



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Friday – December 17, 2021 at 11:00am

Boulevard Hotel
521 Lake Boulevard, St. Joseph, MI 49085

PRESENT: R. Benjamin, C. Christopher, K. Lyons, G. Patterson-Gladney, M. Underwood, M. Warren, J. Wuerfel

ABSENT: M. Franks, J. Johnson

GUESTS: None

STAFF: D. Oleneack, A. Slack, 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 11:04am.

AGENDA ACTION: Motion made by **J. Wuerfel** to accept the December 17, 2021 Agenda with the change to switch the positions of New Business a.) Fiscal Summary and b.) Budget Amendment, seconded by **M. Underwood**. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the October 20, 2021 Board Minutes was made by **J. Wuerfel**, seconded by **M. Underwood**. Unanimous approval; motion carried.

OFFICERS' REPORT: The officers had nothing to report.

OLD BUSINESS: None

NEW BUSINESS: a. **FY2022 Budget Amendment. D. Oleneack** presented an amendment to the FY2022 Budget. This amendment follows an increase in funding due to two new major programs allocated to SMCAA: the City of Benton Harbor Water Distribution (WADIS) and the Low Income Household Water Assistance Program (LIHWAP). SMCAA was allocated \$1,000,000 for WADIS and \$981,021 for LIHWAP. **D. Oleneack** explained both programs are “in and out” with no expected excess or deficit.

There were no additional questions.



A. ACTION: A motion to accept and place on file the Budget Amendment was made by **K. Lyons** and was seconded by **J. Wuerfel**. Unanimous approval; motion carried.

b. **Fiscal Summary for November 2021.** **D. Oleneack** presented the fiscal summary that reflects the FY2022 budget amendment discussed previously. This summary is two months into the fiscal year. It reflects a positive year-to-date balance. **D. Oleneack** noted new line items were added per the Board's request for clearer presentation, such as BH Water Distr. Supplies and Food Commodities Purchased.

There were no additional questions.

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

c. **Programmatic Report for October 2021.** **K. Smith Oldham** presented the programmatic report, noting the report is only for October. The months of November and December will both be reported on in January.

There were 151 households serviced with utility assistance, 10 households were provided deliverable fuel, and 47 households with rent or mortgage assistance. 1,529 households received food commodities from CSFP and 397 households received assistance through SMCAA food pantries. One individual stayed in the shelter for a total of 21 bed nights, and one individual boarded in a local hotel for a total of 21 bed nights.

The FSS Program serviced 27 individuals. There were three individuals served through DHHS's Rapid Rehousing Consolidated and nine through Supportive Housing. In October, 25,465 City of Benton Harbor individuals and 6,774 households have received 64,918 cases of water from SMCAA and/or its distribution sites.

No homes were weatherized in October, but there were 10 project work orders created. \$18,673 in DOE and \$4,278 in LIHEAP funding was utilized during the month. There were no Whole Housing Rehab projects completed, but one home received assistance through Minor Home Repairs – a well repair in Van Buren County – and six households receives repairs or replacements through CARES funding.

A total of \$397,607.47 in funding was awarded through SMCAA this month.

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

d. **Director's Report for October and November 2021. K. Smith Oldham** presented the Director's Report. Some of the highlights over the past two months included:

- **WADIS:** In October, staff attended daily meetings with the State to set up distribution sites. BCAEO was located at the warehouse and main office to assist as well. In November, SMCAA started to host homebound delivery pick-ups at the warehouse as well. The last week of November was the last distribution held at the warehouse, and SMCAA will service the City through self-serve distributions only. Moving forward, the Berrien DHHS office will be in charge of new initiatives.
- **LIHWAP:** SMCAA received word that LIHWAP would begin earlier than expected to assist the City of Benton Harbor with client shut-offs first. This program assists participants that are 150% of poverty with water and wastewater arrearages. Aside from the City, SMCAA will also have funds to assist other municipalities in the tri-county area. Municipalities are required to execute an agreement with SMCAA and the State of Michigan Department of Health and Human Services to enroll in LIHWAP. These agreements have been created, and SMCAA anticipates service to begin in January 2022.
- **Possible Funding:** There is discussion with BCAEO on upcoming potential funding of programs -- Weatherization Stimulus that may be 6-10x more what is normally allocated every 5 years; ARPA Home Repair to be used in conjunction with Weatherization; Weatherization Deferral to assist with Weatherization deferrals over the typical \$7,000 cost per unit; and Lead Home Repair Program that may assist with lead removal in the City of Benton Harbor's homes.
- **Stuff-a-Truck:** SMCAA received 5 ½ trucks of food and over \$18,000.00 in cash donations. **K. Smith Oldham** thanked **J. Wuerfel** for her donation and volunteerism at the event, as well as **C. Christopher** and **J. Johnson** for helping out at the event.

