**Wednesday, August 16, 2023 at 6:00pm**

SWM Foundation Room: 58900 Cherry Grove Road, Dowagiac, MI 49047

|  |  |
| --- | --- |
| PRESENT: | C.Christopher, M.Franks, J.Jones, K.Lyons, G.Moore,C.Pitchford, M.Underwood, M. Warren |
| ABSENT: | G. Patterson-Gladney |
| GUESTS: | None |
| STAFF: | A.Bushore, G.Chadwick, 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 J.Jones to accept the August 16, 2023 Agenda, seconded by K.Lyons. Unanimous approval; motion carried. |
| MINUTES ACTION: | Motion to approve the June 21, 2023 Board Minutes was made by M.Underwood,seconded by J.Jones. Unanimous approval; motion carried. |
| OFFICERS’ REPORT: | None |
| OLD BUSINESS: | None |
| NEW BUSINESS:A. ACTION:B.ACTION:C.ACTION:D.ACTION:E.ACTION:G.ACTION: | **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for June and July 2023. Specific notes of interest:* Through July budget for current year is 83% complete. While YTD shows a slight negative this fluctuates month to month and is not a concern.
* K.Lyons suggested removing the line item detail for Fringe Benefits from the notes to fiscal summary. After discussion, it was agreed to remove Fringe Benefits from the notes to fiscal summary going forward.

A motion to accept and place on file the Fiscal Summary with suggested changes was made by K.Lyons and seconded by G.Moore. Unanimous approval; motion carried.**b.Programmatic Report.** K.Smith Oldham presented the programmatic report for June and July. She also reported the 2020 (pre COVID) totals in comparison to the YTD totals for 2023. Specific note of interest:* Weatherization Assistance Report will combine DOE,BIL, and LIHEAP totals in future reports. Spending breakdown will be eliminated.

A motion to accept and place on file the Programmatic Report with above mentioned changes was made by J.Jones and seconded by M.Underwood. 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:* We received additional funding from ESFP Grant for Homeless Motel in both Van Buren and Cass counties.
* SMCAA received WAF(Water Assistance Funding) program funding that will run October 1st 2023 through September 30th 2027. This program is different from LIWAP as it does not require that the Municipalities sign a MOU with the State of Michigan.
* In July, we had an employee pass his test for Energy Auditor, so we currently have one QCI and one Energy Auditor in house.
* A. Bushore reviewed the status of the Cass County HARA. She explained that the initial phase from January through June of 2023 was a process of keeping a log of the Housing and Homeless calls coming in and that the initial list had 67 applicants on it. To date, 34 of these have been helped and 20 no longer needed assistance.
* Y.Vidt worked with Berrien Foundation to assist with several backpack events. SMCAA handed out food at the events.

 A motion to accept and place on file the Directors Report was made by C.Pitchford and seconded by K.Lyons. Unanimous approval; motion carried.**d.Line of Credit Renewal Extension.** D.Oleneack stated that an extension for the maturity date of our line of credit was needed since the maturity date is currently set for 9/10/2023 and our annual Single Audit is not completed until February each year. The proposed extended date will be 3/10/2024. A motion to extend the maturity date as stated in the SMCAA Board Resolution to 3/10/2024 was made by C.Pitchford and seconded by M.Underwood. Unanimous approval; motion carried.**e.CAP Plan Approval.** The FY24 CSBG Plan was emailed to each Board Member. This plan is for our CSBG funding, which supplements all the programs and services that SMCAA administers as well as supports the structure of the Agency. A motion to approve the Fiscal Year 2024 CSBG Plan as it has been presented by the Executive Director was made by C.Pitchford and seconded by M.Underwood. Unanimous approval; motion carried.**f.Copy of Bylaws Distributed to Board Members.** Per Organization Standards (OS) 5.4 each governing board member is to receive a copy of the bylaws every 2 years.**g.Decatur Human Services Building – Vote.** SMCAA would like to purchase the building we have been using for Van Buren Offices located at 208 E.Delaware St., Decatur, MI 49045.A motion to approve the purchase of the building located at 208 E.Delaware St., Decatur, MI 49045 was made by K.Lyons and seconded by C.Pitchford. Unanimous approval; motion carried. |
| PUBLIC COMMENT: | None |
| OTHER: | None |
| BOARD ATTENDANCE – YEAR TO DATE: | None |
| ADJOURNMENT: | Hearing no other business, a motion to adjourn was made by J.Jones and was seconded by M.Underwood. The meeting was adjourned at 7:12pm.  |
| 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, 2023 at 6:00pm.** |

Respectfully submitted, Reviewed and approved,

Glenda Chadwick Megan Underwood

SMCAA Fiscal/HR Assistant SMCAA Board Secretary