



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, October 18, 2023 at 6:00pm

Maud Preston Palenske Memorial Library: 500 Market Street, St. Joseph, MI 49085

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

ABSENT: J.Jones, G.Moore, M.Underwood

GUESTS: None

STAFF: G.Chadwick, 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 6:00pm

AGENDA ACTION: Motion made by C.Pitchford to accept the October 18, 2023 Agenda, seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the September 20, 2023 Board Minutes was made by K.Lyons, seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

OFFICERS' REPORT: M.Warren informed the Board that Cass County has funds for housing rehab.

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for September 2023. Specific notes of interest:

- This is a preliminary summary and won't be finalized until after the Annual Audit is completed in February 2024.
- Commodities Revenue / Expenses are in and out accounts. They will be updated when remaining reports are received and should be near projected amounts.
- Fringe Benefits number is negative for the month due to year end reconciliation of the employee share of insurance.

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

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

- Emergency Assistance numbers are low due to little and no funding in Program Grants.
- TEFAP and Food Pantries numbers included August as well as September totals.

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:

- K.Smith Oldham is working with Tom Visco from MCA to hold a meeting with Senator Lendsey on the new Water Affordability legislation.
- Closing for the purchase of the Decatur Building at 208 E. Delaware St. should be sometime in December 2023 or January 2024.
- Cass HARA is starting to see some movement but there are not enough rentals in Cass County.
- SMCAA was awarded the 2023 Golden Acorn Award for Excellence by Berrien Community Foundation for our work in providing food boxes to the community in need during the BCF Backpacks for Good events.

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.Succession Plan. As per Organizational Standard 4.5 K.Smith Oldham presented to the Board the SMCAA Succession Plan for the position of Executive Director. The purpose of the Plan is to ensure continuous coverage of duties critical to the ongoing successful operations of SMCAA in the absence of the current Executive Director. K.Smith Oldham also stated that she is currently working on an Executive Director's Manual.

D.ACTION: A motion to accept and place on file the Succession Plan was made by C.Pitchford and seconded by K.Lyons. Unanimous approval; motion carried.

e.Organizational Standards Update. K.Smith Oldham gave the Board a schedule of Organizational Standards, listing each standard number, a description of the standard, and when it is due.

f.Updated FY 2023-2024 Board of Directors Meeting Schedule. The schedule was updated to reflect the change of the June 2024 meeting date from Wednesday, June 19th to Tuesday, June 18th due to the Juneteenth Holiday. The location for the Holiday Retreat on Friday, December 15, 2023 was confirmed. Updated schedules were given to the Board.

PUBLIC COMMENT: None

OTHER: None

BOARD ATTENDANCE – YEAR TO DATE: None

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 6:47pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the Silver Beach Carousel/Shadowland on Silver Beach, Joseph, MI 49085 on Friday, December 15, 2023 at 11:00am.

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary