



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, October 19, 2022 at 6:00pm

SMCAA Warehouse: 331 Miller Street, Benton Harbor, MI 49022

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

ABSENT: G. Moore

GUESTS: None

STAFF: M. Fonseca, L. Mills, D. Oleneack, A. Slack, K. Smith Oldham, Y. Vidt

The meeting attendees stood and recited the SMCAA mission statement.

QUORUM: A quorum was established and the meeting was called to order at 5:58pm.

AGENDA ACTION: Motion made by **G. Patterson-Gladney** to accept the October 19, 2022 Agenda, seconded by **R. Benjamin**. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the September 21, 2022 Board Minutes was made by **M. Franks**, seconded by **C. Christopher**. Unanimous approval; motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: **a. Fiscal Summary. D. Oleneack** presented the fiscal summary, which represented 100% of Fiscal Year 2022. She noted that Salary and Wages as well as Fringe Benefits for September showed three payments as there were three pay days throughout the month. She also noted that Contract Services appears over-budget. However, it includes half of the shelter's roof payment that was approved last month, the annual maintenance on the Agency's accounting system, and installation charges for a new phone system and computer network equipment that will be implemented in FY23.

There were no additional questions.

A. ACTION: A motion to accept and place on file the Fiscal Summary was made by **K. Lyons** and was seconded by **J. Wuerfel**. Unanimous approval; motion carried.



b. Amended Budget for FY2023. D. Oleneack presented an amendment to the FY2023 budget following two significant programs added since the original budget was approved last month. SMCAA received the MSHDA MI-HOPE grant for \$500,000 and the DOE's Bipartisan Infrastructure Law (BIL) grant for \$1,069,518. She noted exact increases for specific line items in accordance with these two new programs for FY23.

K. Lyons asked what sort of insurance increase is necessary for BIL. **D. Oleneack** replied that the grant requires special pollution insurance.

There were no additional questions.

B. ACTION:

A motion to accept and place on file the Amended Budget for FY2023 was made by **G. Patterson-Gladney** and was seconded by **K. Lyons**. Unanimous approval; motion carried.

c. Programmatic Report. K. Smith Oldham presented the programmatic reports for September. There were (86) households serviced with utility assistance and (41) households with rent assistance. (1,555) households received food commodities from CSFP and (926) households received assistance through SMCAA food pantries. (3) households stayed in the shelter for a total of (86) bed nights and (2) households were boarded in hotels for a total of (34) 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 (14) individuals. SMCAA provided (213) households received (1,284) cases of water from SMCAA's self-serve station. Over 783,000 cases of water have been distributed in the City since September 30, 2021.

Weatherization completed (29) jobs in FY2022 and (1) deferred home project was completed through the WX Deferral Reduction program. There have been (4) minor home repairs completed through Program Income funding. There have been (1) CDBG and (7) CDBG-CV projects completed in the City of Benton Harbor in FY22. Overall, we have completed (35) housing repairs through CARES as well.

In FY22, SMCAA serviced 7,599 unduplicated individuals.

As has been shared in the past, **A. Slack** also provided a Fiscal Year 2022 overview Programmatic Report showing all demographic and program numbers for the past year.

J. Wuerfel asked if progress had been done regarding the August meeting's Public Comment. **K. Smith Oldham** said the clients' information had been looked into and follow-up was done with the clients to better explain the Weatherization waiting list procedure and next steps. The Housing Rehab program may also be able to assist the clients, and **S. Klank's** team is doing their due diligence to see how SMCAA can best help our clients.

K. Lyons questioned the progress of the City of Benton Harbor's water lines. **K. Smith Oldham** said word from the State stated that 95% of the lead lines have been replaced. She also noted that there had been no date set to end water distribution. Filters are continuing to also be distributed.

C. ACTION:

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

- Organizational Standards was monitored and 58 of 58 items were met.
- Our fiscal auditors at Kruggel Lawton completed their annual audit of the warehouse inventory.

Grants and Applications:

- **DOE-BIL:** We received information on the DOE-BIL. This program is allocated to assist with existing weatherization programs. However, as guidance for the program came out, we discovered we cannot use the BIL funding with our DOE-WX funding. It can only blend with LIHEAP. SMCAA received \$1,069,518 for this program.
- **MSHDA MI-HOPE:** SMCAA applied for funding through MSHDA for the MI-HOPE program. This funding is to help out with some of the weatherization issues we are seeing with the older stock homes. For Phase 1 of the program, we applied for \$1,000,000, and received \$500,000. No one received over \$500,000 for this first phase. Since the application process, some rules and guidelines have changed and we foresee the funding helping with some weatherization projects, but being a challenge for others.
- **Shelter Infrastructure Grant:** **A. Slack, Y. Vidt,** and **K. Smith Oldham** submitted the MSHDA Shelter Infrastructure Grant. We had a hard time getting contractors to come out to the Shelter before the submission deadline. **K. Smith Oldham** reached out to MSHDA and explained our application would consist of estimated quotes. MSHDA stated that they heard similar struggles from other shelters as well. They said to make the application as detailed as possible in the scope of work needing to

be completed. We submitted the grant asking for slightly over \$307,000.

