



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, September 21, 2022 at 6:00pm

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

PRESENT: C. Christopher, M. Franks, K. Lyons, M. Underwood, M. Warren, J. Wuerfel

ABSENT: R. Benjamin, G. Moore, G. Patterson-Gladney

GUESTS: Resident Nyman, Resident Hunniford

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 5:59pm.

AGENDA ACTION: Motion made by **J. Wuerfel** to accept the September 21, 2022 Agenda, seconded by **M. Franks** Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the August 17, 2022 Board Minutes was made by **J. Wuerfel**, seconded by **M. Underwood**. Unanimous approval; motion carried.

Motion to approve the August 23, 2022 Special Board Minutes was made by **K. Lyons**, seconded by **M. Underwood**. Unanimous approval; motion carried.

OFFICERS' REPORT: Neither **M. Warren** nor **C. Christopher** had anything to report.

OLD BUSINESS: None

NEW BUSINESS: **a. Fiscal Summary and Amended FY2022 Budget.** **D. Oleneack** presented an amendment to the FY22 budget. Due to the increased funding through the COVID Emergency Rental Assistance (CERA) and CERA2 programs, the FY22 budget showed significant increase. Additionally, Salaries and Wages decreased because some of the wages of Weatherization's Energy Auditors was double-counted under line item WX Training and Technical Assistance.

K. Lyons thanked **D. Oleneack** for this amended budget. She noted there have been occasions in the past where known expenses occur and skew future months. She understands not every month can be projected 100% accurate, but she would like to see monthly projections be more accurate moving forward. That may mean monthly budget amendments that the Board needs



to approve. **D. Oleneack** said she would see what adjustments she can make to the fiscal summaries in the future.

D. Oleneack asked the Board to approve this amendment to the FY22 Budget prior to the fiscal summary because she based August's summary on this amended budget.

A. ACTION (1): A motion to accept and place on file the Amended FY2022 Budget was made by **M. Franks** and was seconded by **M. Underwood**. Unanimous approval; motion carried.

D. Oleneack presented the fiscal summary for August, which represents 92% of the fiscal year. She noted Food Commodities Purchased utilizing 150% of its budget, but additional funds have been received by various sources so SMCAA could purchase more food than originally budgeted. She also highlighted that WX/LIHEAP Labor and Materials has only used 41% of its budget due to a number of factors including COVID restrictions, lack of personnel and contractors, excessive deferrals, and supply chain restraints.

J. Wuerfel asked for clarification as to why the amended budget increased the WX/LIHEAP Labor and Materials when only 41% of funding has been used. **D. Oleneack** explained the additional funds in the amendment represent allocations from the State.

A. ACTION (2): A motion to accept and place on file the Fiscal Summary was made by **K. Lyons** and was seconded by **M. Franks**. Unanimous approval; motion carried.

b. Proposed Budget for FY2023. **D. Oleneack** presented the proposed budget for Fiscal Year 2023, which begins October 1, 2022. Grant Income is anticipated to be considerably lower than FY22 due to a number of programs ending September 30th. The budget does not include the anticipated Weatherization Bipartisan Infrastructure Law (WX-BIL) funds as the State has not provided allocation amounts yet. She noted that the date in her note section is incorrect; it reads 9/3/2021, but should be 9/30/2022.

D. Oleneack commented on individual line items that have significant changes for FY2023. The most significant decrease in FY23 is for Client Services expenses, which is due to the decrease in program funding upon the end of CARES and CERA.

M. Underwood asked why the Equipment Rental and Maintenance is decreasing so significantly. **D. Oleneack** responded FY22's largest expense was a forklift lease and purchase for the Benton Harbor Water Distribution. We will no longer have these expenses in FY23.

K. Lyons questioned the line item Travel. **D. Oleneack** said it appears her formula did not compute accurately. She will update this formula, but the FY23 budget is not impacted by the 21-22 projection inaccuracy.

