

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

**MINUTES**

The meeting was called to order at 12:40 pm and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Peter Thoune, Menominee  
Dave Rivard, Delta  
Bernie Lang, Menominee  
Susan Kleikamp, Menominee  
Craig Reiter, Schoolcraft  
John Stapleton, Schoolcraft  
Edie Erickson, Schoolcraft (Video Conference)  
Mia Smith, Menominee  
Tom Lippens, Delta  
Karen Wigand, Delta

**OTHERS PRESENT**

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

**MEMBERS EXCUSED**

Ken Penokie  
Penny Carlson  
Myra Croasdell  
Geri Alanko  
Katherine Jinkerson  
Jennifer Macdonald

**MEMBERS ABSENT**

**APPROVAL TO ADD AGENDA ITEM #18 PANDEMIC/EPIDEMIC RESPONSE**

The Chair requested a motion to add an item to the agenda. **A motion was made by Dave Rivard, seconded by Susan Kleikamp to add Pandemic/Epidemic Response to the agenda as item #18; Motion Carried.**

**APPROVAL OF JANUARY 9, 2020 GOVERNING BOARD MINUTES**

Members received a draft of the January 9, 2020 Governing Board minutes and **they were approved with a motion from Craig Reiter, seconded by Tom Lippens; Motion Carried.**

**FINANCE COMMITTEE REPORT**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the December 2019 CAA Accounts Payable Schedule. **This was approved with a motion from Craig Reiter, seconded by Mia Smith; Motion Carried.**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the January 2020 CAA Accounts Payable Schedule. **This was approved with a motion from Peter Thoune, seconded by Craig Reiter; Motion Carried.**

### **SAFETY COMMITTEE REPORT**

Tom Lippens presented the Board with the Safety Committee Report. **A motion was made by Dave Rivard to accept the report as presented and seconded by Mia Smith; Motion Carried.**

### **ACCEPTANCE OF GOVERNING BOARD REPRESENTATIVES RESIGNATIONS**

The board accepted the resignation of Omer Doran after serving over 30 years on the board with regrets **by a motion from Susan Kleikamp and seconded by Dave Rivard; Motion Carried.**

The Board also accepted the resignation of Rachel Duchaine from the board with regrets. **This was done with a motion made by John Stapleton and seconded by Tom Lippens; Motion Carried.**

### **APPROVAL OF PAUL WELCH AS POLICY COUNCIL REPRESENTATIVE**

The Board approved the appointment of Paul Welch as Policy Council Representative with a **motion by Peter Thoune, seconded by Craig Reiter; Motion Carried.**

### **APPOINTMENT OF GOVERING BOARD SECRETARY**

**A motion was made by Craig Reiter, seconded by Peter Thoune to appoint John Stapleton as the new Governing Board Secretary to replace Omer Doran who resigned. Motion Carried.**

### **APPROVAL OF UNION LOCAL 2172 UNIT 6 CONTRACT**

The Chair called on Julie Moberg to discuss the changes to the Union contract. **A motion was made by Peter Thoune, seconded by Susan Kleikamp to approve Local 2172 Union contract. Motion Carried.**

### **APPROVAL OF 403B PLAN LANGUAGE FOR EMPLOYER MATCH**

Members received a copy of the 403b Plan language change for the employer match. **A motion was made to accept the language as presented by Craig Reiter, seconded by Dave Rivard; Motion Carried.**

### **APPROVAL OF THE HARDSHIP DISTRIBUTION AMENDMENT FOR THE 403B PLAN**

Members received a copy of the 403b Plan changes to the Hardship Distribution. **A motion was made to accept the language as presented by Dave Rivard, seconded by Tom Lippens; Motion Carried.**

### **APPROVAL OF THE UPDATED WHISTLEBLOWER POLICY**

Members received a copy of the updated whistleblower policy for their review. **A motion was made to accept the updated policy by Peter Thoune, seconded by John Stapleton; Motion Carried.**

### **ACCEPTANCE OF THE AGENCY'S 2019 ANNUAL REPORT**

Board members received copies of the agency's 2018-2019 MDSCAA Annual Report for their review. **A motion was made to accept the annual report by Tom Lippens and seconded by Mia Smith; Motion Carried.**

### **AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2020-2021**

The board called on Julie Moberg to explain the refunding applications. **A motion was made to authorize the programs to submit the grant applications for 2020/2021 by Dave Rivard, seconded by Peter Thoune; Motion Carried.**

### **APPROVAL OF THE STRATEGIC PLAN**

Members received copies of the updated Strategic Plan for their review. **A motion was made to accept the plan as presented by Craig Reiter, seconded by Dave Rivard; Motion Carried.**

### **APPROVAL OF THE CAA BY-LAW CHANGES**

Members received a copy of the proposed CAA By-Law changes for their review. **A motion was made to accept the changes with the addition of a sentence added to page 8 – F. Safety committee as follows “The Safety Committee will report to the Governing Board on all incidents reviewed at the regular Governing Board meetings.” By Peter Thoune, seconded by Craig Reiter; Motion Carried.**

### **ACCEPTANCE OF DECEMBER 2019 AND JANUARY 2020 POLICY COUNCIL MINUTES**

Members received copies of the December 17, 2019 and January 29, 2020 Policy Council minutes for their review. **A motion was made to accept the minutes as presented by Susan Kleikamp, seconded by Dave Rivard; Motion Carried.**

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

Members received a copy of the ECP Director's January 2020 monthly report. **Craig Reiter moved to accept the report as submitted. This was seconded by Tom Lippens; Motion Carried.**

## **APPROVAL OF THE PANDEMIC/EPIDEMIC RESPONSE**

All Board members received a draft copy of the MDS CAA Pandemic/Epidemic Response for their review. **A motion was made by Craig Reiter to adopt this as a policy for the agency, seconded by Dave Rivard; Motion Carried.**

## **UPDATE ON HEAD START CORRECTIVE ACTION PLAN**

Myra Smeester presented an update to the board regarding the status of the Head Start Corrective Action Plan.

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

The Board called on Julie Moberg for her report. Julie reported that Myra and her staff have been working hard on completing the Corrective Action plan. This plan is vital to the continuation of our program and how the HS Regional Office views us. Thanked Myra, Shanna and Peter for all their help on the Union contract. **A motion was made to accept her report as presented by Dave Rivard and seconded by Craig Reiter; Motion Carried.**

## **OTHER BUSINESS**

Julie Moberg discussed the possibility of providing the board members with tablets in order to receive the board packets via email. Following are a list of board members who agreed to receive future board packets via email but were not interested in an agency provided tablet: Craig Reiter, Dave Rivard, Karen Wigand, Edie Erickson, Mia Smith, John Stapleton, Peter Thoun and Susan Kleikamp.

## **PUBLIC COMMENT**

No public comments were heard.

## **ADJOURNMENT**

**A motion to adjourn was made by Craig Reiter, supported by Dave Rivard; Motion carried.**

**Meeting adjourned at 1:20 pm.**

**Next meeting is scheduled April 9, 2020 at 12:30 pm.**