



mid michigan
COMMUNITY

Action

"Helping People, Changing Lives."

Annual Report 2019

Ready to Grow!



Board of Directors

We utilize a unique tripartite board structure. It is composed of one third democratically elected low-income individuals who reside in our area of service, one third chosen from major groups and interests in the communities served, and one third elected officials.

This means that each of our six counties has three board members as well as different consultants for a total of nineteen seats.

Bay County

William Reder, *Chair*
Vaughn Begick
Carol Goulet

Clare County

Norm Gage
Nancy Jones, *Secretary*
David Hoefling

Gladwin County

Joel Vernier
Kathy Wilton
Ruth Johnson

Mecosta County

Jerrilynn Strong, *Treasurer*
Lori Johnson

Midland County

Steve Glaser
Susan Weimer
Sharron Such, *Vice Chair*

Osceola County

Timothy Michell
Cindy Wertz
Dale Orvis

Head Start Policy Council Representative

Megan Bourdow

Financial Consultant

Tammy Miller

Former Members

Sandra Aultman
Sandy Bristol
Amanda Merrill
Alan Tiedt

Executive Message



"The secret to growth is helping others grow." Julian Hall

It is a privilege and honor to help others grow while working in the Community Action network. We strive to identify opportunities to expand our ability to serve and to overcome obstacles. In my 30 plus years with the agency, I have rarely seen two years that look the same. This past year has been extraordinary as each of our departments have worked diligently to prepare for growth in programs and staff numbers while strengthening and enhancing our infrastructure.

"Somewhere along the way, we must learn that there is nothing greater than to do something for others." Martin Luther King Jr.

In Fiscal Year 2019, we maintained our quality programs surpassing many goals and outcomes. We received outstanding scores on monitoring reviews and audits, and overall, served more individuals than planned. As we identified growth needs for the agency's programs, we sought new funding sources as well as secured expansion support. Moving forward in the new year, we will have the ability to assist more young children and families through Early Head Start, increase and intensify our services to support homeless veterans, create educational classes on home energy conservation, and increase free tax assistance to seniors.

"Helping others in need is not only a responsibility of life; it is what gives meaning to life." Mollie Marti

It takes special and skilled people to make community action work. In the past year, I have proudly watched our staff excel in their roles. They have recruited new employees that are full of energy and ideas, created internal and external partnerships resulting in teamwork at high levels, developed and enhanced service delivery methods, and conducted more community outreach resulting in expanded resources. Due to program and financial growth, we have also created several new jobs expanding the economic base in our communities.

"An empowered organization is one in which individuals have the knowledge, skill, desire and opportunity to personally succeed in a way that leads to collective organizational success." M. Shawn Covey

With this year's accomplishments as described throughout this report and our impending growth, we will continue to consider all the logistics that make our programs work, as well as the infrastructure needed to support this progression. This includes physical space to operate our programs, development of new sites, expansion of technology systems, purchase of new vehicles, and enhancement of administrative capacity. It has been and will continue to be all hands-on deck as our program staff work closely with Human Resources, Finance and Operations to make sure that new and expanded programs roll out with all systems good to go. It is never without growing pains, but we are nothing if not persistent. Persistent in our vision, persistent in service delivery, and persistent in our effort to empower our customers on their path to self-sufficiency. All in a day's work.

Fondly,

A handwritten signature in blue ink that reads "Jill Sutton". The signature is written in a cursive, flowing style.

Jill Sutton, Executive Director

Outreach Services

Our Outreach department saw significant growth this year. This included taking on two programs, Tax Preparation Assistance and Home Empowerment Assistance, in addition to preparing for their planned growth next year including new and expanded veteran and homeless programs. The department restructured to accommodate new positions and maximize strengths. It also began the process of acquiring new space for an expanding customer base.

Food and Nutrition Assistance

We receive funding from multiple sources which we can expend in several ways to make sure we are meeting the most complete nutrition needs of the communities we serve. This includes distributing boxes of food and serving our preschoolers breakfast, lunch, and snacks.

4116 seniors received a monthly box of food

3632 households received a quarterly box of food

48,787 total food boxes were distributed

\$1,231,562.70 was spent on food boxes

259 children received meals in preschool



Outreach Services

Rehousing Assistance

Those who are homeless or in danger of becoming homeless are eligible for our rehousing services whether it is help finding a safe place to live or help to stay in their home.

\$394,440.57 was expended on rehousing assistance

174 households obtained housing

Home Empowerment Assistance

Our home empowerment program aims to help everyone who wants to achieve their goal of buying a home. That help may be education, budgeting, and everything in between to overcome the hurdles that come with the homebuying process.

