



Native American Heritage Fund Board (NAHFB) Meeting

April 12, 2024

1. Meeting Called to Order

Chairperson Jamie Stuck called the meeting to order at 11:10 a.m.

A. Native American Heritage Fund Board Members present:

Jamie Stuck, Chairperson
Dorie Rios, Vice Chair
Melissa Kiesewetter, Treasurer
Liz Kinnart, Secretary
Kimberly McClellan

Others present:

Kelli Scott, Calhoun County Administrator/Controller
Susan Connolly, Calhoun County Executive Assistant
Kyle Zawacki, University of Michigan Consultant/Intern

2. Approval of Amended Meeting Agenda for Friday, April 12, 2024

Melissa Kiesewetter **motioned** to Amend the Meeting Agenda to add Item 7H. Update from Kyle Zawacki.
Dorie Rios – **Seconded**

On a **VOICE VOTE. Approved without objection.**

3. Approval of NAHFB Meeting Minutes from August 25, 2023

Approved without objection.

4. Public Comment

There was none.

5. Old Business Items:

There was none.



6. Correspondence:

- A. Meridian Twp re 2023 grant -- \$4,281.06 in unspent funds.

Kelli Scott highlighted correspondence from Meridian Township asking for guidance regarding unspent 2023 grant funds, noting that the Township accomplished their grant objective of replacing signage, and that it simply came in under budget.

Dorie Rios indicated she will contact the Tribe's attorney of record to advise of next steps and proper procedures.

- B. MEDC 2024 payment confirmation.

Ms. Scott noted that this was simply the notification from the State of the 2024 wire transfer in February.

7. New Business Items:

- A. Election of Officers for 2024

Kimberly McClellan **motioned** to keep the same officers for 2024 as the previous year.
Liz Kinnart – **Seconded**

On a **ROLL CALL VOTE**, Yes – 5. **Motion Passed**

Jamie Stuck, Chairperson
Dorie Rios, Vice Chair
Liz Kinnart, Secretary
Melissa Kieswetter, Treasurer

- B. Administrative Services Agreement with Calhoun County

Kelli Scott reported there were no changes to the language with the exception of the dates of service. Ms. Scott stated that the Agreement will be presented to the Calhoun County Board of Commissioners for approval within the next month or so.

Kimberly McClellan **motioned** to approve the Calhoun County Administrative Services Agreement as presented.
Dorie Rios – **Seconded**

On a **ROLL CALL VOTE**, Yes – 5. **Motion Passed**



C. Engagement of Financial Auditor for 2023 Fiscal Year

Ms. Scott recommended Gabridge & Co. to complete the 2023 audit as they were the same CPA firm that performed the audit for the NAHF Board and the Firekeepers Local Revenue Sharing Board in previous years. She added that Gabridge proposed an audit of fee of \$4,400, which is a zero increase from the 2022 fee.

Melissa Kiesewetter **motioned** to approve the engagement of Gabridge & Co. as the 2023 Financial Auditor of the Native American Heritage Fund Board.
Jamie Stuck – **Seconded**

On a **ROLL CALL VOTE**, Yes – 5. **Motion Passed**

D. 2024 Budget

Ms. Scott noted that the proposed 2024 budget is similar to previous years' budgets, with approximately \$480,000 available for grants after administrative expenses are accounted for.

Liz Kinnart **motioned** to approve the 2024 Budget, as presented.
Dorie Rios – **Seconded**

On a **ROLL CALL VOTE**, Yes – 5. **Motion Passed**

E. 2024 1st Quarter Financials

Ms. Scott noted that the only activity through March was interest income and the annual payment from the State.

NO VOTE – INFORMATIONAL ONLY

F. 2024 Meeting and Grant Award Schedule

Kelli Scott highlighted the timeframe for the media release to announce the 2024 grant application timeline. After discussion, it was decided that the 2024 meeting schedule would be as follows:

Fri., April 12, 2024, 11:00 a.m.: NAHFB Annual Organizational Meeting – election of officers, approval of Administrative Services Agreement, engagement of 2023 auditor, approval of 2024 budget, approval of 2024 Grant Application and timeline.

Soon after April 12, 2024: Media Release to announce 2024 grant application timeline.

By Fri., April 19, 2024: Send out 2024 Grant Application and media release.

Fri., June 7, 2024: Grant Applications due to County Administration by 5:00 p.m.



Wed., June 12, 2024, 11:00a.m.: NAHFB Meeting to consider 2024 submitted grant applications; accept 2023 audit; and approve disbursement of checks for Administrative Services Agreement and audit.

Fri., September 13, 2024, 11:00a.m.: NAHFB Meeting to approve disbursement of checks for 2024 Grant Awards; Check Presentation; Approve disbursement of remaining 2024 administrative expense checks; other business as necessary.

Future meetings to be scheduled as necessary.

Meetings will be held in the Shkwede Board Room at the Firekeepers Casino-Hotel, 11177 E. Michigan Ave., Battle Creek, MI. Meetings are open to the public.

Jamie Stuck - **motioned** to approve the 2024 meeting and grant award schedule as amended.

Liz Kinnart – **Seconded**

On a **VOICE VOTE. Approved without objection.**

G. 2024 Grant Application Approval

Kelli Scott noted that the 2024 Grant Application was presented for Board consideration with no changes from the 2023 application.

Melissa Kiesewetter noted the need to create administrative procedures to address when funds are unspent, or the recipient needs to request a change in the project timeframe and/or scope.

Kyle Zawacki noted that he has interviewed prior recipients of NAHF grants and that they mentioned their surprise about the administrative simplicity in receiving the funds. Mr. Zawacki noted that if the Board would like him to, that he would help create grant management guidelines to address unspent funds and reporting requirements.

The Board requested that the NHBP and County communications staff include in the grant application media release a "Save the Date" statement for the planned check presentation in September.

Jamie Stuck **motioned** to approve the 2024 Grant Application.

Kim McClellan – **Seconded**

On a **ROLL CALL VOTE**, Yes – 5. **Motion Passed**



H. Update from Kyle Zawacki

Kyle Zawacki shared his background in teaching, policy and political social work, and indigenous family history, noting that he is an intern until the end of the year.

Mr. Zawacki reported that he is drafting an analysis of all past grant applicants and recipients, including analytics to create a toolkit and guideline for future applicants.

Kyle Zawacki mentioned he is scheduling follow up meetings with prior grant recipients from municipalities, high schools and higher education, to help create a grant application and management tool kit, to include advice on partnering with non-profits and community groups to increase outreach and referrals for future applicants.

NO VOTE – INFORMATIONAL ONLY

8. Open Discussion

The board noted their support of the recommendations made by Kyle Zawacki.

Jamie Stuck noted the need to reaffirm with tribes and their association to develop a unified toolkit to build partnerships.

Kyle Zawacki informed he will create a spreadsheet to reflect the amount, percentages and what awards have been granted to show trends to classify appropriated spending.

Chair Stuck discussed the recent Tribal Summit in Michigan to push for bipartisan support of new legislation, HB5600. Stuck also provided a recap of how the NAHF is funded through the MEDC strategic fund.

9. Next Meeting

Wednesday, June 12, 2024, 11:00a.m.

10. Adjournment of the Meeting

Meeting adjourned by Jamie Stuck, NAHFB Chairperson, at 12:38 pm

MINUTES PREPARED BY _____
Susan Connolly, Executive Assistant/Legal Assistant