Expanding Office Space:

- Due to the expansion of the Weatherization program, we have acquired office space on the 5th floor on the Vincent Place. The Fiscal Department, **A. Slack**, and **K. Smith Oldham** will be moving to 5th floor in order for client services to remain on the 3rd floor.

Upcoming Events:

- **Project Personal Hygiene:** October 20, 21, and 22 is our annual personal hygiene drive at Family Dollar in South Haven from 10:00am to 6:00pm Thursday and Friday and 10:00am to 2:00pm Saturday. This event is in partnership with SuperHits 98.3 COZY.
- **Stuff-a-Truck:** November 14 to 19 is our annual Stuff-a-Truck event at Rogers Foodland in St. Joseph from 6:00am to 6:00pm weekdays and 10:00am to 12:00pm Saturday. This event is in partnership with 97.5 Y-Country.

D. ACTION:

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

e. Update on Organizational Standards. **A. Slack** shared an update on Organizational Standards. In FY2022, SMCAA again met 58 out of 58 items in the Organizational Standards. Though the BCAEO's monitor had some suggestions for future documentation of certain Org. Standards, overall she was impressed with the Agency. The BCAEO is using some Agency-developed documents as examples to other agencies on how to best fulfill Org. Standards. The documents chosen were: SMCAA Community Needs Assessment Report 2021 (fulfills 1.2, 3.1, 3.2, 3.3, 3.4), SMCAA Client Satisfaction Report FY21 (fulfills 1.3), SMCAA CAP Plan Update Report (fulfills 4.4), and SMCAA Strategic Plan Update Report (fulfills 6.5).

A. Slack then shared what Organizational Standards will require the Board's participation, review, and/or approval in FY23.

No motion necessary.

f. Strategic Plan Report for FY2022. Per Organizational Standard 6.5, **A. Slack** shared an update on the progress of meeting goals of the strategic plan. The following summarizes the progress of each of the six goals set in the 2020-24 Strategic Plan:

Quality & Standards:

- Strategy 1 – Met in FY22

- Strategy 2 – Fully completed

Financial Sustainability:

- Strategy 1 – Met in FY22
- Strategy 2 – Fully completed
- Strategy 3 – Met in 2022

Leadership Development:

- Strategy 1 – Met in FY22
- Strategy 2 – 25% completed; there is a succession plan in-writing for the Executive Director, but not for the Fiscal, Community Services, or Weatherization departments.
- Strategy 3 – Met in 2022
- Strategy 4 – 70% complete; 7 out of 10 Board members organized, coordinated, and/or participated in an agency event.

Culture of Excellence:

- Strategy 1 – Met in FY22
- Strategy 2 – Proposed, no implemented; an Employee Feedback Survey has been developed, but not yet introduced to staff due to lack of all-staff meetings.
- Strategy 3 – Postponed; due to lack of capacity, there has been no development of the HR Department to begin a talent gaps assessment.
- Strategy 4 – Met in 2022

Facilities & Technology:

- Strategy 1 – Fully completed
- Strategy 2 – Postponed; due to the increased demands of programming, exploration of facilities to co-locate SMCAA's main office and warehouse has not started.

Advocacy & Reputation Building:

- Strategy 1 – Met in FY22
- Strategy 2 – Met in FY22
- Strategy 3 – Met in FY22
- Strategy 4 – Met in 2022

No motion necessary.

PUBLIC COMMENT: None

OTHER: Following adjournment, **K. Smith Oldham** invited **Y. Vidt**, **L. Mills**, and **M. Fonseca** to present the Agency's food programs to the Board. A tour of the warehouse will follow this presentation.

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by **R. Benjamin** and was seconded by **K. Lyons**. The meeting was adjourned at 6:44pm.

NEXT MEETING: There will not be a Board meeting in November. The next scheduled SMCAA Board meeting will be held at the **Boulevard Hotel**: 521 Lake Boulevard, St. Joseph, MI 49085 on **Friday, December 16, 2022** at **11:00am**. Following the meeting, Board members are invited for a holiday lunch with all SMCAA staff members.

Respectfully submitted,
Ashley Slack
SMCAA Operations Manager

Reviewed and approved,
Gail Patterson-Gladney
SMCAA Board Secretary