For future fiscal summaries, **J. Wuerfel** would like to see Grant Income divided out by individual programs. **D. Oleneack** said she could do so on a separate Grant Revenue page moving forward.

There were no additional questions.

B. ACTION:

The corrections necessary for the Proposed Budget do not impact the budget's totals, so the Board motioned to accept and place on file the Proposed Budget for FY023 with proposed corrections. **J. Wuerfel** made the motion, and **M. Franks** seconded. Unanimous approval; motion carried.

c. Programmatic Report. **K. Smith Oldham** presented the programmatic reports for August. Numbers are steadily decreasing as the fiscal year comes to a close and staff are working hard to complete open applications before the September 30, 2022 deadline. There were (62) households serviced with utility assistance and (35) households with rent assistance. (1,701) households received food commodities from CSFP, (3,782) households through TEFAP, and (281) households received assistance through SMCAA food pantries. (3) households stayed in the shelter for a total of (30) bed nights and (2) households were boarded in hotels for a total of (26) bed nights.

There were (2) individuals served through DHHS's Rapid Rehousing Consolidated and (7) through Supportive Housing. **K. Smith Oldham** stated SMCAA has submitted its application for MSHDA's Supportive Housing programs for FY2023, and we are awaiting notice of funding.

The Family Self-Sufficiency (FSS) Program serviced (15) individuals. There were a total of (24) individuals enrolled in the City of Benton Harbor Summer Youth Employment Program (SYEP), which ended mid-August. SMCAA provided (203) households received (1,187) cases of water from SMCAA's self-serve station. Over 749,000 cases of water have been distributed in the City since September 30, 2021.

Weatherization completed (27) jobs in FY2022 and (1) deferred home project was completed through the WX Deferral Reduction program. There are many projects in-progress through WX-DR, and **S. Klank** will have a full count of completed jobs next month. Our service area did not receive funding for Whole Housing Rehab in FY22, but there have been (4) minor home repairs completed through Program Income funding. There have been (1) CDBG and (6) CDBG-CV projects completed in the City of Benton Harbor in FY22. Overall, we have completed (232) housing repairs through CARES as well.

As of August 31st, SMCAA has serviced 7,356 unduplicated individuals in FY22 compared to 4,629 in FY21.

C. ACTION:

A motion to accept and place on file the Programmatic Report was made by **K. Lyons** and was seconded by **C. Christopher**. Unanimous approval; motion carried.

d. Director's Report. K. Smith Oldham presented the Director's Report. Some of the highlights over the past month included:

Monitoring: Weatherization received a Quality Assurance Site Monitoring visit. The State pulled six worksites out of a selection of 13 jobs, and we received six findings. As a result, **S. Klank** and her Energy Auditors and Quality Control Inspector are currently attending training, and contractors were redirected back to the homes to fix/correct the issues. Pictures of the corrections have since been submitted to BCAEO. We are awaiting our closeout letter.

SMCAA received an Inventory and Reconcile Count visit from Michigan Department of Education (MDE) on our CSFP and TEFAP food product in the warehouse. MDE found inventory count and all product reports accurate and no further action is required.

Grants and Applications: SMCAA has applied for the following grants for FY2023: Community Services Block Grant (CSBG), Permanent Supportive Housing (PSH), Low Income Housing Energy Assistance Program (LIHEAP), Emergency Solutions Grant (ESG), and Michigan Housing Opportunity Promoting Energy-Efficiency (MI-HOPE).

K. Smith Oldham shared that the State of Michigan, in conjunction with the Salvation Army, has developed a Shelter Infrastructure grant. This will be a one-time funding program and this type of funding has never been offered by the State. This grant can be used for plumbing, electric, structural materials to improve indoor air quality, replacement of HVAC systems, backup power generators, roof replacement, window replacement, and siding replacement. SMCAA is in the process of applying for this funding and are considering everything at the shelter that needs updating - interior and exterior.