376.5 hours went into home empowerment case management

275 hours went into homebuyer education and financial capability courses

Tax Preparation Assistance

Our tax prep program not only helps households file their taxes without fees, but also makes sure they are getting the maximum number of credits without pressure to take the return in the form of a high interest advance or preloaded card.

694 households received tax preparation assistance

\$1,487 was the average return per household that received tax preparation

\$1,031,887 total in tax returns came back into Clare and Gladwin Counties

Heat & Utility Assistance

Our role in heat and utility assistance has shifted drastically with the Department of Health and Human Services (DHHS) now handling most direct assistance. Instead, we help people access assistance, provide financial capability assistance, and help those who are not eligible for DHHS assistance.

552 households were assisted in maintaining or reinstating heat and utility services

\$306,063 was expended for heat and utility assistance

Early Childhood Services

It has been a landmark year for Early Childhood Services. With new funding, we were added an additional 65 slots to our Early Head Start program bringing us to a total of 200 slots for pregnant women and children from birth through three. Head Start received duration funding which allowed us to increase classroom instructional hours for our three through five year old preschoolers.

Number of Children Served

Head Start..... 259
Early Head Start 214

Enrolled children with a disability

Head Start..... 16%
Early Head Start 23%

Families Served

Head Start..... 259
Early Head Start 241

Family Involvement

42% of Children and their parents attended Early Head Start Socializations.

Pregnant Women Served

Early Head Start 25

26% of Families participated in Early Head Start Parent Meetings.

Average Monthly Enrollment

Head Start..... 228
Early Head Start 135

815 Children and their families participated in collaborative events.

32 "Men in the Lives of Kids" events where held with 277 males attending.

Up-to-date on a schedule of primary and preventative health care

Head Start..... 96%
Early Head Start 65%

Children completing dental exams and oral health screenings

Head Start..... 93%
Early Head Start 74%

Children with up-to-date immunizations

Head Start..... 93%
Early Head Start 66%



Early Childhood Services

Early Head Start

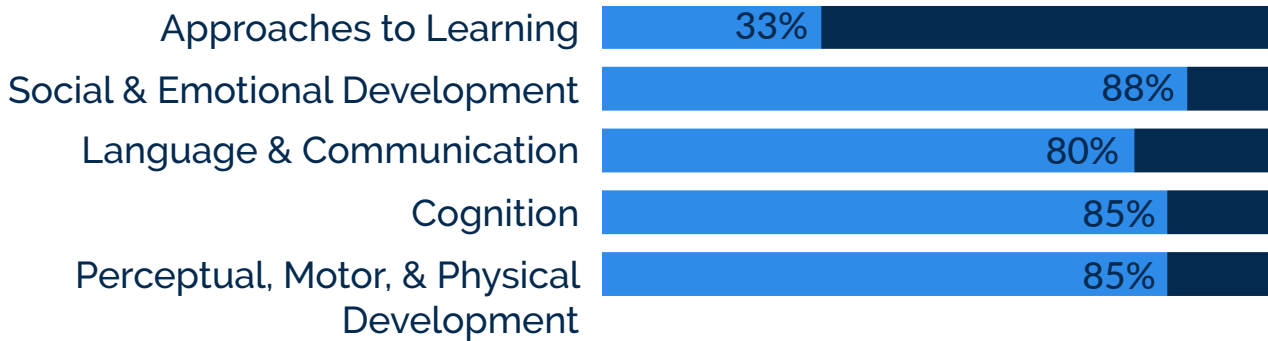
	Budget/Allocation	Actual Expenses
Personnel	\$963,059	\$865,542
Fringe	\$309,807	\$223,019
Travel	\$21,108	\$54,841
Equipment	\$49,980	\$48,256
Supplies	\$73,040	\$80,093
Contractual	\$67,490	\$82,963.58
Other	\$275,606	\$172,997.42
Total Expenses	\$1,760,089	\$1,527,712

Head Start

	Budget/Allocation	Actual Expenses
Personnel	\$1,111,096	\$1,057,984
Fringe	\$269,742	\$253,372
Travel	\$11,685	\$24,035
Equipment	—	\$31,154
Supplies	\$54,297	\$53,919
Contractual	\$64,816	\$26,835
Other	\$249,584	\$250,588
Total Expenses	\$1,761,218	\$1,679,887

School Readiness Goals

Percentage of Early Head Start children who are meeting or exceeding school readiness goals at the fall checkpoint



Percentage of Head Start children who are meeting or exceeding school readiness goals at the fall checkpoint



Housing Services

Our housing department has continued to grow, adding a second weatherization crew for increased production. They exceeded the expected production for the year. The crew members have also continued to grow professionally with an impressive 54 new credentials in the department this year. These additions are critical as the agency seeks to increase its role in home rehabilitation and future housing ventures.

