



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, April 17, 2024 at 6:00pm

Cass District Library Main Branch: 319 M-62, Cassopolis, MI 49031

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

ABSENT: G.Moore

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 M.Underwood to accept the April 17, 2024 Agenda seconded by C.Pitchford. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the March 20, 2024 Board Minutes (as Amended to reflect M.Underwood not at the meeting) was made by M.Underwood, seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

OFFICERS' REPORT None

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for March which represented 50% through Fiscal Year 2024. Specific notes of interest:

- Wx & LIHEAP Labor/Materials at 30% - The BIL program extends past PY2024 to PY2025.
- Additional funds in LIHEAP of \$180,000, some of which may be used to purchase a new truck for Weatherization.

M.Underwood asked if there was any additional expense for the year in Membership Dues as this was already at 81%. Most all have been paid for current year.



A. ACTION:

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

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

- Utility assistance numbers are starting to increase, largely due to the discontinuation of the Benton Harbor water shutoff moratorium.
- An audit of the food commodities programs was recently performed. Results will be reported to the Board next month.
- There has been a move to partner with the local pantries for TEFAP, which means more food is available and giveaways may increase.
- J. Weinrick has been working with Van Buren Mental Health for referrals for the Dedicated Plus housing program.
- The Weatherization Program continues to grow and to place in the top 5 in the state. 4 homes were completed last month.

B.ACTION:

A motion to accept and place on file the Programmatic Report was made by K.Lyons and seconded by M.Underwood. 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 House and Senate cleared final FY24 appropriations packages, which produces hoped-for results including \$700 million for CSBG and maintaining a FPL of 200%.
- ESFP phase 41 will be launched for voting soon; this program will be retroactive to December 2022.
- The Weatherization Department continues to grow. S. James has added additional contractors and the department has increased its number of Eligibility Specialists and QCI certified employees. There are 30 applications for energy audits in addition to the 18 jobs underway.
- WX is currently undergoing an audit on completed homes.
- The Homeless Shelter may need to be shut down briefly during the remodel for bathroom work. Work on the rehab program is going well overall. K.Smith Oldham shared photos of the progress.
- Brian McGran from MCA will be visiting SMCAA on April 26th.
- K.Smith Oldham additionally presented a CAPBrief from David Bradley with CAA-relevant notes from Washington.
- The MCA Summer Conference will be in July; Community Action Day at the Capitol is held May 21st.

C.ACTION

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

d.CAP Plan Update –

K.Smith Oldham gave the Board an edited CAP Plan, which describes the needs of people with low income from our service area, as well as an internal evaluation of the agency’s functioning.

Notable changes include –

- Keystone was removed from Affordable Housing options as SMCAA has become the HARA in Cass County.
- MI-HOPE was removed as the constraints and its inability to blend with WX resulted in SMCAA passing on the program.
- A WX Deferral program has been added.
- Recent 2-1-1 data from call volume reporting was included, which shows the top four needs in the tri-county are Food Assistance, Utility Assistance, Housing Rental Assistance, and being at Risk of Homelessness
- SMCAA follows all mandated State performance indicators, continues to meet the requirements of CSBG funding, program finder rules and requirements, and we are dedicated to tracking programs and services through ROMA and Org standards.
- SMCAA has added to its involvement on addressing social issues that we recognize the existence of systemic racism and are committed to supporting the continued work within our communities to identify, call out, and heal the trauma created through a history of racism and inequality.
- SMCAA has adapted its service delivery approach to include servicing the community through a “soft-touch” approach, adjusting intake procedures to include phone, email, and snail mail features.

Of note, “Individuals with disabilities who maintained an independent living situation” went from 37 to 65, due to new tracking requirements.

e.Approval of Renewal of Line of Credit

SMCAA is required to vote annually on renewing a line of advanced credit currently held through United Federal Credit Union for \$250,000.

E.ACTION

K.Lyons motioned to accept the renewal and to re-designate K.Smith Oldham as the signer, which was seconded by G. Patterson-Gladney. Unanimous approval; motion carried.

f.Updated Meeting Schedule

Due to the Juneteenth holiday, June’s Board Meeting will now be held Tuesday, June 18th, at the Berrien Conference Center.

PUBLIC COMMENT: None

OTHER: None



BOARD Updated Report Included in Board Packets distributed at the Meeting.

ATTENDANCE –

YEAR TO DATE:

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by J.Lawrence and was seconded by G.Patterson-Gladney. The meeting was adjourned at 6:45pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held on Wednesday, May 15, 2024 at 6:00pm at the Van Buren Conference Center - 490 S. Paw Paw St., Lawrence, MI 49064

Respectfully submitted,

Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,

Megan Underwood
SMCAA Board Secretary