



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, January 24, 2024 at 6:00pm

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

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

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

GUESTS: None

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 C.Christopher to accept the January 24, 2023 Agenda (as amended from original date of January 17, 2024), seconded by K.Lyons. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the December 15, 2023, Board Minutes was made by K.Lyons, seconded by M.Franks. Unanimous approval; motion carried.

OFFICERS' REPORT: M.Warren reviewed the Memorandum to the Board, dated 01-17-24 (included in Board packets). Per the Board's By-laws and O.S. 7.4, the Executive Committee is to conduct an annual performance appraisal of the Executive Director and approve the Executive Director's compensation (O.S. 7.5), and to report the evaluation to the entire Board. K.Lyons requested to be the Point Person for this process and received unanimous approval.

OLD BUSINESS: None

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

- Donations from Stuff-a-Truck reached it's highest level for this year's event.
- The Benton Harbor Water Distribution Program ends in January so the majority of expenses have been recorded.
- Food Commodities Purchased includes the Holiday Share Program and a couple of other food giveaways that occurred in December.

K.Lyons asked if the Annual Budget could be revised to reflect expenses for Membership Dues in the individual months the Dues are paid. D.Oleneack stated that as this was a previous inquiry by K.Lyons, she had looked at the Budget Worksheet to see it would be possible to accommodate her request. D.Oleneack found that revising the Budget would be difficult.

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

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

- Yvonne and her Staff personally contacted the Municipalities in the Berrien, Cassopolis, and Van Buren counties to let them know that SMCAA has funds available to assist with water and sewer arrearages.
- The Food Pantry at the Warehouse will be reopening now that the City of Benton Harbor Water Distribution has ended.
- Housing Rehabilitation completed two (2) homes in Benton Harbor and one (1) home in Allegan County was serviced.
- Weatherization had two (2) projects completed in December, 2023.
- Currently the Weatherization Department has two (2) Mechanical Contractors and two (2) Shell Contractors.

B.ACTION: A motion to accept and place on file the Programmatic Report was made by K.Lyons and seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

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

- Legislative News - Modernization Act (HBs 5060 &5061) will be presented and hopefully pass so that Private Non-Profits are not required to conduct Open Board Meetings.
- Additional legislation to restore Michigan's State Supplemental Assistance CSBG Matching Funds to Community Action Agencies (previously State matched 50% of funds)
- Programs – SMCAA just received Weatherization Deferral funding from the State of Michigan that can be blended with DOE, BIL, and LIHEAP. This grant is a 2-year program and we will receive \$870,000.
- City of Benton Harbor Water Program has ended. We have no further meetings with the State of Michigan regarding this program.
- SMCAA has been nominated for the Michigan Regional Chamber Non-Profit Excellence Award. The Agency previously won this award in 2020 for the services provided to the community during the Covid crisis. Gala will be held February 16, 2024.

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

d.Strategic Plan Update. The Strategic Plan Report was presented to the Board of Directors. Several edits to the Plan were discussed. The Sucession Plan for each Department should be Changed to Department Manuals. Moving the warehouse was taken out. Cost would be high because of walk-in coolers, freezer and large back-up generator. K.Lyons made a motion to accept the

changes to the Strategic Plan and C.Christopher seconded the motion. Unanimous approval; motion carried.

e.FY23 Client Satisfaction Survey. S.Keirnan reviewed the Client Satisfaction Survey Results for FY23. Key takeaways –

- Percentage of clients who took the survey online dropped from 8% in FY22 to just 3%in FY23. Some of this may be contributed to the resumption of in-person application.
- Clients involved in the Weatherization Assistance Program jumped from 4% to an incredible 41%. We believe part of this can be attributed to the completion of a stable and fully-staffed team.
- The drop in Services is due to the drop in available Funds. Overall the Agency had really good responses.

PUBLIC COMMENT: Michael Franks is retiring from the Board of Directors, with this being his last meeting. K.SmithOldham presented Michael Franks with an award to recognize his many years of service on the Board.

OTHER: None

**BOARD
ATTENDANCE –
YEAR TO DATE:**

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by K.Lyons and was seconded by C.Christopher. The meeting was adjourned at 7:06pm.

NEXT MEETING: **The next scheduled SMCAA Board meeting will be the Annual Meeting and will be held at the Webster Memorial Libraray: 200 N. Phelps St., Decatur, MI 49045 at 6:00pm.**

Respectfully submitted,

Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,

Megan Underwood
SMCAA Board Secretary