

DRAFT MUSKEGON – OCEANA COMMUNITY ACTION PARTNERSHIP, INC.

1170 W. SOUTHERN AVENUE, MUSKEGON, MI 49441

BOARD OF DIRECTORS MEETING

Wednesday, July 19, 2017

MEETING MINUTES

Meeting Called to Order: A quorum was established and the meeting was called to order at 12:03pm.

Roll Call: Attendees: B. Davis, K. Gee, P. Hernandez, J. Rabe, C. Smith, R. St Clair, W. Wilson

Excused: J. Nielsen

Absent: T. Williams, P. Wishka

Staff Attendees: Judge G. Pittman, Acting Executive Director; K. Guy, Former Executive Director; A. Reinecke, Senior Accountant; K. Cooper, Administrative Assistant

Approval of the Minutes

Motion to accept June 21, 2017 minutes: P. Hernandez

Motion to Support: R. St Clair

Motion accepted

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

- Anne reported that auditors from Rehmann Robson LLC are visiting MOCAP this week from Monday through Thursday.
 - 40 files were pulled for review this morning.
- Maryanne Eagle of HDC will be at MOCAP all week.
 - A Clean up of inventory is on the weekly agenda.
- Anne mentioned that there was less than \$2,000 available in LIHEAP funds.
- Request of a one-time advance of 60 days operating expenses for 2017-2018 has been submitted to the State.
 - Due date: July 17, 2017.

ACTION ITEM: Anne requested \$5,000 be carried over to CSBG from salaries for specific assistance to clients. Brandon Davis made a motion to carry \$5,000 over to CSBG from salaries for specific assistance to clients, seconded by Jessica Rabe. All in favor.

Director's Report: Judge Greg Pittman announced receipt of a letter stating that MOCAP would have a Federal Government visit/evaluation on August 7th.

- Two other agencies are being visited as well: HDC and Wayne Metro.
- MOCAP has received a BCAEO Decision Letter stating that all items previously mentioned have been resolved.
 - Judge Pittman has been meeting by conference call once per week to discuss QIP items with Kris Schoenow.
 - Constant communication has been helpful.
- Judge Pittman suggested the RFP for accounting be held off until the new Director begins. At that time, the board and new director can get recommendation from HDC.
- A resignation letter from Effie Grandberry (MOAHI housing department) was handed out to the board for review.

MOCAP Board of Directors called for a closed meeting/session at 12:20pm.

MOCAP Board of Directors opened the meeting at 12:49pm.

- Interim Chairperson Craig Smith offered recommendation of Poppy Hernandez for the MOCAP Executive Director position.
 - A point system was used for selection of the executive director.
 - There were three great candidates to choose from.

ACTION ITEM: Brandon Davis made a motion to offer the position of MOCAP Executive Director to Poppy Hernandez, seconded by Rebecca St Clair. All in favor.

Willie Wilson made a motion to authorize a salary offer not to exceed \$63,000 with a six month performance evaluation allowing for a \$2,000 salary increase and a second evaluation at 12 months, allowing for an additional \$2,000 salary increase. Annual evaluations to take place thereafter. Brandon Davis seconded the motion. All in favor.

Adjournment: 12:52pm

Next regular meeting: Wednesday, September 20, 2017 at 12:00pm