**Wednesday, September 20, 2023 at 6:00pm**

Van Buren Conference Center: 490 S. Paw Paw St., Lawrence, MI 49064

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| PRESENT: | C.Christopher, G.Patterson-Gladney, J.Jones, K.Lyons, M.Underwood,  M. Warren |
| ABSENT: | M.Franks, G.Moore, C.Pitchford |
| 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 September 20, 2023 Agenda, seconded by C.Christopher. Unanimous approval; motion carried. |
| MINUTES ACTION: | Motion to approve the August 16, 2023 Board Minutes was made by J.Jones,seconded by G.Patterson-Gladney. Unanimous approval; motion carried. |
| OFFICERS’ REPORT: | None |
| OLD BUSINESS: | None |
| NEW BUSINESS:  A. ACTION:  B.ACTION:  C.ACTION:  D.ACTION:  E.ACTION: | **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for August 2023. Specific notes of interest:   * Travel expense savings by using Agency owned Vehicles whenever possible. Also, travel costs for training of Weatherization staff is taken out of Training & Technical Assistance. * Weatherization Training & Technical Assistance received additional funds in July and these are available through June 2024. * G.Patterson-Gladney questioned why the In-Kind Account was showing Zero for the month of August. All of the reports were not in from the different sites as of closing date.   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.Agency Budget FY 2023-2024.** D.Oleneack presented the Agency Budget for FY 2023-2024. Highlighted changes include:   * Grant Income for 2023-2024 budget is slightly lower than previous year’s budget due to the ending of some of the funding that was COVID-related. However additional funds for the Cass HARA grant should show an increase in Grant Income over 2022-2023 projected actual. * With the winding down of the water program we expect to see less expense charged to both Occupancy Costs and Contracted Services. * K.Lyons asked for clarification on several line item expenses. These were satisfactorily answered by D.Oleneak.   A motion to accept and place on file the Agency Budget for Fiscal Year 2023-2024 was made by J.Jones and seconded by K.Lyons. Unanimous approval; motion carried.   * **c.Auditors Selection.** Per O.S. 8.5 Requests for Proposals for the Annual Audit must be conducted at least every five years. RFPs for Fiscal Year end 2022-2023 and following were sent out on July 31, 2023 to nine (9) audit firms. Proposals were received from four (4). Evaluation of proposals was done by a combination of Administration and Board. The reviewers recommended accepting the proposal from Kruggel and Lawton, PC.   A motion to accept contract with and place on file the Audit Firm of Kruggel Lawton, PC to conduct the Annual Audit for Fiscal Year end 2022-2023and up to four years following was made by K.Lyons and seconded by M.Underwood. Unanimous approval; motion carried.  **d.Programmatic Report.** K.Smith Oldham presented the programmatic report for September 2023. Specific notes of interest:   * Food Assistance numbers for TEFAP and Food Pantries were not available as the reports from all the sites were not in yet. These numbers will be added to the YTD totals on the September report. * Weatherization has completed a total of 29 projects Year to Date; 14 of which have been completed since May.   A motion to accept and place on file the Programmatic Report was made by M.Underwood and seconded by J.Jones. Unanimous approval; motion carried.  **e.Director’s Report.** K.Smith Oldham presented the Director’s Report. Specific notes of interest:   * MSHDA awarded SMCAA $16,000 for Coordinated. Entry Funds. This Grant supplements and supports additional homeless prevention activities though our existing housing programs. * Our CSBG CAP Plan and LIHEAP Plan have both been submitted to the State of Michigan BCAEO. * Weatherization Manager, Sean James, updated the Board on some changes made within the Weatherization Department. An extra shell contractor has been added which has helped to expedite the job process. A third Energy Auditor with BPI certification is being considered. Flyers are being distributed at all SMCAA and community events. * Operations Manager, Shannon Keirnan, was introduced to the Board. Shannon stated that her focus has been working to get the new data base on track to start training the staff since she has started with the agency. One note of interest with regards to our Facebook Page is that we are getting a lot more visits. This number increase from 550 to 7500 over the same time frame from a year ago.   A motion to accept and place on file the Directors Report was made by G.Patterson-Gladney and seconded by C.Christopher. Unanimous approval; motion carried.  **f.Succession Plan.** This was tabled until next month’s Board meeting to allow for edits.  **g.FY 2023-2024 Board of Directors Meeting Schedule.** The tentative schedule was handed out to the Board Members. The June 2024 meeting date may need to be revised due to the Juneteenth holiday. |
| PUBLIC COMMENT: | None |
| OTHER: | None |
| BOARD ATTENDANCE – YEAR TO DATE: | None |
| ADJOURNMENT: | Hearing no other business, a motion to adjourn was made by K.Lyons and was seconded by G.Patterson-Gladney. The meeting was adjourned at 6:50pm. |
| NEXT MEETING: | **The next scheduled SMCAA Board meeting will be held at the Maud Preston Memorial Library: 500 Market Street, St. Joseph, MI 49085 on Wednesday, October 18, 2023 at 6:00pm.** |

Respectfully submitted, Reviewed and approved,

Glenda Chadwick Megan Underwood

SMCAA Fiscal/HR Assistant SMCAA Board Secretary