



# Southwest Michigan Community Action Agency

BOARD MEETING MINUTES

FY23 Annual Meeting



**Wednesday, February 15, 2023 at 6:00pm**

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

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

ABSENT: G. Moore, G. Patterson-Gladney

GUESTS: A. Schaeffer of Kruggel Lawton, CPAs  
C. Pitchford of Berrien County Commissioners

STAFF: G. Chadwick, 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 6:00pm.

AGENDA ACTION: Motion made by **K. Lyons** to accept the February 15, 2023 Agenda, seconded by **M. Underwood**. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the January 18, 2023 Board Minutes was made by **J. Wuerfel**, seconded by **M. Warren**. Unanimous approval; motion carried.

ANNUAL MEETING: **Executive Committee Election**. Per the Board's bylaws, every February meeting is the Board's Annual Meeting. An election of officers for the ensuing year should happen during this annual meeting. **K. Smith Oldham** facilitated the Board of Director's Executive Committee elections.

**K. Smith Oldham** began with the open position of Chairperson. **C. Christopher** nominated **M. Warren**, who accepted the nomination. There were no other nominations. **C. Christopher** moved to close the nominations for Chairperson, and **K. Lyons** seconded this motion. Unanimous approval, motion carried. **M. Warren** will remain Board Chairperson.

The Vice Chairperson position was opened to nominations. **K. Lyons** nominated **C. Christopher**, who accepted the nomination. There were no other nominations. **K. Lyons** moved to close the nominations for Vice Chairperson, and **M. Warren** seconded this motion. Unanimous approval, motion carried. **C. Christopher** will remain Board Vice Chairperson.



The Treasurer position was opened to nominations. **M. Underwood** nominated **K. Lyons**, who accepted the nomination. There were no other nominations. **M. Underwood** moved to close the nominations for Treasurer, and **J. Wuerfel** seconded this motion. Unanimous approval, motion carried. **K. Lyons** will remain Board Treasurer.

The Secretary position was opened to nominations. **K. Lyons** nominated **M. Underwood**, , who stated she would be willing to accept the offer under the acknowledgment that her position at the Van Buren Department of Health and Human Services prevents her from being a signatory for checks or an approver of disbursement of funds as it would be a conflict of interest. There were no other nominations. The Board expressed their understanding and acceptance of this criteria, and **K. Lyons** moved to close the nominations for Secretary with **J. Wuerfel** seconding this motion. Unanimous approval, motion carried. **M. Underwood** is now Board Secretary.

The At-Large Member position was opened to nominations. There were no nominations. The Board moved to table the At-Large Member nominations until the March meeting.

**ACTION:** A motion to close the Board Officer nominations was made by **M. Warren** and was seconded by **K. Lyons**. Unanimous approval; motion carried.

**GUEST REPORT:** **Single Audit Presentation - Kruggel Lawton CPAs. Alex Schaeffer** thanked the Board for welcoming him to the meeting and for choosing Kruggel Lawton for auditing services. Each Board member was provided a draft copy of the SMCAA Financial Statements and Supplementary Information. **A. Schaeffer** walked the Board through the Independent Auditor's Report, Financial Statements, and Federal Awards. It was the auditor's opinion that the Agency's financial statements presented fairly. There were no findings in the audit.

**A. Schaeffer** also shared the Agency's IRS Form 990 with the Board for review.

There were no questions.

**ACTION:** A motion to accept the Single Audit as presented was made by **J. Wuerfel** and was seconded by **C. Christopher**. Unanimous approval; motion carried.

**OFFICERS' REPORT:** **Cass Public Sector Board Representative Appointee, Jeremiah Jones. M. Warren** introduced the new Cass County Public representative, **J. Jones**, to the Board. **J. Jones** gave an overview of his work and volunteer experiences. The Board welcomed him.

**Executive Director's Evaluation.** Per the Board's bylaws and Organizational Standards, the Executive Committee must conduct the annual performance appraisal of the Executive Director (OS 7.4) and report the evaluation to the

entire Board. **M. Warren** invited **C. Christopher** to present the evaluation results.

