



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES

Annual Meeting



Wednesday, February 21, 2024 at 6:00pm

Webster Memorial Library: 200 N. Phelps St., Decatur, MI 49045

PRESENT: C.Christopher, J.Lawrence, K.Lyons, G.Patterson-Gladney, C.Pitchford, M.Underwood, M.Warren

ABSENT: G.Moore

GUESTS: Alex Schaeffer of Kruggel Lawton, CPAs

STAFF: G.Chadwick, 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 M.Underwood to accept the February 21, 2024 Agenda, seconded by C.Pitchford. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the January 24, 2024 Board Minutes as amended (to correct Action B motion to acceptK.Lyons and seconded by G.Patterson-Gladney) was made by K.Lyons, seconded by C.Pitchford. Unanimous approval; motion carried.

ANNUAL MEETING: **Executive Committee Election.** Per the Board's bylaws, every February meeting is the Board's Annual Meeting. An election of officers for the ensuing year should happen during this annual meeting. M.Warren facilitated the Board of Director's Executive Committee elections.

K.Smith Oldham began with the open position of Chairperson. C.Pitchford nominated M.Warren, who accepted the nomination. There were no other nominations. J.Lawrence moved to close the nominations for Chairperson, and K.Lyons seconded this motion. Unanimous approval, motion carried. M.Warren will remain Board Chairperson.

The Vice Chairperson position was opened to nominations. K. Lyons nominated C.Christopher, who accepted the nomination. There were no other nominations. Chairperson, M.Warren closed nominations. Unanimous approval, C.Christopher will remain Board Vice Chairperson.

The Treasurer position was opened to nominations. C.Pitchford nominated K. Lyons, who accepted the nomination. There were no other nominations. Chairperson, M.Warren closed the nominations for Treasurer. Unanimous approval. K. Lyons will remain Board Treasurer.

The Secretary position was opened to nominations. C.Pitchford nominated M.Underwood, who accepted the nomination. There were no other nominations. Chairperson, M.Warren closed the nominations for Secretary. Unanimous approval. M.Underwood will remain Board Secretary.

Finally, the At-Large Member position was opened to nominations. K.Lyons nominated G.Patterson-Gladney, who accepted the nomination. There were no other nominations. Unanimous approval. G.Paterson-Gladney will remain the At-Large Member.

ACTION: A motion to close the Board Officer nominations was made by K.Lyons and was seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

GUEST REPORT: **Single Audit Presentation** - Kruggel Lawton CPAs. Alex Schaeffer thanked the Board for welcoming him to the meeting and for choosing Kruggel Lawton for auditing services. Each Board member was provided a copy of the SMCAA Financial Statements and Supplementary Information. A.Schaeffer praised the SMCAA management team and staff members for another year of cooperation, readiness, and quick turn-around with inquiries. There were no significant audit findings and his staff encountered no difficulty in performing the audit.

A.Schaeffer stated that for the Financial Statements as of September 30, 2023, Kruggel Lawton expressed an unmodified opinion, which is the highest opinion possible to be derived from the reports and is classified as a “clean audit report.”

A.Schaeffer summarized the financial statements and discussed the Statement of Financial Position (page 4). Additionally, A.Schaeffer reviewed the Statement of Activities (page 5). A.Schaeffer also made available to the Board Form 990 which is to be filed by SMCAA prior to the extended due date of August 15, 2024.

A.Schaeffer opened comments and/or questions to the Board. There were no questions. A.Schaeffer again thanked the staff for a smooth process to complete this audit and the continued great work by the Agency as a whole.

ACTION: A motion to accept the Single Audit as presented was made by K. Lyons and was seconded by C. Pitchford. Unanimous approval; motion carried.

OFFICERS’ REPORT: **Executive Director’s Evaluation.** Per the Board’s bylaws and Organizational Standards (OS), the Executive Committee must conduct the annual performance appraisal of the Executive Director (OS 7.4) and report the

evaluation to the entire Board. The evaluation includes surveys from each individual member of the Executive Committee, a self-evaluation from the Executive Director, and evaluations from the SMCAA Management staff members. M. Warren invited K. Lyons to present the evaluation report as she had volunteered to act as Evaluation Point-Person for the FY23 report.

