



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, June 21, 2023 at 6:00pm

Berrien Conference Center: 2149 E. Napier Ave., Benton Harbor, MI 49022

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

ABSENT: G.Moore, G. Patterson-Gladney, M.Underwood

GUESTS: None

STAFF: G.Chadwick, S. James, 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 June 21, 2023 Agenda, seconded by C.Pitchford. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the May24, 2023 Board Minutes was made by C.Pitchford, seconded by J.Jones. Unanimous approval; motion carried.

OFFICERS' REPORT: None

OLD BUSINESS: None

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented the fiscal summary for May 2023. Specific notes of interest:

- Revenues includes adjustment of (\$15,929.60) to record LIHWAP funds previously received from the City of Benton Harbor. DHHS originally listed all clients as eligible. However the list provided to the State showed some of these were in fact ineligible because they had been sent over to the county.
- Weatherization- Training/Tech Assist – Expected to spend with New Hires on board. Will have additional dollars available when the new program year starts in July for DOE Weatherization.

A. ACTION:

A motion to accept and place on file the Fiscal Summary was made by K.Lyons and seconded by C.Pitchford. Unanimous approval; motion carried.

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

- HUD approved our Grant for Supportive Housing and it is expected to start in September of 2023.
- Housing Rehabilitation continues to be slow due to the Lead Abatement Requirements. Lead abatement will need to be completed and signed off on before any Housing Rehabilitation can be done.

B.ACTION: A motion to accept and place on file the Programmatic Report was made by C.Pitchford and 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. Specific notes of interest:

- SMCAA will be the HARA for Cass County starting July 5th. The ESG Grant will bring funds to Cass County for housing and homelessness.
- BCAEO completed our Fiscal Monitoring and there were no findings or recommendations.
- The four (4) findings Weatherization received in February from the BCAEO Quality Assurance Monitoring have been resolved and closed out.
- Ashley Slack was selected to represent Region 5 Nationally on the National Young Professionals Advisory Council. The Council meets with the Community Action Partnership (National) Board on a quarterly basis to advise them on training needed, the CCAP certification process and grass roots ideas for CAA's.
- Seven staff members are going to the MCA Conference in July for training through the conference. Jeremy Weinrick and Glenda Chadwick are graduating from the Leadership Development Institute (LDI) at the conference. SMCAA has had five (5) staff members graduate from the LDI program.
- The new furnace and air conditioner have been installed at the Shelter in Decatur. The generator is getting installed this week.

C.ACTION: A motion to accept and place on file the Directors Report was made by K.Lyons and seconded by J.Jones. Unanimous approval; motion carried.

PUBLIC COMMENT: None

OTHER: None

BOARD None

ATTENDANCE –
YEAR TO DATE:

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 6:52pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **SMC Foundation Room, 58900 Cherry Grove Road, Dowagiac, MI 49047 on August 16, 2023 at 6:00pm.**

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary