



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, May 15, 2024 at 6:00pm

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

PRESENT: C.Christopher, K.Lyons, G.Patterson-Gladney, J.Lawrence, G.Moore,D. Seifert, M.Underwood, M.Warren

ABSENT: C.Pitchford

GUESTS: None

STAFF: G.Chadwick, 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 11:00am

AGENDA ACTION: Motion made by K.Lyons to accept the May 15, 2024 Agenda seconded by M.Underwood. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the April 17, 2024 Board Minutes was made by G.Patterson-Gladney, seconded by K.Lyons. Unanimous approval; motion carried.

OFFICERS' REPORT: M.Warren has been asked to run for Commissioner of Cass County.

OLD BUSINESS: None

NEW BUSINESS:

a.Fiscal Summary. D.Oleneack presented the fiscal summary for April which represented 58% through Fiscal Year 2024. Specific notes of interest:

- Donations are over expectation, as we finally received \$10,000 from the PGA Stuff-a-Truck; last Stuff-a-Truck was our biggest year yet.
- Travel expenses are lower than usual due to utilizing company vehicles, and many trainings have switched to virtual meetings.
- Audit expenses were lower than expected, as we only needed a single audit for one of the programs, instead of two, saving \$3,500.

A. ACTION:

A motion to accept and place on file the Fiscal Summary was made by D.Seifert 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 notes of interest:

- Utility assistance numbers are continuing to increase, largely due to the discontinuation of the Benton Harbor water shutoff moratorium.

- Staff turnover is putting some restrictions on how many we can service.
- Because of low national numbers MDE has announced they are cutting our CSFP caseload from 1,800 to 17,000 and there will now be a waitlist
- TEFAP numbers are not all in yet and should be available next month.
- MSHDA has closed their Sec.8 waitlist, so we may see more movement in our slots, as previously MSHDA's program was first to take in applicants.
- 5 WX jobs have been completed. DOE spend-down is at 77%, and average cost per unit is below standard. 44 should be completed for FY.

B.ACTION:

A motion to accept and place on file the Programmatic Report was made by K.Lyons and seconded by G.Patterson-Gladney. 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:

- SMCAA sent a thank you letter to Debbie Stabenow for her support of the Senate CSBG Letter
- Brian McGrain, Director of Michigan Community Action Association, visited SMCAA.
- MDE CSFP on-site review received 2 findings with corrective action; both have been corrected; monitoring has now been approved and closed out.
- DOE, LIHEAP, CSBG Programmatic monitoring – the exit interview is scheduled for this week so there is no news on that yet.
- We received \$1,000 from Berrien County Farm Bureau towards our pantry.
- The agency is signed up to take a David Bradley Mastercourse and all are encouraged to participate.
- K.Smith Oldham provided an update on the shelter construction.

C.ACTION:

A motion to accept and place on file the Directors Report was made by J.Lawrence and seconded by M.Underwood. Unanimous approval; motion carried.

d.Approval of EFS Program Phase 41 Grant Application, Berrien, Cass, VBuren
K.Smith Oldham explained the EFS Grant Application, wherein SMCAA requested

1,700 in rental assistance and 8,000 in food assistance for Berrien (and was granted \$8,000/\$5,000 respectively), \$7,000 in rental assistance and \$7,000 in utility assistance for Cass (and was granted \$3892/\$3891), and \$10,000 in rental assistance for VanBuren (and was granted \$2,937).

D.ACTION: A motion to accept the EFS Phase 41 grants for all three counties was made by J.Lawrence and seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

PUBLIC COMMENT: S.Keirnan reminded Board to return their Community Needs Assessment Surveys and will send them again via email.

OTHER: None

BOARD ATTENDANCE – YEAR TO DATE: Updated report included in packets.

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by G.Patterson-Gladney and was seconded by K.Lyons. The meeting was adjourned at 6:45pm.

NEXT MEETING: **The next scheduled SMCAA Board meeting will be held on Tuesday, June 18, 2024, at the Berrien Conference Center: 2149 Napier Avenue, Benton Harbor, MI 49022.**

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary