



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



AMMENDED

Wednesday, March 20, 2024 at 6:00pm

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

PRESENT: C.Christopher, K.Lyons, G.Patterson-Gladney, D. Seifert, M. Warren

ABSENT: J.Lawrence, G.Moore, C.Pitchford, M.Underwood

GUESTS: None

STAFF: G.Chadwick, S.James, S.Keirnan, D.Oleneack, 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 March 20, 2024 Agenda seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the February 21, 2024 Board Minutes was made by K.Lyons, seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

OFFICERS' REPORT: **Seating D. Seifert.** M.Warren introduced D.Seifert to the Board for nomination as the new Cass County Consumer Representative. Ms. Seifert has met the requirement of Consumer Rep by working with and for organizations that services low-income individuals as well as obtaining the required signatures for her petition for candidacy from low-income residents of Cass County. D. Seifert gave an overview of her work and volunteer experiences.

ACTION: K.Lyons nominated D.Seifert as the Cass County Consumer Representative and the nomination was seconded by G.Patterson-Gladney. Unanimous approval; the Board welcomed her.

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented to fiscal summary for February which represented 42% through Fiscal Year 2024. Specific notes of interest:

- Higher Revenue this month due to increased activity in Weatherization.
- Budget decreased by \$500,000 due to MI Hope Grant being discontinued.
- There were three (3) pay periods in February 2024.



A. ACTION:

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

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

- The Water Arrearages Program is starting to see some movement.
- DHHS Consolidated slow due to Homeless Vouchers still being pulled first.
- HUD requires Documentation of Homelessness two (2) times within 12 month period and we are having a hard time getting agencies to produce required documentation of proof of Homelessness.

B.ACTION:

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

c.Director's Report. K.Smith Oldham presented the Director's Report, which discussed updates and additions to SMCAA programs and services. Specific notes of interest:

- The Biden Administration's FY2025 indicates that CSBG will remain at 200% of Poverty.
- At the event in Cass County hosted by Congressman Tim Walberg on March 4th, SMCAA had 16 individuals stopping at our table where they received information on the Agency's programs and services.
- LWUA-BCAEO released another Water Utility Affordability Program. SMCAA applied and received this program. This program can be used for Plumbing repairs in homes of metered water residents.
- Weatherization Department. The DOE program is currently at 50% production. We are the top 6 out of 23 agencies in the State. SMCAA has seven (7) jobs completed out of 52 projected for the BIL Program. There are currently 24 housing projects in progress beginning with Mechanicals then getting Shell Contractors set-up next. The BIL program is expected to end June 30th of 2027.

K.Smith Oldham shared a photo of the White Board in S. James's office. The Board shows at a glance each job currently in process and the status of each job. It has the client name, who the auditor is, the contractors assigned to the job and the cost break down for each, Health & Safety and ACPU.

S.James reported the following developments in the Weatherization Department

- Currently the department has two (2) shell contractors and is in the process of looking at adding an additional one (1) or (2). The department did add a mechanical contractor recently, bringing this total to three (3).

- The Weatherization Department is being audited by the State in April. They will pick 10 files to audit and will look at six (6) homes within the 10 files picked.
- The Air Monitors recently purchased by the WX Department allow for additional information to be obtained prior to starting a repair or replacement on a specific job. The monitors provide a sample of the particles in the air.

C.ACTION

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

d.Update on Organizational Standards – K.Smith Oldham gave the Board an Updated Organizational Standards Memo. This memo lists the O.S. that includes Board involvement. The green highlights indicate O.S. that currently have been completed by the Board. PY2023 Organization Standards have all been completed and have been uploaded into the EmpowOR database. We are currently working on the PY2024 Standards.

e.2023 Community Impact Report – S.Keirnan reviewed the report and highlighted some of the points of interest.

- The Agencies’ activities, accomplishments, and financial data are part of this report.
- The major differences noticeable were the COVID funds that were previously available and have now ended.
- There are also fewer programs with less funding overall.

The Community Needs Assessment Survey will be the next report to be completed. S.Keirnan stated that SMCAA has partnered with several libraries and schools to share the survey bringing the number of surveys distributed from 20 to 150 within a weeks time.

The EmpowOR database has been challenging; with the State programming on the back end having several problems to be corrected while trying to setup the modules needed on the client end. It looks like we should finally be able to start some staff training in the coming weeks.

f.FRF8432 Pre-Weatherization Grant Opening Certification Form – K.Smith Oldham notified the Board that applied for and received this grant.

PUBLIC COMMENT: None

OTHER: None

BOARD ATTENDANCE – Updated Report Included in Board Packets distributed at the Meeting.
YEAR TO DATE:



ADJOURNMENT: Hearing no other business, a motion to adjourn was made by G.Patterson-Gladney and was seconded by C.Christopher. The meeting was adjourned at 6:43pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **Cass District Library Main Branch: 319 M-62, Cassopolis, MI 49031 on Wednesday, April 17, 2024 at 6:00pm.**

Respectfully submitted,

Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,

Megan Underwood
SMCAA Board Secretary