

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Teleconference Meeting  
Thursday, May 14, 2020  
Community Action Agency  
Escanaba MI  
12:30 p.m.

**MINUTES**

The teleconference meeting was called to order at 12:35 pm and the following were in attendance:

**MEMBERS PRESENT**

Jennifer MacDonald, Menominee  
Ken Penokie, Delta  
Bernie Lang, Menominee  
Penny Carlson, Schoolcraft  
Katherine Jinkerson, Menominee  
John Stapleton, Schoolcraft  
Karen Wigand, Delta  
Susan Kleikamp, Menominee  
Tom Lippens, Delta  
Geri Alanko, Delta  
Dave Rivard, Delta  
Myra Croasdell, Delta  
Peter Thoune, Menominee

**MEMBERS EXCUSED**

Edie Erickson

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Lori Giuliani, RSVP Director  
Kris Thibeault, Finance Director  
Dianne Gartland, Admin Assistant  
Naomi Fletcher, Weatherization Director  
Pat Royer, Nutrition Manager  
Myra Smeester, HS/EHS Director  
Peggy Ramsden, FGP Director  
Brandy Olson, Anderson, Tackman & Co  
Shanna Hammond, HR Director

**MEMBERS ABSENT**

Paul Welch  
Craig Reiter

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

Members received a draft of the April 9, 2020 Governing Board minutes. **These were approved with a motion from Tom Lippens, seconded by Dave Rivard; Motion Carried.**

**PRESENTATION OF THE AUDIT FOR FISCAL YEAR ENDING 9/30/2019**

The chair called on Brandy Olson from Anderson, Tackman & Co to present the audit report for the fiscal year ending 9/30/19. **A motion was made by Dave Rivard, seconded by Katherine Jinkerson to accept the audit as presented; Motion Carried.**

**FINANCE COMMITTEE REPORT**

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

### **APPROVAL OF THE HS/GSRP SELECTION PROCEDURE**

Members received a copy of the HS/GSRP Selection Procedure for their review. **This was addressed at the April 9, 2020 Board Meeting and accepted at that meeting with a motion made by Peter Thoune, seconded by Susan Kleikamp; Motion Carried.**

### **APPROVAL OF THE HS/EHS COLA/QUALITY IMPROVEMENT GRANT**

Members received a copy of the HS/EHS Cola/Quality Improvement Grant for their review. **A motion was made to accept by Peter Thoune, seconded by Susan Kleikamp; Motion Carried.**

### **DISCUSSION OF THE HS CARES FUNDING**

A discussion was heard regarding the HS Cares Funding. Myra Smeester indicated the amount received from the Cares Funding is based on their enrollment. The money is to be used for any Covid-19 related expenses including any education materials, supplies and training that are related to Covid-19.

### **ACCEPTANCE OF THE NFS WAIVER REQUEST**

All Board Members received a copy of the NFS Waiver Request for their review. **A motion was made to accept by Penny Carlson, seconded by John Stapleton; Motion Carried.**

### **ACCEPTANCE OF THE HS/EHS CORRECTIVE ACTION PLAN**

All Board Members received a copy of the HS/EHS Corrective Action Plan for their review. **A motion was made to accept by Susan Kleikamp, seconded by Peter Thoune; Motion Carried.**

### **ACCEPTANCE OF THE HS/EHS CHILD ASSESSMENT REPORT**

All Board Members received a copy of the HS/EHS Child Assessment Report for their review. **A motion was made to accept by Tom Lippens, seconded by Geri Alanko; Motion Carried.**

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

All Board Members received a copy of the Information Memorandum IM-ACF-OA-2020-01 for their review. **A motion was made to acknowledge receipt of the IM-ACF-OA-2020 by Katherine Jinkerson, seconded by Susan Kleikamp; Motion Carried.**

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

All Board Members received a copy of the updated Pandemic/Epidemic Response Policy for their review. **A motion was made to accept by Dave Rivard, seconded by John Stapleton; Motion Carried.**

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

Members received a copy of the ECP Director's April 2020 report. **A motion was made to accept the report as presented and place on file by Dave Rivard, seconded by Geri Alanko; Motion Carried.**

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

The Board called on Julie Moberg for her report. Julie indicated that HS/EHS has signed a contract with the contractor for the Gladstone site to add another classroom. Construction is planned to start in May. **A motion was made to accept the report as presented and place on file by Dave Rivard, seconded by Geri Alanko; Motion Carried.**

## **OTHER BUSINESS**

Ken Penokie thanked Myra Smeester for all the hard work she has been doing.

## **PUBLIC COMMENT**

No public comments were heard.

## **ADJOURNMENT**

**A motion to adjourn was made by Dave Rivard, seconded by Tom Lippens.**

**The meeting was over at 1:33 pm.**

**Next meeting is scheduled for July 16, 2020 at 12:30 pm.**