

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday October 8, 2020
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

The meeting was called to order at 12:32 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Peter Thoune, Menominee
Dave Rivard, Delta
Ken Penokie, Delta
Mia Smith, Menominee
Susan Kleikamp, Menominee
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director
Dianne Gartland, Admin Assistant
Peggy Ramsden, FGP Director
Myra Smeester, HS/EHS Director
Naomi Fletcher, Weatherization Director

MEMBERS EXCUSED

Edie Erickson
Geri Alanko
Myra Croasdell
Penny Carlson

MEMBERS ABSENT

Paul Welch
Craig Reiter

APPROVAL OF SEPTEMBER 10, 2020 GOVERNING BOARD MINUTES

Members received a draft of the September 10, 2020 Governing Board minutes and **they were approved with a motion from Dave Rivard, seconded by Susan Kleikamp; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the August 2020 CAA Accounts Payable Schedule. **This was approved with a motion from Dave Rivard, seconded by Mia Smith; Motion Carried.**

APPROVAL OF GOVERNING BOARD REPRESENTATIVE JOHN STAPLETON

John Stapleton agreed to stay another term on the Governing Board representing the Private Sector in Schoolcraft County. **A motion was made by Dave Rivard to accept John Stapleton's term in the private sector of Schoolcraft County, seconded by Mia Smith; Motion Carried.**

UPDATE OF THE HEAD START QUALITY IMPROVEMENT PLAN

All members received a copy of the Head Start Quality Improvement Plan for their review. **A motion was made by Peter Thoune to accept the plan as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE COVID-19 POLICY FOR HS/EHS PAYMENT OF WAGES

All members received a copy of the HS/EHS COVID-19 plan regarding remote work and payment of wages. **A motion was made by Dave Rivard to accept the plan as presented, seconded by Bernie Lang; Motion Carried.**

APPROVAL OF THE POLICY FOR SOLE SOURCE PURCHASING DURING A STATE OF EMERGENCY

Members received a copy of the Policy for Sole Source Purchasing during a State of Emergency for their review. **A motion was made to accept the recommendation of the Finance Committee to accept the policy as presented with the additional language added stating that the Finance Committee will be notified of any purchases at their next regularly scheduled finance meeting by Susan Kleikamp, seconded by Dave Rivard; Motion Carried.**

ACCEPTANCE OF THE HS/EHS POLICY COUNCIL 7/22/2020 MINUTES

All members received a copy of the HS/EHS Policy Council minutes from 7/22/2020. **A motion was made to accept the minutes by Peter Thoune, seconded by Dave Rivard; Motion carried**

ACCEPTANCE OF THE ECP DIRECTOR'S SEPTEMBER 2020 REPORT

All members received a copy of the ECP Director's September 2020 report which included OSH Monitoring Support and Designation Renewal System Changes for their review. **A motion was made to accept by Dave Rivard, seconded by Susan Kleikamp; Motion carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Myra and staff have been working hard to get all the elements in place to bring the children back to class. Classes started the second week of September. There are options for families to choose from. There are face to face classes 4 days a week, face to face classes 2 days a week and 2 days online, and one classroom of 100% online. It has been a bumpy road so far between staff out with Covid symptoms, and out for other general reasons. Classrooms have had to shut down temporarily. We suspect the whole school year will be like this.

Our program benefited from a new rule on the designated renewal system. Right now we are eligible for renewal at our next grant cycle. This is very good news for us.

A motion was made to accept her report as presented by Dave Rivard and seconded by John Stapleton; Motion Carried.

OTHER BUSINESS

No other business was discussed

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Bernie Lang, supported by Dave Rivard; Motion carried. Meeting adjourned at 12:50 pm.