

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday, January 9, 2020  
Community Action Agency  
507 1<sup>st</sup> Ave N, Escanaba  
12:30 p.m.

**MINUTES**

The meeting was called to order at 12:34 pm and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Myra Croasdell, Delta  
Dave Rivard, Delta  
Craig Reiter, Schoolcraft  
Geri Alanko, Delta  
Tom Lippens, Delta  
Bernie Lang, Menominee  
Peter Thoune, Menominee  
Jennifer MacDonald, Menominee  
Karen Wigand, Delta  
Rachel Duchaine, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Naomi Fletcher, Weatherization Director  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Pat Royer, Nutrition Program Manager  
Lori Giuliani, RSVP Director  
Dianne Gartland, Administrative Assistant  
Shanna Hammond, HR Director  
Patti LeMire, HS/EHS  
Kim Boutilier, HS/EHS

**PRESENT BY VIDEO CONFERENCE**

Myra Smeester, HS/EHS Director

**MEMBERS EXCUSED**

Ken Penokie  
John Stapleton  
Edie Erickson  
Penny Carlson  
Mia Smith  
Katherine Jinkerson

**MEMBERS ABSENT**

**APPROVAL OF NOVEMBER 7, 2019 GOVERNING BOARD MINUTES**

Members received a draft of the November 7, 2019 Governing Board minutes and **they were approved with a motion from Craig Reiter, seconded by Geri Alanko; Motion Carried.**

**FINANCE COMMITTEE REPORT**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the October 2019 CAA Accounts Payable Schedule. **This was approved with a motion from Peter Thoune, seconded by Dave Rivard; Motion Carried.**

The chair called again on the Finance Committee who reported that the Finance Committee met, reviewed and approved the November 2019 CAA Accounts Payable Schedule. **This was approved with a motion from Geri Alanko, seconded by Tom Lippens; Motion Carried.**

### **DISCUSSION OF HEAD START PROGRAM COMPLAINT**

All board members were mailed a copy of a complaint received by the Head Start Program. A discussion was held regarding this complaint by the board members. Myra Smeester explained that the HS/EHS is working with trainers to correct any issues and to complete an action plan. Myra indicated that the monitoring review will end once the HS/EHS action plan is completed. Myra indicated that she does not foresee any complications and the action plan will be completed by April 7, 2020. Myra will update the Board on the progress.

### **ACCEPTANCE OF THE ECP DIRECTOR'S MONTHLY REPORT**

Members received a copy of the December 2019 ECP Director's monthly report. **This was accepted with a motion from Craig Reiter, seconded by Susan Kleikamp; Motion Carried.**

### **ACCEPTANCE OF UPDATED HEAD START/EARLY HEAD START PROGRAM REGULATIONS - IM'S & PI'S (ACTION)**

#### **IM'S**

- Accounting and Reporting Capital Leases 12/4/19
- Accounting Simplification for HS/EHS Operations and Service Funds 10/10/19
- HS/EHS Eligibility for Children in Kinship Care 9/30/19
- General Disaster Recovery Flexibilities 3/6/19
- Supervision and Transitions 9/18/15

#### **PI'S**

- Disaster Recovery Funding for 2018 and 2018 Disasters 9/17/19
- FY 2019 HS Funding Increase 11/30/18
- Full Enrollment Initiative 6/15/18

Members received a copy of the Updated HS/EHS Regulations IM's and PI's for their review. **A motion was made to accept by Dave Rivard, seconded by Craig Reiter; Motion Carried.**

### **APPROVAL OF HEAD START BUDGET REVISION FOR A DISHWASHER**

Members received a copy of the HS/EHS FY 2020 Budget Revision Application for their review. **A motion was made to accept this revision for a dishwasher as presented from Craig Reiter, seconded by Dave Rivard; Motion Carried.**

### **APPROVAL OF THE POLICY COUNCIL BY-LAWS**

Members received a copy of the Policy Council By-Laws for their review. **A motion was made to accept the By-Laws as presented by Peter Thoune, seconded by Dave Rivard; Motion Carried.**

## **ACCEPTANCE OF THE HEAD START MONITORING REPORT**

Members received copies of the following monitoring report for their review:

- Escanaba Center License Renewal

**This report was accepted with a motion from Jennifer MacDonald, seconded by Craig Reiter; Motion Carried.**

## **APPROVAL OF THE POLICY COUNCIL IMPASSE PROCEDURE**

Members received a copy of the Governing Board and Head Start/Early Head Start Policy Council's Impasse Procedures for their review. **A motion was made to accept the Policy Council's Impasse Procedures as presented from Dave Rivard, seconded by Tom Lippens; Motion Carried.**

## **ACCEPTANCE OF THE GOVERNANCE, LEADERSHIP AND OVERSIGHT CAPACITY SCREENER AND ACTION PLAN**

Members received a copy of the Governance, Leadership and Oversight Capacity Screener and Action Plan for their review. **A motion was made to accept the Plan as presented by Peter Thoun, seconded by Dave Rivard; Motion Carried.**

## **ACCEPTANCE OF THE HEALTH AND SAFETY SCREENER**

Members received a copy of the Health and Safety Screener for their review. **A motion was made to accept as presented by Susan Kleikamp, seconded by Jennifer MacDonald; Motion Carried.**

## **APPROVAL OF THE HEAD START CORRECTIVE ACTION PLAN**

All members received a copy of the HS Corrective Action Plan for their review. **A motion was made to accept by Dave Rivard, seconded by Tom Lippens; Motion Carried.**

## **APPROVAL OF THE DECEMBER 2019 MDS CAA RISK ASSESSMENT (ACTION)**

Members received a copy of the December 2019 MDS CAA Risk Assessment for their review. . . A risk assessment is required for the Agency every three years. **A motion was made to accept the risk assessment as presented by Craig Reiter, seconded by Geri Alanko; Motion Carried.**

## **ACCEPTANCE OF THE OCTOBER 30, 2019 POLICY COUNCIL MINUTES**

Members received a copy of the October 30, 2019 HS/EHS Policy Council minutes for their review. **A motion was made to accept by Peter Thoun, seconded by Geri Alanko; Motion carried.**

## **APPROVAL OF AGENCY LOGO**

Members received the cost estimate to replace the agency's logo. **A motion was made to approve the National logo for the agency and to accept the cost estimate to replace the logos by Dave Rivard, seconded by Susan Kleikamp; Motion Carried.**

## **EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW**

The Board Chair indicated that in the earlier joint Finance / Personnel Committee Meeting they went into Executive Session to discuss the Executive Director's performance review. Based on this closed session it was the committee's recommendation to bring to the Governing Board that the Executive Director receive a wage increase equal to the current COLA. **A motion was made to accept the Finance/Personnel Committee's recommendation by Craig Reiter, seconded by Peter Thoune; Motion Carried.**

## **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Board called on Julie Moberg for her report. Julie reported that Head Start/Early Head Start has put a lot of hard work into reviewing the health and safety system and the governance system. They are currently working to strengthen those systems over the next three months. The staff will be spending time in training and reviewing all of the health and safety procedures.

**A motion was made to accept the report as presented by Craig Reiter and seconded by Geri Alanko; Motion Carried.**

## **PUBLIC COMMENT**

There were no public comments heard.

## **OTHER BUSINESS**

There was no other business discussed.

## **ADJOURNMENT**

**A motion to adjourn was made by Peter Thoune, supported by Jennifer MacDonald; Motion carried.**

**Meeting adjourned at 1:11 pm.**

**Next meeting is scheduled March 12, 2020 at 12:30 pm.**