

**Menominee-Delta-Schoolcraft  
COMMUNITY ACTION AGENCY  
Governing Board Meeting  
Thursday, July 16, 2020**

**12:30 p.m. EDT**

**MINUTES**

The meeting was called to order at 12:30 pm and the following were in attendance:

**MEMBERS PRESENT**

Jennifer MacDonald, Menominee  
Dave Rivard, Delta  
Peter Thoun, Menominee  
Ken Penokie, Delta  
Katherine Jinkerson, Menominee  
John Stapleton, Schoolcraft  
Karen Wigand, Delta  
Susan Kleikamp, Menominee  
Tom Lippens, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Peggy Ramsden, FGP Director  
Kris Thibeault, Finance Director  
Dianne Gartland, Administrative Assistant

**MEMBERS EXCUSED**

Geri Alanko  
Bernie Lang  
Penny Carlson  
Mia Smith

**MEMBERS ABSENT**

Edie Erickson  
Paul Welch  
Craig Reiter  
Myra Croasdell

**APPROVAL OF GOVERNING BOARD MINUTES**

Members received a draft of the May 14, 2020 Governing Board minutes and **they were approved with a motion from Dave Rivard, seconded by Peter Thoun; Motion Carried.**

**FINANCE COMMITTEE REPORT**

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

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

**EXECUTIVE COMMITTEE ROLL CALL VOTE**

The chair informed the Board that the Executive Committee was polled for a vote on the new updated MDSCAA Covid-19 Response Plan as the employees would be back in the office working before the July board meeting. A roll call vote was taken and the Executive Committee members voted to approve the updated MDSCAA Covid-19 Response Plan.

### **ACCEPTANCE OF THE POLICY COUNCIL MINUTES**

Members received a copy of the May 27, 2020 Policy Council minutes for their review. **A motion was made by Peter Thoune to accept the Policy Council minutes as presented, seconded by Dave Rivard; Motion Carried.**

### **ACCEPTANCE OF THE HS/EHS CUSTOMER SATISFACTION SURVEY**

Members received a copy of the HS/EHS Customer Satisfaction Survey. **A motion was made to accept by Tom Lippens, seconded by Dave Rivard; Motion Carried.**

### **APPROVAL OF THE FY 2021 HEADSTART NON-COMPETITIVE GRANT**

All members received a copy of the 2021 HS Non-Competitive grant for their review. The board called on Myra Smeester for more information. Myra addressed the board regarding the Head Start FY 2021 Non-Competitive Grant application. **A motion was made by Dave Rivard to approve the Head Start Non-Competitive Grant application for the FY 2021, seconded by Peter Thoune; Motion Carried.**

### **APPROVAL OF THE FY 2021 EARLY HEADSTART NON-COMPETITIVE GRANT**

All members received a copy of the 2021 EHS Non-Competitive grant for their review. The board called on Myra Smeester for more information. Myra addressed the board regarding the Early Head Start FY 2021 Non-Competitive Grant application. **A motion was made by Dave Rivard to approve the Early Head Start Non-Competitive Grant application for the FY 2021 as presented, seconded by Tom Lippens; Motion Carried.**

### **APPROVAL OF THE EHS LOCALLY DESIGNED OPTION WAIVER**

The board called on Myra Smeester for more information. **A motion was made by Dave Rivard to approve the Early Head Start Locally Designed Option waiver as presented, seconded by Katherine Jinkerson; Motion Carried.**

### **APPROVAL OF THE HS/EHS SOLE SOURCE BID**

Members received a copy of the Sole Source Bid from for a VOIP system for the HS/EHS program sites. **A motion was made by Dave Rivard to accept the recommendation from the finance committee to accept the bid from DS Tech for a VOIP system for the HS/EHS sites. This was seconded by Tom Lippens; Motion Carried**

### **APPROVAL OF THE HS QUALITY IMPROVEMENT PLAN**

Members received a copy of the HS Quality Improvement Plan for their review. **A motion was made by Dave Rivard, seconded by Peter Thoune to accept the plan as presented; Motion Carried.**

## **DISCUSSION OF THE OUT OF COUNTY BOARD MEETING FOR SEPTEMBER**

The chair called on Julie Moberg for more information. The board members agreed to hold the September Board meeting in Escanaba or virtually, instead of Manistique, due to the Covid-19 pandemic. **Peter Thoune made a motion to change the location of the September Board meeting due to COVID-19. This was seconded by Tom Lippens; Motion Carried**

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

Members received a copies of the ECP Director's monthly reports for June 2020. **A motion was made by Dave Rivard to accept the report and seconded by Katherine Jinkerson; Motion Carried.**

## **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 on wrapping up the school year and are now working on procedures to open up the school in the fall. Guidance from the CDC and DHHS licensing has been given but the guidelines are very general at this time. **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 discussed.

## **PUBLIC COMMENT**

No public comments were made.

## **ADJOURNMENT**

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

**Meeting adjourned at 12:55 pm**

**Next meeting is scheduled September 10, 2020 at 12:30 pm.**