Community Services: **Y. Vidt** has been working with a local farmer to grow and bring fresh produce to clients at our food commodity distributions. Produce distributed so far includes watermelon, sweet corn, cucumbers, squash, green peppers, and collard greens.

For FY22, SMCAA again partnered with Whirlpool during the United Way Appliance Sale. This program gives income-eligible Benton Harbor homeowners free appliances. (6) households received service for a total (10) new appliances donated.

Events: SMCAA has a number of events coming up. These events include:

- Wednesday, October 5 from 4:00pm to 8:00pm - SMCAA is partnering with Van Buren DHHS to hold a food giveaway at the Department of Health and Human Services in Hartford. **Y. Vidt** and **M. Fonseca** will distribute dairy products, whole chickens, canned goods, and personal hygiene products.
- Thursday to Saturday, October 20 to 22: In partnership with Midwest Family, SMCAA will host Project Personal Hygiene in South Haven at the Family Dollar. Times are yet to be determined, but **K. Smith Oldham** will share this information with the Board when finalized.

During the week of August 29th, **Y. Vidt**, **A. Slack**, and **K. Smith Oldham** traveled to New York City to receive the Promise in Action Award from the National Community Action Partnership (NCAP). They also attended numerous sessions offered at the NCAP Annual Convention. The convention had over 1,500 people in attendance, and the award was presented at an award gala. **K. Smith Oldham** stated she would share the NCAP link to the award ceremony's video with the Board via email.

K. Smith Oldham also shared a congratulations note from community partner Rachel Wade, Vice President of Strategy at United Way of Southwest Michigan.

D. ACTION:

A motion to accept and place on file the Director's Report was made by **K. Lyons** and was seconded **M. Underwood**. Unanimous approval; motion carried.

e. Addition to Agency Holidays - Juneteenth. **K. Smith Oldham** shared that in June 2022, the Michigan Supreme Court added Juneteenth to the official list of government holidays. Adoption of this rule conforms with federal policy making Juneteenth a legal holiday, and many jurisdictions nationwide have already taken similar action. SMCAA will be adopting Juneteenth as a new Agency holiday beginning in 2023.

No motion necessary.

f. Approval of EFSP Phase 39 - Cass. As a requirement of the grant's application process, **K. Smith Oldham** presented the Cass County Emergency Food and Shelter Program (EFSP) Phase 39 application to the Board. The application process requires the Board to be informed of the funding request and proposed use of the grant, as well as the Board's approval of the grant. This proposal requests \$2,000 in shelter funding to be used towards rent and/or mortgage assistance.

There were no concerns or questions regarding this grant.

F. ACTION: A motion to accept and place on file the Cass EFSP Phase 39 application was made by **M. Franks** and was seconded **K. Lyons**. Unanimous approval; motion carried.

g. Approval of EFSP ARPA-R - Cass. Next, **K. Smith Oldham** presented the Cass County EFSP ARPA-R application to the Board. The application process requires the Board to be informed of the funding request and proposed use of the grant, as well as the Board's approval of the grant. This proposal requests a total of \$20,000 -- \$10,000 in energy funding to be used towards utility deliverable fuel assistance and \$10,000 in shelter funding to be used towards rent and/or mortgage assistance.

There were no concerns or questions regarding this grant.

G. ACTION: A motion to accept and place on file the Berrien EFSP ARPA-R application was made by **K. Lyons** and was seconded **C. Christopher**. Unanimous approval; motion carried.

PUBLIC COMMENT: Public comment was given. Residents expressed concern about the Weatherization program and their appreciation for a better understanding of the federal and state guidelines of the program through the Board's discussion.

OTHER: None

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by **J. Wuerfel** and was seconded by **M. Franks**. The meeting was adjourned at 7:17pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **SMCAA Warehouse**: 331 Miller Street, Benton Harbor, MI 49022 on **Wednesday, October 19, 2022 at 6:00pm**.

Respectfully submitted,
Ashley Slack
SMCAA Operations Manager

Reviewed and approved,
Gail Patterson-Gladney
SMCAA Board Secretary