\$296,051.27 invested in local homes to make them safer, healthier, more comfortable, and more affordable

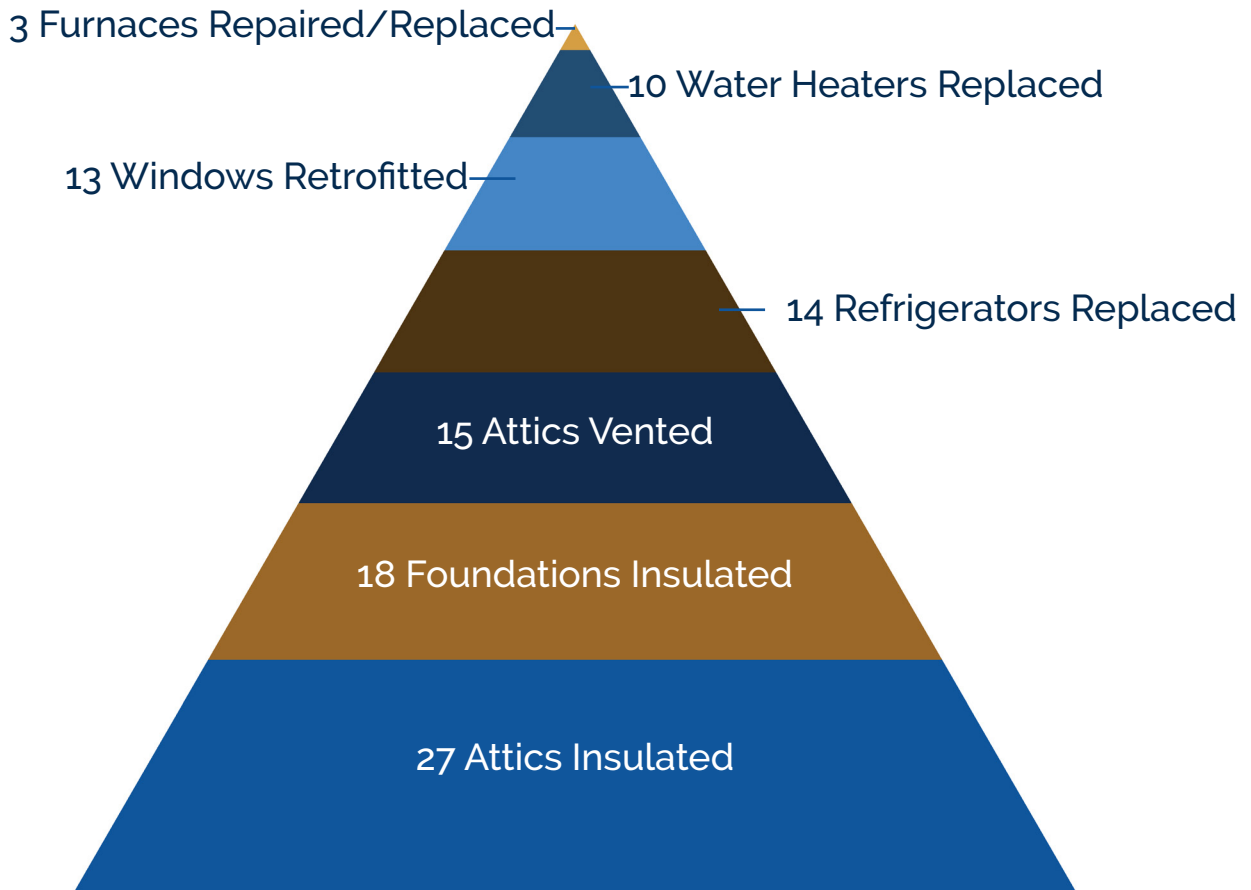
42 homes were weatherized

20 homes with seniors

36 homes with people with disabilities

11 homes with children under 18

88 people served through weatherization services



Housing Services

Our two senior housing complexes, ClareCastle in Clare and Garfield Manor in Bay City, have been so successful that we have begun to pursue a third complex in Gladwin. We have an option on the land which means our next step will be to obtain funding for the project.

