



# SPECIAL MEETING

**Tuesday, August 23, 2022 at 4:00pm**

Call of the Chair – Virtual Meeting on Microsoft Teams with Call-in Phone Option

**PRESENT:** C. Christopher, M. Franks, K. Lyons, G. Moore, G. Patterson-Gladney, M. Underwood, M. Warren, J. Wuerfel

**ABSENT:** R. Benjamin

**GUESTS:** None

**STAFF:** A. Slack, K. Smith Oldham

**QUORUM:** In accordance with the Board's Bylaws, this Special Meeting was conducted via Microsoft Teams and the entire agenda's documentation was emailed to each Board member. Each member present responded they had received and had access to these documents for the meeting. **M. Warren** invited **K. Smith Oldham** to facilitate the Board of Director's meeting.

A quorum was established and the meeting was called to order at 4:00pm.

**AGENDA ACTION:** Motion made by **K. Lyons** to accept the August 23, 2022 Special Meeting Agenda, seconded by **C. Christopher**. Unanimous approval; motion carried.

**OFFICERS' REPORT:** a. **Approval of the CSBG Equipment Waiver Request.** **K. Smith Oldham** presented the CSBG Equipment Waiver Request. This waiver is in regards to replacing the roof of the Decatur homeless shelter using CSBG-CARES funding.

Per Agency procurement procedures, there must be at least three (3) quotes on the project. Quotes are currently being collected from several local roofing contractors and a definitive amount for the project has not been determined. However, as found in the waiver, the Formal Waiver Request will not exceed \$25,000.00.

**K. Lyons** asked how \$25,000.00 was determined as a set budget amount for this project. **K. Smith Oldham** replied the first returned quote was about \$24,000, and quotes from a few years prior were around \$20,000. Administration accounted for inflation for the \$25,000 maximum budgeted allocation.

**J. Wuerfel** asked if there is any possibility the State may decline the waiver. **K. Smith Oldham** stated this is not a concern. Last week, she spoke with Melanie Sanford, Deputy Director of MDHHS's Bureau of Community Action and Economic Opportunity (BCAEO), and was informed SMCAA could utilize CSBG-CARES funding to replace the roof of the Decatur homeless shelter. The Agency has CSBG-CARES funding available in the Agency budget, and the grant ends September 30, 2022.

Per requirements of this waiver, **K. Smith Oldham** asked the Board to approve of the purchase identified, keeping in mind the Agency's procurement procedures.

There were no additional questions.

**A. ACTION**

A motion was made to approve the purchase of a new roof for the Decatur Homeless Shelter in an amount not to exceed \$25,000.00 as presented in the CSBG Equipment Waiver Request. A roll call vote was conducted: **C. Christopher** - Aye, **M. Franks** - Aye, **K. Lyons** - Aye, **G. Moore** - Aye, **G. Patterson-Gladney** - Aye, **M. Underwood** - Aye, **M. Warren** - Aye, **J. Wuerfel** - Aye. The ayes have it and the motion was approved.

**OTHER:**

None

**ADJOURNMENT:**

Hearing no other business, a motion to adjourn was made by **M. Underwood** and was seconded by **G. Moore**. The meeting was adjourned at 4:07pm.

**NEXT MEETING:**

The next scheduled SMCAA Board meeting will be held at the **Van Buren Conference Center**: 490 S. Paw Paw St., Lawrence, MI 49064 on **Wednesday, September 21, 2022 at 6:00pm**.

Respectfully submitted,  
Ashley Slack  
SMCAA Operations Manager

Reviewed and approved,  
Gail Patterson-Gladney  
SMCAA Board Secretary