**C. Christopher** presented the Executive Director's Evaluation. The Board and Senior Leadership's overall rating for the Executive Director was 4.65 out of 5. **C. Christopher** also shared goals for the Executive Director in the upcoming year and job-related strengths noted by the Board and her colleagues.

**ACTION:** A motion to accept and place on file the Executive Director Evaluation as presented by **C. Christopher** was made by **K. Lyons** and seconded by **M. Underwood**. Unanimous approval, motion carried.

**Executive Director's Compensation Status.** Per Organizational Standard 7.5, the Board must annually review and approve the Executive Director's compensation. Based on the evaluation presented, **M. Warren** recommended an approval to increase the Executive Director's compensation status by one step.

**ACTION:** A motion to approve the increase to the Executive Director's compensation status was made by **K. Lyons** and was seconded by **J. Jones**. Unanimous approval; motion carried.

**C. Christopher** had nothing to report.

**OLD BUSINESS:** None

**NEW BUSINESS:** **a. Fiscal Summary. D. Oleneack** presented the fiscal summary for January, which represented 33% through Fiscal Year 2023. Specific notes of interest:

- There are currently fewer funding sources following the completion of CARES and CERA at the end of FY22.
- SMCAA has significant LIHWAP funds remaining, but local municipalities are slow to enroll. However, the Agency is third in Michigan in expending these funds.

There were no questions.

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

**b. Programmatic Report. K. Smith Oldham** presented the programmatic report for January by reporting the number of clients assisted through each Agency program and/or service. Specific notes of interest:

- There has been discussion with the Michigan Department of Education to decrease SMCAA's food commodity slots. **Y. Vidt** and the Community

Services team are considering new ways to increase our commodity registrations so there will not be a dramatic decrease.

- Water distribution in the City of Benton Harbor continues and there has been no end date provided by the State.

**J. Jones** asked what the maximum income limits are relating to Emergency Assistance programs. **K. Smith Oldham** explained every program has different income restrictions. **J. Jones** commented he would be able to assist clients struggling to meet those gaps, especially veterans located in Cass County.

There were no additional questions.

**B. ACTION:** A motion to accept and place on file the Programmatic Report was made by **K. Lyons** and was seconded by **J. Jones**. 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, upcoming program audits and monitoring outcomes, and local events Agency staff attended.

There were no questions.

**C. ACTION:** A motion to accept and place on file the Director's Report was made by **J. Jones** and was seconded **J. Wuerfel**. Unanimous approval; motion carried.

**d. Training Series: People – How Do You Get the Right People on Board?** Per Organizational Standard 5.8 that states all Board members have been provided training on their duties and responsibilities within the past two years, Board training will be required of all members throughout FY23's meetings. **A. Slack** presented this month's CAPLAW training video to the Board.

There were no questions.

**PUBLIC COMMENT:** **J. Wuerfel** thanked the Board for the flowers, cards, and personal phone calls over the last month following the loss of her mother.

**J. Wuerfel** also announced that this would be her last meeting. The Berrien County Commission had reappointed the Berrien Public seat on the SMCAA Board. She introduced **Chokwe Pitchford**, who will be replacing her beginning in March. **M. Warren, K. Smith Oldham,** and **A. Slack** will be meeting with **C. Pitchford** within the next week to conduct his orientation to the SMCAA Board. The Board thanked **J. Wuerfel** for her service.

**OTHER:** None

**ADJOURNMENT:** Hearing no other business, a motion to adjourn was made by **J. Jones** and was seconded by **K. Lyons**. The meeting was adjourned at 7:24pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the Berrien County Conference Center: 2149 E. Napier Avenue, Benton Harbor, MI 49022 on **Wednesday, March 15, 2023 at 6:00pm.**

Please note that extensive notes for each agenda item were prepared and distributed to every Board member prior to this meeting. Full minutes with these notes have been prepared and reported to the Michigan Department of Health and Human Services' Bureau of Community Action and Economic Opportunity, per CSBG guidelines.

Respectfully submitted,  
Ashley Slack  
SMCAA Operations Manager

Reviewed and approved,  
Meagan Underwood  
SMCAA Board Secretary