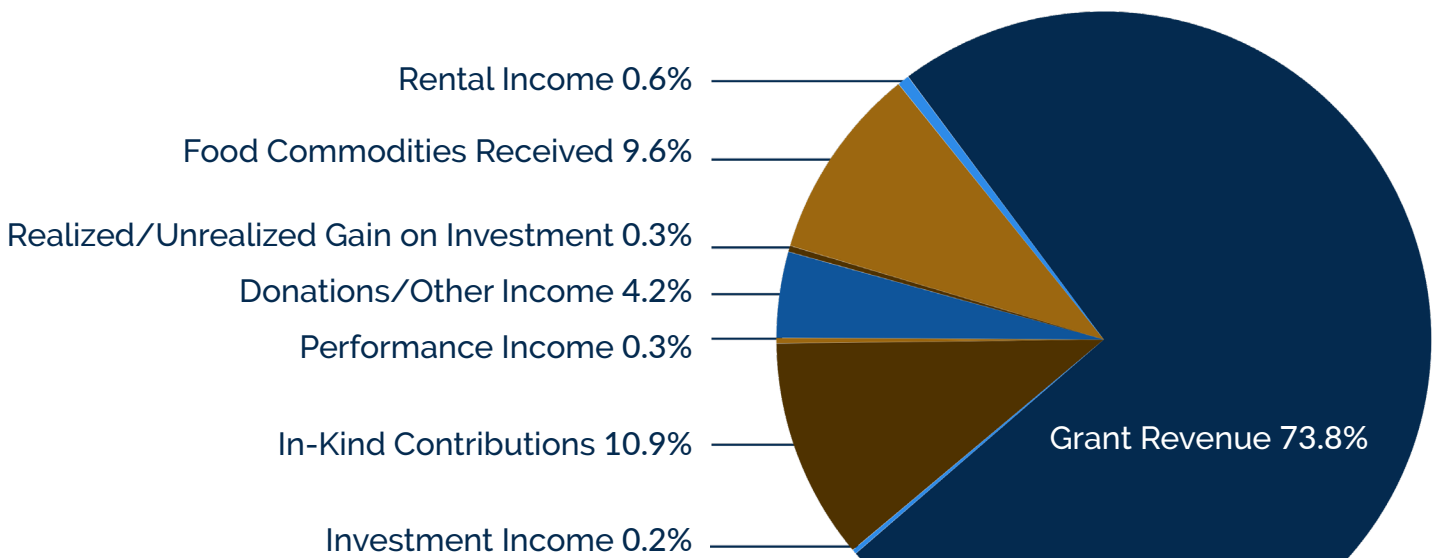
ClareCastle has 24 two bedroom units. Clare's downtown senior community offers affordable, comfortable and maintenance free living designed exclusively for active adults ages 55 and over. The ground floor of ClareCastle houses community space for residents to enjoy, as well as the Clare County Senior Center and meal site. ClareCastle's downtown location is adjacent to shopping, restaurants, banks, medical facilities, pharmacies and the post office.



Garfield Manor has 26 one bedroom units. Garfield Manor senior community is located in the heart of Bay City's South Side, close to shopping, entertainment, and several restaurants. These uniquely designed one-bedroom apartments are equipped with quality oak cabinetry and a skylight. The complex includes a large community room with a piano and pool table, weekly activities, and monthly social gatherings.

Fiscal Year 2019 Information

Grant Revenue	\$8,534,598
Performance Income	\$31,323
Rental Income	\$69,175
Donations/Other Income	\$488,376
Investment Income	\$25,553
Food Commodities Received	\$1,108,829
Gain on Sale of Assets	\$3,000
Realized/Unrealized Gain on Investments	\$34,204
In-Kind Contributions	\$1,259,465
Total Revenue	\$11,554,522



Land & Buildings: **\$3,147,843**
 Corporate Assets: **\$50,000**
 Housing Projects: **\$1,798,602**
 FY Chg. Net Assets: **\$260,980**
 End of Year Assets **\$5,877,519**

