

DRAFT MUSKEGON – OCEANA COMMUNITY ACTION PARTNERSHIP, INC.

1170 W. SOUTHERN AVENUE, MUSKEGON, MI 49441

BOARD OF DIRECTORS MEETING

Wednesday, May 17, 2017

MEETING MINUTES

Meeting Called to Order: A quorum was established and the meeting was called to order at 12:00pm.

Roll Call: Attendees: K. Gee, P. Hernandez, Judge G. Pittman, J. Rabe, C. Smith, R. St Clair, T. Williams

Excused: J. Nielsen, W. Wilson

Absent: B. Davis, P. Wishka

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

Approval of the Minutes

Motion to accept April 19, 2017 minutes: C. Smith

Motion to Support: K. Gee

Motion accepted

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

- Emergency food and shelter monies have been spent.
- 2:1 Consumers Energy (electric) grant has been spent.
- \$2,000 Oceana Youth Foundation Grant has been spent.
- Funds available:
 - MEAP - \$21,000.
 - CSBG - \$318,000 (\$76,000 of this to clients).
 - LCA/LIHEAP - \$7,000 (MOCAP was granted an extra \$10,000 last month).
 - TEFAP/CSFP – Final numbers are not yet available. Anne is waiting on final numbers from the State.
- A new server, paid for with MOCAP yard sale funds, has been installed and is functioning well.
- One of three furnaces has been replaced. A rebate is expected to be received.
 - Bids had been received and final purchase was approved by Craig.
- Anne looked up previous audit bids. Rehmann was the lowest bid and has been selected to conduct the consolidated and federal audit.

- Rehmann will be visiting MOCAP in July and the audit will be available in August.
- Some QIP money can be used to pay for the audit.
- A request for audit is being worked on for next year.
- Anne reported that an RFP for accounting services had been completed this morning.
 - Answers will go to Kiesha.

Employee Handbook: The MOCAP Employee Handbook had been sent to the Executive Committee in March and has also been reviewed by two CAA's.

- After final review by CAPLAW, findings were that the handbook was acceptable.
- Board of Directors needs to approve the employee handbook.
 - Approval of employee handbook will be tabled until the next MOCAP Board of Director's meeting.

Succession Plan: MOCAP's Succession Plan was distributed to the board via email for review.

- Approval of succession plan was tabled for now and will be re-visited.

Conflict of Interest Forms: Conflict of Interest forms were distributed to the board for review and signature.

Search for New Executive Director:

- A special meeting regarding replacing ED position, and other important agency business, was scheduled to take place at MOCAP on Monday, May 22nd at 5:30pm.
- The director of the bureau met with Kiesha and Judge Pittman regarding next steps for MOCAP on May 4, 2017.
 - Judge Pittman mentioned that a group was brought together to discuss steps going forward when Kiesha's resignation came through.
 - A lot was said during the meeting and things were left open for interpretation.
 - A strong and capable candidate for Interim Director had been selected if MOCAP decides to go that route, and the position was posted.
 - The state seems to be encouraging a CAA person to fill the role.
 - On May 5th a meeting took place with Kate White from Michigan CAA.
 - This meeting was beneficial for MOCAP. Many questions that were up for interpretation the day before were answered by Kate.
 - The board agreed that it would be helpful to have some direction and a partnership with the state so we can progress to where we need to be as an agency.
 - MOCAP Board of Directors will discuss the following options; de-designation, Interim ED, turnaround specialist/consultant to offer recommendation to the board.
 - Hard decisions must be made.

- As a conscientious and wise group, MOCAP's board is preparing to make decisions to best serve the people of the community.

Shared Service RFP – Accounting: Some issues have been found with accounting work and an RFP for accounting services has been required.

- It was suggested that Anne continue as accountant until July, which is when the audit will take place.
- Shared Service was discussed.
 - Shared Service would involve a CAA and a support tech present at MOCAP.
 - Kris Schoenow's directive stated that either a CPA was recommended or another CAA.
 - A local accountant with a CPA may also be selected.

New Business: Kiesha announced that Lighthouse Property Management wants to donate a house in Muskegon Heights. Raffle tickets will be sold for \$25 each. Four thousand tickets are expected to be sold. This event is forecasted to take place around Thanksgiving. Kiesha is currently working to acquire a gaming license so that MOCAP can take part in this event.

Adjournment: 12:59pm

Special meeting: May 22, 2017 at 5:30pm.

Next regular meeting: Wednesday, June 21, 2017 at 12:00pm