



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, May 24, 2023 at 6:00pm

208 E. Delaware, Decatur, MI 49047

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

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

GUESTS: None

STAFF: G.Chadwick, D.Oleneack, K.Smith Oldham, Y.Vidt, J.Weinrick

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 May 24, 2023 Agenda as amended, seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the April 19, 2023 Board Minutes was made by C.Pitchford, 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 April 2023. Specific notes of interest:

- Revenues decreased primarily due to State re-allocating LIWAP funds of approximately \$550k.
- Weatherization- Training/Tech Assist – Expected to spend with New Hires on board. Will have additional dollars available when the new program year starts in July for DOE Weatherization.

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 April by reporting the number of clients assisted through each Agency program and/or services. Specific note of interest:

- Water/Sewer/Arrearages continues to be slow but this is occurring State wide.



- New Food Assistance site established in Marcellus. These numbers will be added to future reports.
- Housing Rehabilitation has no activity due to the Lead Abatement Requirements. Lead abatement will need to be completed and signed off on before any Housing Rehabilitation can be done.
- G.Patterson-Gladney asked if the numbers in the Food Assistance “Food Pantries” were included in the Sr. Services (CSFP/TEFAP). K.Smith Oldham responded that no, the Food Pantries numbers were a separate count.

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, which discussed updates and additions to SMCAA programs and services. Specific notes of interest:

- Weatherization Improvements Act “*if passed*” includes legislation that would increase the ACPU from \$8,000.00 to \$12,000.00.
- Weatherization received a BCAEO Quality Assurance Site Visit. The state pulled 5 files and visited 3 homes. SMCAA received 4 findings but the monitor did state that we showed areas of improvement from prior monitoring.
- BCAEO will be monitoring the agency’s fiscal compliance in the month of May. Due to the agency’s STAR score they have drastically reduced the sample size for this visit.
- The pantry in Marcellus had their first distribution last week. Yvonne’s team took out 45 boxes to be distributed. The site should grow as word gets out.
- New Weatherization Manager is Sean James. Sean has construction, leadership, and military background.
- Weatherization received a Thank You letter from Ms.W. She stated that SMCAA exceeded her expectations and was very appreciative of our services.

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

PUBLIC COMMENT: None

OTHER: None

BOARD None

**ATTENDANCE –
YEAR TO DATE:**

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by G.Patterson-Gladney and was seconded by C.Pitchford. The meeting was adjourned at 6:48pm. *The BOARD was invited to visit the SMCAA Shelter after the meeting.*

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **Berrien Conference Center: 2149 E. Napier Ave., Benton Harbor, MI 49022, on Wednesday, June 21, 2023 at 6:00pm.**

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary