

Community Action Board of Directors Board Meeting Minutes
Zoom conference call
May 25, 2021

Board members present via Video Conference Zoom Randall Hazelbaker, Gary Tompkins, Anne Flynn, Bruce Campbell, Kathy Pangle, Luchara Wallace, Elizabeth Garcia, Tim Reese, Juliana Hafner, Lisa Walker, LeeAnn Miller Busson, and Jim Dyer

Staff and Others Present: Michelle Williamson, Amber Leverette, Katherine McNally, Nathan Baldermann, and Alysia Timm

Absent: Rick Shaffer, Bruce Campbell

Chair Tim Reese called the regular Board Meeting to order at 4:02pm via Zoom meeting. A quorum was present.

Consent Agenda- Reese presented the amended consent agenda, which added Rick Shaffer as an appointment to the treasurer position. Hazelbaker motioned to approve the amended May 24, 2021 Meeting Agenda, April 26, 2021 Board Minutes, approval of Finance Reports, approval of the Credit Card Statement, and the approval to reappoint Jim Dyer, Approval for Anne Flynn to rejoin the board. Tompkins Supported. The motion carried.

Public Comment: None

Board Education

- A. **Audit Org Std 8.2, 8.4 and 8.6:** Nathan Baldermann from Rehmann presented the Agency Audit to the Board. Pangle motioned to approve the Audit as presented. Wallace supported. The motion carried.

Board Decisions

- A. **EL-7 Asset Protection:** Williamson presented EL-7 Asset protection report to the board. There was board discussion. Pangle motioned to approve the EL-7 report as presented. Flynn supported. The motion carried.
- B. **Ends I:** Williamson presented the Ends I report to the Board. There was discussion on how to move forward with receiving these reports. The Board requested to review internal management reports going forward. Hazelbaker motioned to approve the Ends I report as presented. Tompkins supported. The motion carried.
- C. **Customer Service Survey:** Williamson presented the Customer Service Survey to the Board. There was discussion. Pangle motioned to approve the Customer Service Survey as presented. Flynn supported. The motion carried.
- D. **Risk Assessment Item:** Executive Committee has received emails of our Insurance Policies as requested.

Advocacy

- a. **Starr Update:** Williamson updated the Board on the Starr Program. There was Board discussion

A. CEO Verbal Report- Presented by Williamson

- As a follow up to the previous board meeting days of cash on hand has been higher because of the change made to the policy of PTO accrual. This allows grants to be charged for PTO as it is accrued instead of used. The second factor is that the billing and payment from the state is happening more quickly.
- Our Home Delivered meals program currently has 56 seniors on the waitlist. We have not received additional funding for this program. We are overserved in Branch county due to COVID and are having to use CSBG to offset the cost. We have applied for two different

grants, one we received for \$11,000 and the other one is outstanding.

- We have received \$600,000 more than the previous year for our WX program. There could still be additional money beyond that. We are continuing to look at what to do to keep up with the funding.
- If you are interested in joining the virtual MCA summer conference, please let Alysia know. This training will be tracked in our system under Board training.
- We received an update on the open meetings act from our Attorney. As of right now if the county that typically holds the in person meeting is under the State of Emergency then the Board meetings can continue to be held virtually. Calhoun County is still under the State of Emergency due to COVID. We will revisit this in June.
- We are still looking for a Kalamazoo public official to join our board. If you know of anyone please let us know.

Public Comment: None

Board Process Review: The Board thought the meeting went well and was informational.

Hazelbaker motioned to adjourn the meeting at 4:58 pm. Pangle supported. The motion carried.

Next Board Meeting date: June 28, 2021 from 4pm to 6:00pm.

Respectfully submitted,
Alysia Timm
Recording Secretary for Juliana Hafner, Board Secretary