Fiscal Year 2019 Expenditures

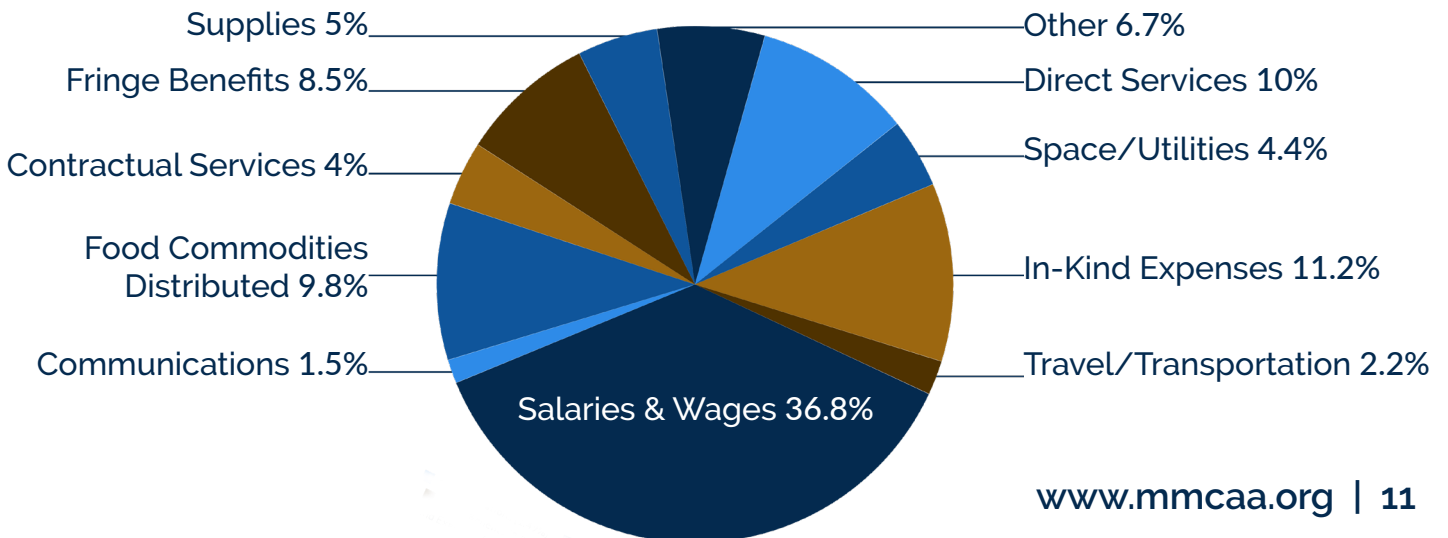
Salaries and Wages	\$4,157,441
Fringe Benefits	\$960,664
Space/Utilities	\$491,583
Communications	\$168,303
Supplies	\$568,922
Travel/Transportation	\$243,022
Contractual Services	\$453,814
Direct Services	\$1,123,395
Other	\$758,104
Food Commodities Distributed	\$1,108,829
In-Kind Expenses	\$1,259,465

Total Expenses **\$11,293,542**

Total Admin Expenses **\$497,731**

Total Program Expenses **\$10,771,534**

Total Fundraising Expenses **\$24,277**



Outreach Early Childhood

Toll Free

Food Warehouse
2300 E Ludington Dr
Clare, MI 48617
989-386-3805

Beaverton CAPS
106 Tonkin St
Beaverton, MI, 48612

Gladwin Elementary
600 W First St
Gladwin, MI 48642

Administrative Office
1-877-213-5948

Bay County
111 Washington Ave
Bay City, MI 48708
989-894-9060

Clare CAPS
1574 E Washington Rd
Farwell, MI 48622

Gladwin CAPS/EHS
1302 Chatterton,
Gladwin, MI 48624

EHS Registration
1-877-386-4406

Clare County
1574 E Washington Rd
Farwell, MI 48622
989-386-3805

Clare EHS
2050 W Cadillac Dr
Farwell, MI 48622

Harrison CAPS
579 N Clare Ave
Harrison, MI 48625

Homeless/Rehousing
1-877-213-5955

Gladwin County
1302 Chatterton,
Gladwin, MI 48624
989-426-2801

Coleman EHS
4839 Coleman Schools
Coleman, MI 48618

Harrison Hillside
201 N 4th St.
Harrison, MI 48625

Home Empowerment
1-800-318-0882

Mecosta County
14330 Northland Dr
Big Rapids, MI 49307
231-660-0271

Farwell CAPS
2050 W Cadillac Dr
Farwell, MI 48622

Mecosta EHS &
Osceola EHS
410 N 3rd Ave
Big Rapids, MI 49307

Runaway & Homeless
Youth (RYSE-Bay &
Arenac Counties)
1-844-682-2135

Midland County
1409 Washington St
Midland, MI 48640
989-832-7377

Farwell Preschool
268 Ohio St
Farwell, MI 48622




Midland EHS/WIC
Longview ECC
337 Lemke St
Midland, MI 48642
989-832-7310 - WIC

WIC
1-877-210-3169

Osceola County
240 E Church St
Reed City, MI 49677
231-791-7078


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 1-800-649-3777 (TDD) 