

DRAFT MUSKEGON – OCEANA COMMUNITY ACTION PARTNERSHIP, INC.

1170 W. SOUTHERN AVENUE, MUSKEGON, MI 49441

BOARD OF DIRECTORS MEETING

Wednesday, June 21, 2017

MEETING MINUTES

Meeting Called to Order: A quorum was established and the meeting was called to order at 12:05pm.

Roll Call: Attendees: B. Davis, P. Hernandez, J. Nielsen, Judge G. Pittman, R. St. Clair, W. Wilson

Excused: K. Gee, J. Rabe, C. Smith, T. Williams, P. Wishka

Absent:

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

Other Attendees: Kris Schoenow

Approval of the Minutes

Motion to accept May 17, 2017 minutes: P. Hernandez

Motion to Support: J. Nielsen

Motion accepted

Motion to accept Special Meeting, May 22, 2017 minutes: R. St. Clair

Motion to Support: W. Wilson

Motion accepted

Bureau Report: Kris inquired about an update on transition of leadership and financial operations. Kiesha and Judge Pittman gave updates on each inquiry, which were found favorable.

- Kris reported that Kate White is moving forward with funding for the July audit.
- The CSBG application pack was sent out in June.
 - Changes have been made to questions and performance indicators.
- Kris explained FACSPRO processes and capabilities to the board, as well as Action Plans and NPI's.
- Kris mentioned to the board that although President Trump has zeroed out programs, we have a lot of bipartisan support.
 - Boards and Executive Directors are being asked to talk to legislature. Support letters were encouraged.
 - Information can be received from Kate White.

- Kate suggested consideration of dollars spent to support transitioning.
 - A work plan could be formed using discretionary dollars.
 - Anne asked if payments to HDC were approved. Kris asked Anne to find out how much extra funding is needed.
- Kris asked for an update with results of RFP.
 - Judge Pittman asked if Kris would like updates via writing or email.
 - Kris requested updates in letter form on letterhead.
 - Judge Pittman reported that Kiesha is transitioning at this time and Cynthia Bankhead is currently the contact person for MOCAP.
 - Judge Pittman stated, as previously reported, that the board had made a vote to contract with HDC while Kiesha is in transition. Applications are being collected at this time.
 - Formation of an interview committee is taking place and an Executive Director is forecasted to be selected in the next 30 days.
- Kris asked what the board is looking for in a candidate for the Executive Director position.
 - Judge Pittman responded that the board is looking for a person with both nonprofit and leadership experience, and whom is versed in the community served. This person will also have an understanding of grant writing and experience with fundraising.
 - Kris responded, "this sounds good."
 - Judge Pittman reported that 13 applications had been received today and the board is getting ready to close off accepting applications.
 - It was suggested to re-post the position if the right person is not found in this group of applicants.
- Kris requested a revised budget this summer for existing funding.
- A status update meeting will be scheduled next week.
 - Board members were encouraged to join update meetings. Cynthia will attend update meetings as well.
 - Meetings will take place by phone.
 - Meetings must be set up from now and will be scheduled regularly until the end of summer.
- Kris suggested that smoothing out any disruptions that may occur between two sister agencies be the next phase. Kris reiterated this was not a requirement.
- Kris reported that MOCAP has fallen behind with the QIP.
 - Kris mentioned last months QIP had not been received.
 - Last months QIP had been sent and the send date was mentioned.
 - Kristen will re-send the QIP to Ben Gulker with original send date.
 - Modification of each QIP items responsible person and due date updates were recommended.

- Modification can be done at any time and should be sent to Kris for approval before the next QIP report is due.
- The board was informed that unmet organizational standards require a technical assistance plan which includes explanation and progress being made.
 - This is a federal requirement.
- Kris reported the CSBG annual report feedback letter had been received. The response is currently being evaluated.
- Michelle Judge is working on the programmatic monitoring report.
- Kris asked about board vacancies.
 - Judge Pittman reported that the MOCAP Board of Directors does not currently have any vacancies.
 - Kris mentioned that any board vacancies must be filled within 90 days.
- Kris explained federal poverty guidelines to the board.
- FACSPRO training will take place in the fall with Ben Gulker. Additional Administrator training will be offered.
- Creation of a better process and flow was suggested.
 - Consistency in date stamping material was mentioned.
 - Working on other ways for clients to apply was suggested.
- Kris asked the board when she should be present next.
 - Kris's presence was requested at the August 16th board meeting.
 - Kris put the August date on her calendar.

Search for Executive Director Report: Judge Pittman asked the board to establish an Executive Search Committee.

ACTION ITEM: Together, the board suggested members of the Executive Search Committee be as follows: Craig Smith, Willie Wilson, Jim Nielsen, Kiesha Guy, Rebecca St Clair, and Kyleen Gee. Poppy Hernandez made a motion to approve the members of the Executive Search Committee as mentioned, seconded by Jim Nielsen. All in favor.

Personnel Policies: HDC and the board of directors reviewed the updated personnel policies and procedures manual.

- Discussion took place regarding removal of comp time policy language.

ACTION ITEM: Poppy Hernandez made a motion to remove comp time language from personnel policies, seconded by Rebecca St Clair. All in favor.

ACTION ITEM: Poppy made a motion to approve the personnel policies in its entirety as amended today, seconded by Willie Wilson. All in favor.

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

- Anne reported that applications have been forwarded out of MEAP to CSBG.
 - There is currently \$63,641 remaining for assistance.
- There is currently \$2,814 available in LIHEAP (deliverables) funds.
 - Remaining funds are for client assistance through October.
- Anne mentioned that she is currently working with Consumers Energy and is trying to receive Consumers discretionary funds.
 - At this time, assistance with Consumers bills are coming from CSBG funds.
- The housing grant ends June 30th. After the 30th, housing will be moved to CSBG. As a result, salaries for July, August, and September will spend down faster.

ACTION ITEM: Anne requested authorization of \$10,000 to be moved from CSBG funds from salaries to specific assistance for clients. Poppy Hernandez made a motion to move \$10,000 from CSBG funds from salaries to specific assistance for clients, seconded by Jim Nielsen. All in favor.

- Anne stated that MOCAP's financial standing for next year looks good.
 - The newly formed food shelf and 21st Century programs will bring in some money as well.
 - Kiesha mentioned the importance of the 21st Century Grant and offered to continue service as consultant to the program.

RFP for Accounting Services: RFP was handed out to each board member for review.

Adjournment: 1:14pm

Next regular meeting: Wednesday, July 19, 2017 at 12:00pm