K. Lyons presented the Executive Director's Evaluation. She began by reviewing the rating scale of 1 to 5 with 5 being Outstanding. K.Lyons summarized each section of the evaluation and stated the overall rating for the section. She read the comments in full of both the Self-Evaluation and Board Member comments for all six (6) sections.

The six (6) sections of the evaluation were rated as follows:

- A: Relations with Board of Directors – **4.92**
- B: Strategic Planning – **4.92**
- C: Program Development & Management – **4.87**
- D: Financial Management – **4.97**
- E: Staff Management & Relations – **5.0**
- F: Community Relation & Advocacy – **4.88**

K. Lyons then detailed the Leadership Staff Member's surveys, which were scaled 1 to 5 with 5 being Always and 1 Never. The leadership staff overall rating was a **4.76**.

The combined assessment rating for the Executive Director was **4.76** out of 5. Combined Assessment Rating for FY22 was **4.65**.

ACTION: A motion to accept and place on file the Executive Director Evaluation as presented by K.Lyons, was made by C.Pitchford and seconded by C.Christopher. Unanimous approval, motion carried.

Executive Director's Compensation Status. Per Organizational Standard 7.5, the Board must annually review and approve the Executive Director's compensation. Based on the evaluation presented, M. Warren recommended an approval to raise the Executive Director's compensation status to the next step increase.

ACTION: A motion to approve the Executive Director's compensation status to be raised to the next step increase was made by C.Pitchford and was seconded by C.Christopher. Unanimous approval; motion carried.

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for January 2024. This brings us to 1/3 of the way through the Fiscal Year. Specific notes of interest:

- Majority of donations from Stuff-a-Truck.

- The Benton Harbor Water Distribution Program has now ended so there will not be any more expenses.
- WX & LIHEAP Labor & Materials are expected to steadily increase this year. Some jobs have been held up being completed due to limited availability of contractors.
- Client services includes \$170k in ConsRRH however this has had minimal spending due to the availability of housing vouchers for rental assistance.

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

b.Programmatic Report. K.Smith Oldham presented the programmatic report for January 2024. Specific notes of interest:

- Shelter was full during January.
- New HUD Housing Program serviced two (2) households.
- WX is limited to the amount of Job Completions due to contractors being booked up.

B. ACTION: A motion to accept and place on file the Programmatic Report was made by M.Underwood and was seconded by J.Lawrence. Unanimous approval; motion carried.

c.Programmatic Report – SMCAA FY2023 Annual Report of Total Clients Served. 3,087 individuals and 1,720 households were served in FY2023. Spending by County was 59.2% Berrien, 15.5% Cass, and 25.3% Van Buren.

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

- The Conflict-Of-Interest Policy was distributed to the Board as per Organizational Standards 5.6 with each Board Member completing and signing the policy within the last 2 years.
- Extra LIHEAP WX funding is coming down for this Fiscal Year. SMCAA is looking into purchasing a new WX truck.
- United Way Impact funding will be cut 9% this next year coming up due to a decrease in overall recruiting efforts by United Way for donations.
- Upcoming Monitoring: BCAEO Programmatic- CSBG, WAF and Weatherization March 2024 (desk review), MDE CSFP and TEFAP Financial March 2024 (desk review), BCAEO Financial Monitoring might be March or April of 2024 (onsite), BCAEO Weatherization Technical May 2024 (on site).

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

e.Program Compliance Monitoring Desk Review, FY23 MVID – The Board was provided with a copy of this report, Dated February 1, 2024.

PUBLIC COMMENT: None

OTHER: Done

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 7:28pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the Maud Preston Palenske Memorial Library: 500 Market St., St Joseph, MI 49085 on **Wednesday, March 20, 2024 at 6:00pm.**

Respectfully submitted,

Reviewed and approved,

Glenda Chadwick

Megan Underwood

SMCAA Fiscal / HR Assistant

SMCAA Board Secretary