

**Menominee-Delta-Schoolcraft
Community Action Agency**

**GOVERNING BOARD MEETING
Thursday, September 8, 2016
12:30 p.m.**

MINUTES

Karen Wigand called the meeting to order at 12:30 p.m. A written roll was taken and a quorum noted.

MEMBERS PRESENT

Karen Wigand, Delta
Clyde Thoune, Menominee
Dan LaFoilie, Schoolcraft
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Omer Doran, Schoolcraft
Myra Croasdell, Delta
Tom Lippens, Delta
Geri Nelson, Delta
Lee Robbert, Schoolcraft
Bernie Lang, Menominee
Peter Thoune, Menominee
Dave Moyle, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Heslip, ECP Director
Naomi Fletcher, Weatherization Director
Joe Dehlin, Weatherization Director
Mary Ciminskie, Human Resources Mgr./IT
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Sarah Cantrell, RSVP Director
Pat Royer, Nutrition Manager

MEMBERS ABSENT

Susan Kleikamp, excused
John Stapleton, excused
Ken Penokie
Amanda Ely
Dave Anthony

APPROVAL OF JULY 7, 2016 GOVERNING BOARD MINUTES

Members were mailed a copy of the 7/7/16 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.***

PERSONNEL COMMITTEE REPORT

The Chair reported that a joint meeting of the Personnel and Finance Committees was held on 8/30/16 for the purpose of reviewing the Executive Director's performance evaluations after one year and to determine the wage adjustment process. She reported that the committee recommends that a different tool be used next year for the board members to use when evaluating the Executive Director. The joint committees recommend that the Executive Director be granted a 2% wage increase retroactive to 7/6/16 (her one year anniversary) and then get her on a schedule consistent with the other HRA employees cost of living increases. ***PETER***

THOUNE MOVED TO AUTHORIZE THE 2% WAGE INCREASE RETROACTIVE TO 7/6/16, SECONDED BY DAN LAFOILLE; MOTION CARRIED. MYRA CROASDELL MOVED TO ACCEPT THE PERSONNEL/FINANCE COMMITTEE REPORT, SECONDED BY DAN LAFOILLE; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Chair Wigand called on Dan LaFoille for the Finance Committee report. Mr. LaFoille reported that the Finance Committee met three times and reviewed the May, June & July CAA Accounts Payable Schedules and recommends their approval. **PETER THOUNE MOVED TO APPORVE THE MAY, JUNE & JULY CAA ACCOUNTS PAYABLE SCHEDULES, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

REVIEW AND ACCEPTANCE OF THE CAA 2015 990 TAX RETURN

Members were given a copy of the CAA 2015 990 tax return for their review and **IT WAS ACCEPTED WITH A MOTION FROM PETER THOUNE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that committee met two times and reviewed one accident in the Early Childhood Program where an employee stepped on a board with nails in it. The committee recommends when work is being done that the area be cleaned up immediately. Our representative from the Accident Fund also indicated that we are seeing a downward trend in worker's compensation claims and he recommends that continue with safety training and reminders as it seems to be helping. **CLYDE THOUNE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF AUGUST ECP PROGRAM REPORT

Members were mailed a copy of the August Early Childhood monthly report and **IT WAS ACCEPTED WITH AMOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

APPROVAL OF 6/21/16 POLICY COUNCIL MINUTES

Members were mailed a copy of the 6/21/16 Policy Council minutes for their review and **THEY WERE APPORVED UPON A MOTION FROM OMER DORAN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

TRAINING ON THE ECP PROGRAM INFORMATION REPORT (PIR)

Early Childhood Program Director, Myra Heslip, handed out the Head Start and Early Head Start Program Information report for 2015-16 and reviewed the results. She explained that this is a report that is required annually. She noted that the dental numbers are low due to lack of

dental providers that accept Medicaid. The Regional Office is very aware of our efforts in this area. **DAN LAFOILLE MOVED TO ACCEPT THE EARLY CHILDHOOD PROGRAM INFORMATION REPORT FOR 2015-16, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who announced that Head Start is back in session after the summer break. They had their all staff meeting on 9/7/16 to welcome staff back and review procedures for the school year.

The new Head Start Performance standards were officially released on September 1, 2016. Major changes include strengthening educational services and curriculum requirements by utilizing the Head Start Early Learning Outcomes Framework: Ages Birth to Five; expanding time for learning and healthy development by extending the number of hours of service per year; maintaining and strengthening Head Start's comprehensive services and family engagement including the use of mental health services.; ensuring the health and safety of Head Start children; and promoting effective management and continuous improvement of Head Start programs using effective data and established goals and measureable objectives.

Julie Moberg also reported that the Request for Proposal for a Cost of Living increase for Head Start & Early Head Start staff was approved and will be retroactive to 11/1/2015. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no further business.

ADJOURNMENT

DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 1:05 P.M., SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.

<p><i>The next meeting is Thursday, October 6, 2016</i></p>
