

DRAFT MUSKEGON – OCEANA COMMUNITY ACTION PARTNERSHIP, INC.

1170 W. SOUTHERN AVENUE, MUSKEGON, MI 49441

BOARD OF DIRECTORS MEETING

Wednesday, March 15, 2017

MEETING MINUTES

Meeting Called to Order: A quorum was established and the meeting was called to order at 12:02pm.

Roll Call: Attendees: B. Davis, K. Gee, P. Hernandez, J. Nielsen, Judge G. Pittman, C. Smith, W. Wilson

Excused: J. Rabe, T. Williams, P. Wishka

Absent:

Staff Attendees: K. Guy, Executive Director; A. Reinecke, Senior Accountant; K. Cooper, Administrative Assistant

Approval of the Minutes

Motion to accept February 15, 2017 minutes: C. Smith

Motion to Support: J. Nielsen

Motion accepted

Finance Report: Anne Reinecke read items from the February finance report, which was reviewed by the board and acknowledged.

- The MEAP grant is 74% spent and is available until September 30th.
 - Much of this grant had been spent on assistance at the beginning of the year.
 - Anne reported that she is watching funding closely to prevent overspending.
- \$6,200 is available through the Consumers Energy 2:1 grant.
 - MOCAP has been able to assist more people due to the 2:1 grant availability.
- LIHEAP is currently 80.9% spent.
 - It was reported that three weeks of assistance remain.
 - Anne reported that the state had approved 8% of LIHEAP funds for use of administration costs.
 - Both Brandon Davis and Judge Greg Pittman had questions regarding the administrative cost and whether or not those costs apply to most agencies.
 - An additional \$5,000 had been granted to LIHEAP. Of the original \$158,000, \$12,000 remains in LIHEAP funds.
 - A majority of LIHEAP dollars has been spent in Oceana.
 - Sue, from Oceana, has been processing 10-12 LIHEAP clients per week.
 - LIHEAP funds are granted through September 30th.

- CSBG budget has been used to pay rent and water.
 - A revision for CSBG is expected to arrive via memo from September (state).
- Walk for Warmth funds will be available as additional assistance for clients.
- MOCAP has made \$3,000 from the yard sale which included items left over from the expired weatherization program.
 - Some large items, such as generators, remain and will be posted for sale on Craigslist.
 - Please send any interested people (contractors, etc.) to MOCAP to look at the items left for sale.

Program Report: A Programmatic Report was distributed to the board members. The report lists MOCAP programs, the number of clients served in both Muskegon and Oceana counties, total of clients served per period, and year to date clients served. Community development statistics are listed as well as housing and special program totals of clients served.

- Kiesha handed out staff quarterly reports to the board members.
- Identogo visited MOCAP last week.
 - Identogo may be housed in the front office.
- Kiesha reported that the "Show Me the Money Day" at Christ's Temple went well.
- The IMPACT Youth Program is set to take place in both Muskegon and Oceana counties. This Program teaches youth, between 14 and 18 years of age, skills in employability.
 - Oceana's youth program will take place in March.
 - Muskegon's youth program is scheduled during Spring break.
- Kiesha reported that the number of clients served has gone up from last year.
- There has been an increase in water assistance.
 - It has been noted that Heights water bills are going up.

**ACTION ITEM: The board reviewed MOCAP's mission statement; "Changing Lives by Investing in Human and Economic Development". Discussion took place. Poppy thought the mission statement addressed poverty, Craig agreed. A motion was made to keep the Mission statement as is, supported by Kyleen Gee and seconded by Poppy Hernandez. All in favor.
(Standard 4.1)**

Community Needs Assessment: Grand Valley University had responded to an RFP that MOCAP had released regarding a Community Needs Assessment. The assessment will take place in June of 2017.

- The original quote was \$10,000 and has since reduced to \$8,000.
- Further discussion will take place at the strategic planning meeting next month.

ACTION ITEM: Craig Smith made a motion to accept Grand Valley as administrator for the Community Needs Assessment, seconded by Kyleen Gee. All in favor.

Executive Director's Report: MOCAP has applied for the 21st Century Grant which would be used, along with Three Oaks Academy, to help fund the after school youth program.

- MOCAP will have two interns starting later this month from Baker College.
- TEFAP takes place tomorrow, March 16th, from 2pm-4pm at Corinthians Baptist Church.
- Kiesha informed the board of the QIP report and that it is due every other month.
- A meeting has been arranged with Kris, from the bureau, for QIP purposes. Kris will join the May board meeting via conference line.
- Cynthia and Leah organized a staff appreciation week for MOCAP employees. The week consisted of team building exercises, prizes, and a staff luncheon.
- On March 2nd and 3rd, University of Michigan students met with Todd at MOCAP and headed to Freddie Townsend Center to clean and paint. The group accomplished a great deal and had fun during the process.

New Business: Poppy mentioned that she had received positive feedback on Sharonda's work from a person whom approached her at MAISD.

- Kyleen suggested sending Jim Nielsen flowers in regard to his father's passing. The group whole heartedly agreed.
- In regard to the strategic planning session, Brandon asked if more than one session would take place.
- Reminder: Next month's meeting is scheduled to take place at an alternate location for the strategic planning session. See location details below.

Adjournment: 12:37pm

Next meeting: * SPECIAL MEETING *** Wednesday, April 19, 2017 at 11:30am**

(Lunch served at 11:30am)
Strategic Planning Session
Muskegon Innovation Hub
200 Viridian Drive
Muskegon, MI 49440