D. ACTION: A motion to accept and place on file the Director's Report was made by **R. Benjamin** and was seconded **M. Underwood**. Unanimous approval; motion carried.

e. **LIHWAP Planning Application FY2022. K. Smith Oldham** presented the LIHWAP Planning Application. It is a requirement of BCAEO for the Board to be informed of this application and approve of it.

There were no concerns or questions regarding this application.

E. ACTION: A motion to accept and place on file the LIHWAP Application was made by **R. Benjamin** and was seconded **K. Lyons**. Unanimous approval; motion carried.

f. **UWSM Application FY2022-25. A. Slack** presented the United Way of Southwest Michigan's (USWM) funding cycle 2022-25 grant proposal. It is a requirement of the application process for the Board to be informed of this proposal and approve of it.

There were no concerns or questions regarding this application.

F. ACTION: A motion to accept and place on file the UWSM Application was made by **R. Benjamin** and was seconded **J. Wuerfel**. Unanimous approval; motion carried.

g. **Succession Plan Update. K. Smith Oldham** proposed an update to the SMCAA Executive Director Succession Plan. It is the expectation of both national and state associations that Community Action agencies have a succession plan prepared for an eventual short-term, long-term, and permanent change in leadership. It is the hope that growth and promotion comes from within CAAs.

A successor should be knowledgeable of all SMCAA programs and CSBG as a whole, understands CSBG laws and guidelines, practices the Community Action Code of Ethics, and has the qualifications and experience to step into the executive director position. With this said, **K. Smith Oldham** proposed that **A. Slack** be named her short-term, long-term, and permanent successor. **K. Smith Oldham** noted that **A. Slack** carries a degree in nonprofit business, is a certified ROMA implementer, brings innovative ideas to all aspects of the Agency, and is in the process of completing her CCAP certification.

M. Warren and **K. Lyons** commended the recommendation. There were no concerns or questions regarding this proposed update.

G. ACTION: A motion to approve the Succession Plan Update was made by **J. Wuerfel** and was seconded by **K. Lyons**. Unanimous approval; motion carried.

h. **Appointment of Authorized Signatory.** In consideration of the updated succession plan and for best business practices, **K. Smith Oldham** proposed to appoint **A. Slack** as an authorized signatory for the Agency. If the situation occurs where **K. Smith Oldham** is unavailable to sign important Agency documents such as vendor checks, another individual at the SMCAA office needs to be able to fulfill this responsibility.

There were no concerns or questions regarding this appointment. **D. Oleneack** noted that she would contact the Agency's financial institution to begin the appropriate process to make **A. Slack** an authorized signatory of the Agency.

H. ACTION: A motion to approve the Appointment of Authorized Signatory was made by **K. Lyons** and was seconded by **M. Underwood**. Unanimous approval; motion carried.

PUBLIC COMMENT: **K. Smith Oldham** reminded the Board that they were invited to the SMCAA Holiday Retreat following adjournment. She wished the Board and their families a wonderful holiday and happy New Year.

OTHER: None

ADJOURNMENT ACTION: Hearing no other business, a motion to adjourn was made by **R. Benjamin** and was seconded by **G. Patterson-Gladney**. The meeting was adjourned at 11:46am.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **Cass County Administration Building**: Second Floor, 120 N. Broadway, Cassopolis, MI 49031 on **Wednesday, January 19, 2022 at 6:00pm**.

Respectfully submitted,
Ashley Slack, SMCAA Operations Manager

Reviewed and approved,
Gail Patterson-Gladney, SMCAA Board of Directors' Secretary