in November.

A. ACTION: A motion to accept and place on file the Fiscal Summary was made by G.Moore and seconded by M.Underwood. Unanimous approval; motion carried.

b.Programmatic Report. K.Smith Oldham presented the programmatic report for November 2023. Specific notes of interest:

- ESFP Emergency Services Foods Program Grants are winding down. The end date is for these programs is December 31, 2023.

- Statewide cuts have been made due to COVID funding now over. Numbers prior to 2000 COVID influx are not picking up due to lack of funding.
- City of Benton Harbor should have one housing rehabilitation completed next month.
- Weatherization had six (6) projects completed in the month of November.

B.ACTION:

A motion to accept and place on file the Programmatic Report was made by C.Pitchford and seconded by K.Lyons. Unanimous approval; motion carried.

c.Director’s Report. K.Smith Oldham presented the Director’s Report. Specific notes of interest:

- The Organizational Standards for the Agency were monitored in the month of November. We passed all 58 out of 58.
- The Stuff-a-Truck event was a huge success with a record six (6) trucks of food collected and \$45,000 in cash donations.
- SMCAA is in the top three (3) in the state on the Michigan Weatherization Production Report.
- A Ribbon Cutting Ceremony for the improved Shelter will be scheduled for the Spring.
- City of Benton Harbor Water Distribution is ending. The State has set December 27, 2023 as the end date for pick-up and distribution of water.

C.ACTION:

A motion to accept and place on file the Directors Report was made by C.Pitchford and seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

d.Star Assessment. The total score for the Agency was 4.59 out of a possible 5. Out of 27 agencies statewide, SMCAA was in the top percentile of the network.

PUBLIC COMMENT: None

OTHER: None

BOARD ATTENDANCE – None

YEAR TO DATE:

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by C.Pitchford and was seconded by K.Lyons. The meeting was adjourned at 12.03pm.

NEXT MEETING: **The next scheduled SMCAA Board meeting will be held at the SMC Foundation Room: 58900 Cherry Grove Rd., Dowagiac, MI 49047 on Wednesday, January 17m 2024m at 6:00pm.**

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary