**EightCAP, Inc.**
**GOVERNING BOARD MEETING MINUTES**
**Friday, September 25, 2026 @ 9:30 am *(Recorded)***
**EightCAP Gratiot County Office**
**525 N. State St. – Alma, MI**

**Members Present:**

Renae Caudill, Secretary
Gordon Kelly
Janet McCaul
Doug McFadden, Chairperson
James Moreno, Treasurer
Jeremy Miller
Nancy O'Brien
Jennifer Rondy
David Seppala, Vice-Chairman

**Members Present Virtually:**

Diana Haney
Michele Ringle
Chrystal Rockafellow

**Absent:**

Jessica Neff
Kim Onstott (excused)
Rebecca Terry, PC President (excused)

**Board Vacancies:** None

**Staff Present:**

Lori Johnson, Agency President
Maureen Fleet, VP for Finance
Janel Boulis, HS/EHS Director
Amy O'Brien, Comm. & Develop. Director
Sally Andreatta, Community Services & Housing Director
Koby Grider, Energy Programs Manager
Stephanie Rockafellow, FG/SC Program Director

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## Call to Order

With a quorum present, the meeting was called to order at 9:30 am by Doug McFadden, Chairperson.

## Roll Call

Roll call was taken by Ms. O'Brien.

## Approval of the Agenda (Action Required)

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE AGENDA.*** Motion carried unanimously.

## Reading and Approval of Minutes (Action Required)

- **July 24, 2026, Meeting**

  ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE JULY 24, 2026, MEETING MINUTES.*** Motion carried unanimously.

## Public Comment

There was no public comment.

## Correspondence (Information Only)

- **Michigan Department of Health & Human Services (MDHHS)**
  - **59010 MVID 4129 EightCAP PY26 11JA QAM Engagement Letter**
- **U.S Department of Health and Human Services - ACF**
  - **ACF-OHS- IM-26-01 Enrollment Reduction**

## Action on Consent Calendar [Org. Standard 5.9]

- **Community Services and Housing Programs Activity Report** Copy on File
- **Court Appointed Special Advocate (CASA) Activity Report** Copy on File
- **Weatherization Activity Report** Copy on File
- **Signed Contracts and Agreements (7/1/26 to 9/3/26)** Copy on File
- **Personnel Turnover (7/24/26 to 9/15/26)** Copy on File
- **Board Attendance Report (5/25/25 to 7/24/26)** Copy on File

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE CONSENT CALENDAR AS PRESENTED.*** Motion carried unanimously.

## Reports of Officers, Boards, and Standing Committees

- **President's Report (Information Only**

***In addition to her written President's Report (copy on file), Mrs. Johnson noted the following information.***

Ms. Johnson provided several updates in addition to her written report. She reported that EightCAP's relationship with the Montcalm County prevention collaborative for its Drug-Free Communities grant will be structured as a vendor relationship rather than EightCAP serving as fiduciary/grantee. EightCAP will provide accounting and administrative services under the previously discussed $15,000 annual agreement.

Ms. Johnson announced that EightCAP was awarded funding to reestablish the Volunteer Income Tax Assistance (VITA) program serving Ionia, Gratiot, Montcalm, and Isabella counties. She is working with the IRS to complete the necessary setup for services to begin by January. United Way will assist with volunteer recruitment, and existing community partners will provide support and expertise with training and implementation.

Ms. Johnson also reported that program managers have been asked to develop a more streamlined format for program reports to the Governing Board, with greater alignment to the strategic plan and the information most useful to Board members. Board members were encouraged to provide suggestions regarding information they would like to include. The revised reporting format is expected to be developed over the coming months for implementation in the new calendar year.

Additionally, Ms. Johnson proposed moving routine Grant Overviews to the consent calendar to improve meeting efficiency. Board members would continue to receive the full grant overview documents, along with a summary table highlighting key information.

Individual grants could be removed from the consent calendar for further discussion as needed, and grants requiring specific Board involvement, such as certain Head Start grants, could continue to be addressed separately.

Finally, Ms. Johnson recognized Weatherization Program Manager Koby Grider for progress toward developing a multifamily weatherization project. A multifamily audit has been completed, marking an important step in a project the program has been pursuing for several years. Additional information about the project and audit results is expected to be presented at a future meeting.

- ***Board Chair's Report***

Chairperson McFadden reported that, after 15 years as Board Chair, he plans to step down from the Chair position once new leadership is identified, although he may remain on the Board. He encouraged Board members to consider stepping into the Chair and Vice Chair roles and emphasized the importance of developing new Board leadership. He will continue serving as Chair during the transition.

Chairperson McFadden congratulated staff involved in the recent relocation of a family, recognizing their efforts as going above and beyond in assisting the family and creating a positive reflection of EightCAP's work in the community.

He also thanked Ms. Johnson and staff for their work implementing the new Outreach & Navigation Department, noting that it will provide a more effective and coordinated point of access for individuals seeking EightCAP services and reduce the likelihood of clients being passed between programs or agencies.

Finally, Chairperson McFadden complimented the quality and accessibility of the current Board and program reports and acknowledged Ms. Johnson's leadership and the work of staff.

## Unfinished Business

There was no unfinished business.

## New Business

- **Foster Grandparent Program/Senior Companion Program (FGP/SCP) Activity Report – Stephanie Rockafellow (Information Only) [Org. Standard 5.9]**

The following information was noted in addition to the written program report (copy on file).

- The agency was not awarded the new Volunteers with Purpose (VIP) grant through the State. Staff plan to pursue the opportunity again next year.
- The recent bulk mailing resulted in approximately 4,000 postcards being returned due to incorrect addresses, representing about 22% of the mailing despite the vendor's stated 98% accuracy rate. The vendor, National Data Group, was contacted regarding the issue. Despite the mailing challenges, more than 51 inquiries were received, with approximately 20 individuals completing applications and interviews.
- Denise Boyce has provided a tentative retirement date of October 1. Her position has

been posted, with several applications received and approximately 10 candidates being considered for interviews. The position will transition from part-time to full-time, with the goal of having the new employee overlap with Denise for training before her departure.

- **Head Start Report – Janel Boulis (Information Only) [Org. Standard 5.9]**

  - **0-5 Head Start Activity Report:** Ms. Boulis presented the program report for August 2026 (copy on file) and noted the following.
    - Early Head Start reported as full.

  - **0-5 Head Start 2025-2026 School Readiness Goals Report – Infant/Toddler and Preschool – Summer Checkpoint *(Information Only)***

    The document provided an overview of the final checkpoint for the Infant/Toddler and Preschool program for the 2025-26 school year.

  - **Review and Consider Approval of EightCAP, Inc. 0-5 Head Start Program Goals, Objectives, and Outcomes 2026-2027 – Year 4 (Action Required)**

    Ms. Boulis reviewed the information with the members. The document outlines the goals, objectives, and outcomes the program plans to work on during Year 4 of the grant for the upcoming school year (members received a redlined and proposed final version in their meeting package). The leadership team meets monthly to review the goals and activities to monitor progress and adjust as needed.

    ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE EIGHTCAP, INC. 0-5 HEAD START PROGRAM GOALS, OBJECTIVES, AND OUTCOMES 2026-2027 (copy on file).*** Motion carried unanimously.

  - **Review and Consider Approval of EightCAP, Inc. 0-5 Head Start 2026 Self-Assessment Report - Year 3 (Action Required)**

    Ms. Boulis presented the 2026 Head Start Self-Assessment Report – Year 3**.** She reported that the program made meaningful progress toward all four program goals, with strengths in social-emotional supports, family engagement, healthy lifestyle activities, individualized disability services, staff coaching, and family partnerships. Areas identified for continued improvement include health and dental completion rates, attendance, proactive social-emotional and behavior supports, and consistent service delivery.

    Ms. Boulis also reviewed School Readiness assessment data for infants/toddlers and preschool children. Strengths included relationships with adults, social problem-solving, emergent literacy and print awareness, health and nutrition, and self-care and independence. Areas needing continued attention include self-regulation, sustained attention, peer relationships, language and literacy, problem-solving and scientific inquiry, and gross- and fine-motor development. Based on the Assess–Plan–Act process, objectives and benchmarks will be revised as appropriate, and the findings will guide instruction, professional development, family engagement, and ongoing monitoring of children's progress.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE EIGHTCAP, INC. 0-5 HEAD START 2026 SELF-ASSESSMENT REPORT – YEAR 3 (copy on file).*** Motion carried unanimously.

- **Finance Report – Maureen Fleet**
  - **Financial Report P/E 8/30/25 (Action Required) [Org. Standard 8.7]:** Ms. Fleet presented the report. The following information was noted.
    - Income Statement: Total revenue stands at $21,499,452. Total expenditures are $21,306,253 with an excess of Revenue at $193,199 .
    - Grant Report: There are 60 grants totaling $27,976,335. Expenditures were $17,944,075 as of 8/31/26.

    **Head Start Report:** Members received Head Start financial reports for the months of July and August 2025 in their meeting packets. The August report was reviewed with the members.

| August 2026 | | | | |
|---|---|---|---|---|
| Period | Budget | Year-to-Date Expenditures | Remaining Balance | % Remaining |
| 8/1/26 to 8/31/26 | $11,790,476 | $6,985,522 | $4,804,954 | 41% |

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FINANCIAL REPORT FOR THE PERIOD ENDED 8/31/26 AS PRESENTED.*** Motion carried unanimously.

  - **FY 2025-26 Budget Amendment 1 (Action Required) [Org. Standard 8.9]:** Ms. Fleet presented the amendment. A summary and noted information follow.

| FY 2025-26 Annual Operating Budget – Amendment 1 | | | |
|---|---|---|---|
| | Original | Amended | Variance |
| Revenue | $21,764,226 | $23,882,920 | 2,064,776 |
| Expenditures | $21,646,618 | $23,711,395 | $(2,100,236) |
| Excess of Revenue (Expenditures) | $117,608 | $171,525 | $53,917 |

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FY 2025-26 BUDGET AMENDMENT 1 AS PRESENTED (copy on file).*** Motion carried unanimously.

  - **FY 2026-27 Budget (Action Required) [Org. Standard 8.9]:** Ms. Fleet reviewed the proposed budget (which was emailed and distributed at the meeting). A summary follows.

| FY 26-27 Annual Operating Budget Summary | |
|---|---|
| Revenue | $24,413,920 |
| Expenditures | $24,227,395 |
| Excess of Revenue (Expenditures) | $186,525 |

This budget projection mirrors the amended budget.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FY 2026-27 BUDGET AS PRESENTED (copy on file).*** Motion carried unanimously.

- **Detailed Credit Card Statements (Information Only)**

  Head Start regulations require that the Governing Board and Head Start Policy Council be provided with information on agency credit card charges. Board members received copies of the Corporate Purchasing Card and MasterCard Credit Card activity for July through August 2026 in the meeting package. There were no questioned charges.

- **Proposal Overviews (Action Required)**
  - **Older Adults Home Modification Program – HUD – $2,000,000**: Funding is being requested from the Department of Housing and Urban Development for $2M to provide low-cost, high-impact home modifications that improve safety and accessibility and help older adults remain independently in their homes The three-year project would benefit an estimated 375 residents/250 homes in Gratiot, Ionia, Isabella, and Montcalm counties during the period 11/2/2026 to 11/2/2029.

    ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE OLDER ADULTS HOME MODIFICATION PROGRAM GRANT APPLICATION IN THE AMOUNT OF $2,000,000. Motion carried unanimously.***

  - **Volunteer Income Tax Preparation (VITA) Program – CEDAM – $73,106*:*** EightCAP is requesting $40,000 from CEDAM (Community Economic Development Association of Michigan ) to offer the Volunteer Income Tax Assistance (VITA) program within its service area. EightCAP will provide at least two staff who will coordinate volunteers to provide tax preparation at sites across our communities for a total project cost of $73,106. The project would benefit an estimated 400 households in Gratiot, Ionia, Isabella, and Montcalm counties during the period 11/1/2026 to 9/30/2027.

    ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE VOLUNTEER INCOME TAX PREPARATION (VITA) PROGRAM GRANT APPLICATION IN THE AMOUNT OF $73,106. Motion carried unanimously.***

  - **Montcalm CASA 2026 – Michigan CASA – $20,000:** The Agency is requesting $20,000 in funding from Michigan CASA. The funds will be used to support the CASA program wage and fringe and for advertising the program and the volunteer opportunity throughout the grant period. The project would benefit an estimated 60 individuals in Montcalm County during the period 10/1/25 to 9/30/26.

    ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE MONTCALM CASA 2026 GRANT APPLICATION IN THE AMOUNT OF $20,000.*** Motion carried unanimously.

  - **Diaper Bank GENF – MDHHS - $453,167**: the Agency is requesting $453,167 to provide diapering supplies for households through partnerships with area diaper banks and other nonprofit agencies that distribute diaper free of charge to the 11-county region EightCAP is currently serving. This project would benefit an estimated 500 during the period 10/1/24 to 9/30/28.

    ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE DIAPER BANK GENF GRANT APPLICATION IN THE AMOUNT OF $453,167.*** Motion carried unanimously.

  - **Diaper Bank TANF – MDHHS - $1,271,518**: Funding has been increased to provide additional services through the end of the budget period 9/30/28. This program provides diapers and diapering supplies for children and families through partnerships with area

diaper banks located in the 11-county region EightCAP is currently serving. This project would benefit an estimated 1000 during the period 10/1/24 to 9/30/28.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE DIAPER BANK TANF GRANT APPLICATION IN THE AMOUNT OF $1,271,518***. Motion carried unanimously.

- **Coordinated Entry System (CES) Services (HML-2026-45-CES-04) – MSHDA – $52,519**: Funding is being requested from MSHDA in the amount of $52,519 to enhance EightCAP's commitment on ending homelessness by providing support for wage & fringe for staff to assist in supporting the Local Planning Body's (LPB's) Coordinated Entry Process. Funding will provide access, assessment, prioritization, and referral for homeless and at risk of becoming homeless populations: to support additional homeless assistance and homelessness prevention activities in Gratiot, Ionia, Isabella, Montcalm and Shiawassee Counties. The project will benefit 200 households during the period 8/1/26 to 7/31/27.

  ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE CES SERVICES GRANT APPLICATION IN THE AMOUNT OF $52,519.*** Motion carried unanimously.

  - **Review and Consider Adoption of Resolution for HML-2026-45-CES-04 – Acceptance of $52,519 (Action Required):** As part of the contract process, the Board is required to adopt resolution language accepting the funding from MSHDA. A draft resolution was presented for review/adoption for a Coordinated Entry System Services grant award for Gratiot, Ionia, Isabella, and Montcalm counties in the amount of $52,519.

    ***MOTION WAS MADE AND SUPPORTED TO ADOPT THE MSHDA BOARD RESOLUTION FOR GRANT HML-2026-45-CES-04 IN THE AMOUNT OF $52,519 (copy on file).*** Motion carried unanimously.

- **FY27 Consolidated Rapid ReHousing – MDHHS – $506,095**: Funding is being requested from MDHHS in the amount of $506,095 to provide supportive housing services to households who are living in a place not meant for human habitation or exiting from emergency shelter. The project provides participants with housing case management and rental assistance for up to 24 months. The project will benefit an estimated 80 households within the four-county service area during the period 10/1/26 to 9/30/27.

  ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FY27 CONSOLIDATED RAPID REHOUSING GRANT APPLICATION IN THE AMOUNT OF $506,095. Motion carried unanimously.***

- **PY26 WX SUP – MDHHS – $823,793**: Funding is being requested from MDHHS in the amount of $823,793 to improve the energy efficiency of the homes of low-income families. These local governments and nonprofit agencies are contracted to provide weatherization services to those in need using the latest technologies for home energy upgrades, and pre-weatherization deferral work. The project will benefit an estimated 77 homes within the four-county service area during the period 10/1/25 to 9/30/29.

  ***MOTION WAS MADE AND SUPPORTED TO APPROVE THE PY26 WX SUP GRANT APPLICATION IN THE AMOUNT OF $823,793. Motion carried unanimously.***

- **Emergency Solutions Grant (HML-2026-45-ESG)– MSHDA - $471,530:** Funding is being requested from MSHDA in the amount of $471,530 to provide security deposits, rental arrearages, leasing, and case management for families that are homeless or at risk of becoming homeless in Gratiot, Ionia, Isabella, Shiawassee and Montcalm counties. The Agency will receive $260,159 in funding. There will be three sub-grantees that will provide homeless response services within the community as follows.

| | |
|---|---|
| Hope Works | $71,274 |
| Have Mercy | $70,338 |
| Isabella County Restoration House | $69,759 |

The project would benefit an estimated 50 households during the project period 10/1/26 to 9/30/27.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE EMERGENCY SOLUTIONS GRANT APPLICATION IN THE AMOUNT OF $471,530.*** Motion carried unanimously.

- **Review and Consider Adoption of Resolution for HML-2026-45-ESG – Acceptance of $471,530 (Action Required):** As part of the contract process, the Board is required to adopt resolution language accepting the funding from MSHDA. A draft resolution was presented for review/adoption for an Emergency Solutions grant award for Gratiot, Ionia, Isabella, Shiawassee and Montcalm counties in the amount of $471,530.

  ***MOTION WAS MADE AND SUPPORTED TO ADOPT THE MSHDA BOARD RESOLUTION FOR GRANT HML-2026-45-ESG IN THE AMOUNT OF $471,530 (copy on file).*** Motion carried unanimously.

## Adjournment

The meeting adjourned by consensus at 10:24 am.

The next meeting will be held at 9:30 am on Friday, November 20, 2026, at the EightCAP Ionia County Office – 4685 Orleans Rd – Orleans, MI

Respectively, Renae A Caudill

Renae Caudill, Board Secretary