

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Teleconference Meeting
Thursday, April 9, 2020
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

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

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Ken Penokie, Delta
Dave Rivard, Delta
Mia Smith, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Tom Lippens, Delta
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee
Craig Reiter, Schoolcraft
Myra Croasdell, Delta
Penny Carson, Schoolcraft
Susan Kleikamp, Menominee
Peter Thoun, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Director
Kris Thibeault, Finance Director
Lori Giuliani, RSVP Director
Dianne Gartland, Administrative Assistant
Sally Kidd, Senior Services Director
Myra Smeester, HS/EHS Director
Peggy Ramsden, FGP Director
Angie Gardner, HS/EHS

MEMBERS EXCUSED

MEMBERS ABSENT

Edie Erickson

APPROVAL OF MARCH 12, 2020 GOVERNING BOARD MINUTES

Members received a draft of the March 12, 2020 Governing Board minutes and **they were approved with a motion from Craig Reiter, seconded by Dave Rivard; Motion Carried.**

FINANCE COMMITTEE REPORT

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

SAFETY COMMITTEE REPORT

The chair called on Julie Moberg for more information. Julie reported about an incident that occurred at Head Start that was reported to the Office of Head Start and DHHS Licensing. A Corrective Action Plan will be worked on and presented to the Governing Board when created.

A motion to accept the Safety Committee report was made by Susan Kleikamp and seconded by Katherine Jinkerson; Motion Carried.

APPROVAL OF THE HS/GSRP SELECTION PROCEDURE

All members received a copy of the HS/GSRP Selection Procedure for their review. A motion was made by Peter Thoune to accept the report and seconded by Susan Kleikamp; Motion Carried.

APPROVAL OF THE UPDATED PANDEMIC PROCEDURE

All members received a copy of the MDS CAA updated pandemic procedure for their review. A motion was made by Peter Thoune, seconded by Mia Smith to accept the updated pandemic procedure with the changes to the temperatures to be 100 degrees as discussed; Motion Carried.

APPROVAL OF THE COVID-19 EMERGENCY RESPONSE POLICY

All members received a copy of the Covid-19 Emergency Response policy for their review. A motion was made by Mia Smith, seconded by Katherine Jinkerson to accept. Motion Carried.

ACCEPTANCE OF THE INFORMATION MEMORANDUM IM-ACF-OA-2020-01

All members received a copy of the Information Memorandum IM-ACF-OA-2020-01 for their review. A motion was made by Dave Rivard, seconded by Craig Reiter to accept. Motion Carried.

ACCEPTANCE OF THE HS/EHS CORRECTIVE ACTION PLAN

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

ACCEPTANCE OF FEBRUARY 25, 2020 POLICY COUNCIL MINUTES

Members received a copies of February 25, 2020 Policy Council minutes for their review. A motion was made to accept by Craig Reiter, seconded by Dave Rivard; Motion Carried.

ACCEPTANCE OF THE ECP DIRECTOR'S MARCH 2020 REPORT

Members received a copy of the ECP Director's monthly report. A motion was made by Dave Rivard to accept the report and seconded by Mia Smith; Motion Carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg for her report. Julie reported that Myra has been working on the Cola and Quality Assurance Grants. All employees are working remotely. School is out for the year. We are following Public Health and CDC, the public schools, and the Office of Head Start guidelines. A motion was made to accept her report as presented by Dave Rivard and seconded by Tom Lippens; Motion Carried.

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

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

Meeting adjourned at 12:53 pm. Next meeting is scheduled May 14, 2020 at 12:30 pm.