

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday, September 10, 2020
Community Action Agency
Escanaba MI
12:30 p.m.**

MINUTES

The meeting was called to order at 12:30 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Ken Penokie, Delta
Dave Rivard, Delta
Peter Thoune, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Craig Reiter, Schoolcraft
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee
Edie Erickson, Schoolcraft
Myra Croasdell, Delta
Susan Kleikamp, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Naomi Fletcher, Weatherization Director
Dianne Gartland, Admin Assistant
Peggy Ramsden, FGP Director
Myra Smeester, HS/EHS Director

MEMBERS EXCUSED

MEMBERS ABSENT

Paul Welch, Schoolcraft
Mia Smith, Menominee
Penny Carlson, Schoolcraft

APPROVAL OF JULY 16, 2020 CAA GOVERNING BOARD MINUTES

Members received a draft of the July 16, 2020 CAA Governing Board minutes and **the minutes were approved with a motion from Dave Rivard, seconded by Katherine Jinkerson; Motion Carried.**

FINANCE COMMITTEE REPORT

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

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

ACCEPTANCE OF TOM LIPPENS RESIGNATION FROM THE GOVERNING BOARD

The board accepted the resignation of Tom Lippens from the Governing Board with regrets. **This was done with a motion made by Dave Rivard, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF CAA 990 TAX FORM

The chair called on Finance Director Kris Thibeault for more information regarding the CAA 990 Tax form. **A motion was made to accept the CAA 990 Tax Form by Susan Kleikamp, seconded by Myra Croasdell; Motion carried.**

APPROVAL OF THE 2021 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2021 CAA/HRA Governing Board meeting schedule. **A motion was made by Dave Rivard to accept the CAA/HRA 2021 Board Meeting schedule as presented, seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Kris Thibeault for more information. **A motion was made to accept the Financial Procedure Manual with the changes as presented by Dave Rivard, seconded by Katherine Jinkerson; Motion carried.**

ACCEPTANCE OF THE 2020-2021 COST ALLOCATION PLAN

The chair called on Kris Thibeault for more information. **A motion was made to accept the 2020-2021 Cost Allocation Plan as presented by Peter Thoune, seconded by Craig Reiter; Motion carried.**

ACCEPTANCE OF THE JUNE 24, 2020 POLICY COUNCIL MINUTES

All members received a copy of the HS/EHS Policy Council minutes for June 24, 2020. **A motion was made to accept the report by Dave Rivard, seconded by Myra Croasdell; Motion carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S AUGUST 2020 REPORT

All members received a copy of the August 2020 ECP Director's report for their review. **A motion was made to accept the report by Dave Rivard, seconded by Myra Croasdell; Motion carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported Myra and staff have been working hard to get all the elements in place to bring the children back to class. Head start children will come 2 days to the center and 2 days online. Myra's team has been working on completing their quality improvement plan. The cameras are being installed into the head start buildings and classrooms. The Gladstone building has been expanded to add a classroom. The telephone system has been integrated with the agencies phone system. As an update, we

presented the union with the negotiated contract for approval. The union has not yet ratified it. **A motion was made to accept her report as presented by Dave Rivard and seconded by Myra Croasdell; Motion Carried.**

OTHER BUSINESS

Karen Wigand stated that with Tom Lippen's resignation from the board, there is an opening in the private sector for Delta County and there is still an opening in Schoolcraft County in the elected sector that needs to be filled. That if any board members know of anyone that could fill either opening to have them contact either Julie or Dianne for an application.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Peter Thoune, supported by John Stapleton; Motion carried.

Meeting adjourned at 12:49 pm.

Next meeting is scheduled October 8, 2019 at 12:30 pm.