



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Wednesday, March 15, 2023 at 6:00pm

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

PRESENT: J.Jones, K.Lyons, G.Patterson-Gladney, C. Pitchford, M. Underwood, M. Warren

ABSENT: C.Christopher, M.Franks, G.Moore

GUESTS: None

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 C.Pitchford to accept the March 15, 2023 Agenda with amendment to not include item H., seconded by J.Jones. Unanimous approval; motion carried.

MINUTES ACTION: Motion to approve the February 15, 2023 Board Minutes was made by K.Lyons, seconded by M. Underwood. Unanimous approval; motion carried.

OFFICERS' REPORT: None

OLD BUSINESS: **Board Elections – At Large Member.** The At-Large Member position was opened to nominations. K.Lyons nominated G.Patterson-Gladney, who stated she would be willing to accept the nomination. There were no other nominations.

ACTION: K.Lyons moved to close the nominations for the At-Large Member, and J.Jones seconded this motion. Unanimous approval, motion carried. G.Patterson-Gladney is now the At-Large Member.

NEW BUSINESS: **a.Fiscal Summary.** D.Oleneack presented to fiscal summary for February which represented 42% through Fiscal Year 2023. Specific notes of interest:

- Contracted Services included community partner payments for the Benton Harbor Water Distribution program.
- Membership Dues – Year to date expenses include Community Action Partnership, CAPLAW/NCAF dues, and Southwest Michigan Regional Chamber.



K.Lyons questioned why the budget was not structured so that expenses were budgeted for the months they were incurred. D.Oleneack stated that she would look at the budget program in our accounting software to see if this can be changed going forward.

A. ACTION: A motion to accept and place on file the Fiscal Summary was made by C.Pitchford and seconded by G.Patterson-Gladney. Unanimous approval; motion carried.

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

- The Permanent Supportive Housing programs of both Statewide Leasing and Rapid Rehousing will be ending and HUD will be taking over. SMCAA is in discussions with HUD regarding this transition.

B.ACTION: A motion to accept and place on file the Programmatic Report was made by K.Lyons 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:

- LIHWAP is moving slow. However, SMCAA is currently 4th in the State for spending funding.
- SMCAA will be looking at new possibilities for CSFP sites in Marcellus and Covert.
- M.Warren and K.Smith Oldham attended the City of Benton Harbor State of the City address.
- Weatherization Manager, Sandy Klank, has submitted her retirement intention letter but will remain until a replacement is found.

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

d.FY22 Client Satisfaction Survey. Per Organizational Standard 1.3, A.Slack presented the results of the FY22 Client Satisfaction Survey.

- M. Underwood asked if the agency has any type of tracking for the amount of time required for each specific need. A. Slack said that the current database does not have this feature. However, the new database system may include such recording features. There were no other questions.

D.ACTION: A motion to accept and place on file the FY22 Client Satisfaction Survey was made by K.Lyons and seconded by C.Pitchford. Unanimous approval; motion carried.

e.Approval of EFSP Phase 40 Grant Application – Berrien. SMCAA requested \$10,000 for food expenditures and \$20,000 for rent/mortgage expenditures. The grant amounts approved for EFSP Phase 40 – Berrien were \$3,500 for food and \$7,000 for rent/mortgage.

E.ACTION: A motion to accept and place on file Approval of EFSP Phase 40 Grant Application – Berrien was made by C.Pitchford and seconded by J.Jones. Unanimous approval; motion carried.

f.Approval of EFSP Phase 40 Grant Application – Cass. SMCAA requested \$10,000 for rent/mortgage expenditures. The grant amount approved for EFSP Phase 40 – Cass was \$7,055 for rent/mortgage.

F.ACTION: A motion to accept and place on file Approval of EFSP Phase 40 Grant Application – Cass was made by J.Jones and seconded by M.Warren. Unanimous approval; motion carried.

g.Approval of EFSP Phase 40 Grant Application – Van Buren. SMCAA requested \$1,000 for food expenditures and \$10,000 for rent/mortgage expenditures. The grant amount approved for EFSP Phase 40 – Van Buren was a total amount of \$5,042.

G.ACTION: A motion to accept and place on file Approval of EFSP Phase 40 Grant Application – Van Buren was made by G.Patterson-Gladney and seconded by M.Underwood. Unanimous approval; motion carried.

h.Training Series: Process – Who Says What Goes? The Board approved to table this agenda item until a later date.

i.Approval of Weatherization Landlord Contribution Policy. K.Smith Oldham presented the Weatherization Assistance Program (WAP) Owner/Landlord Contribution Policy Single Family And Multi Family Projects to the Board for approval. The policy details what is required of the owner/landlord for the various programs in Weatherization.

I.ACTION: A motion to accept and place on file Approval of Weatherization Landlord Contribution policy was made by K.Lyons and seconded by M.Underwood. Unanimous approval; motion carried.

PUBLIC COMMENT: None

OTHER: None

BOARD ATTENDANCE – YEAR TO DATE: M.Warren informed the Board Members that she had been in touch with G.Moore. G.Moore said that he has missed three meetings in a row due to travel for his work. He told M.Warren he wants to continue to be a Board Member and is planning to attend the next meeting.

ADJOURNMENT: Hearing no other business, a motion to adjourn was made by J.Jones and was seconded by G.Patterson-Gladney. The meeting was adjourned at 6:51pm.

NEXT MEETING: The next scheduled SMCAA Board meeting will be held at the **SMC Foundation Room: 58900 Cherry Grove Road, Dowagiac, MI 49047** on **Wednesday, April 19, 2023 at 6:00pm.**

Respectfully submitted,
Glenda Chadwick
SMCAA Fiscal/HR Assistant

Reviewed and approved,
Megan Underwood
SMCAA Board Secretary