

**Menominee-Delta-Schoolcraft
Community Action Agency**

**GOVERNING BOARD MEETING
Thursday, May 12, 2016
507 First Avenue North, Escanaba
12:30 p.m.**

MINUTES

The meeting was called to order at 12:30 p.m. by Chair Karen Wigand and a quorum was noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dan LaFoilie, Schoolcraft
Myra Croasdell, Delta
Susan Kleikamp, Menominee
Karen Wigand, Delta
Peter Thoune, Menominee
Amanda Ely, Delta
John Stapleton, Schoolcraft
Tom Lippens, Delta
Ken Penokie, Delta
Dave Anthony, Menominee
Bernie Lang, Menominee
Omer Doran, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP
Sarah Cantrell, RSVP Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
Dave Moyle, excused

Chair Wigand introduced and welcomed new board member, Peter Thoune, who is representing the financial institutions.

APPROVAL OF APRIL 7, 2016 GOVERNING BOARD MINUTES

Members received a draft of the April 7, 2016 Governing Board minutes for their review. **DAN LAFOILLE MOVED TO APPROVE THE APRIL 7, 2016 GOVERNING BOARD MINUTES WITH THE CORRECTION OF CRAIG REITER BEING EXCUSED. LEE ROBBERT, SECONDED THE MOTION; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer, Susan Kleikamp who reported that the Finance Committee met on May 10, 2016. They reviewed and recommend approval of the March Accounts Payable Schedule **AND THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.** The committee also reviewed and recommends approval of the sole source purchase of \$8396.14 for the Child Plus Database. **CRAIG REITER MOTIONED TO APPROVE THE CHILD PLUS DATABASE SOLE SOURCE PURCHASE FOR \$8396.14, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

The committee reviewed the revisions to the Financial Procedures Manual and recommends its approval. It was noted that any board members other than the Finance Committee members who would like a copy of the revised FPM should let Cathy know. ***THE FINANCIAL PROCEDURES MANUAL WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

ACCEPTANCE OF THE APRIL ECP MONTHLY REPORT

Members received a copy of the April ECP monthly report and ***IT WAS APPROVED UPON A MOTION FROM CRAIG REITER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

ACCEPTANCE OF 3/22/16 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 3/22/16 Head Start Policy Council minutes and ***THEY WERE ACCEPTED WITH A MOTION FROM PETER THOUNE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

ACCEPTANCE OF 3/23/16 EARLY CHILDHOOD ADVISORY COMMITTEE MINUTES

Members also received a copy of the 3/23/16 Early Childhood Advisory Committee minutes and ***THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY OMER DORAN; MOTION CARRIED.***

APPROVAL OF THE FOLLOWING WORK PLANS: TRANSPORTATION, PROGRAM GOVERNANCE, FACILITIES, MATERIALS & EQUIPMENT; MANAGEMENT SYSTEMS & PROCEDURES; CHILD HEALTH & DEVELOPMENT SERVICES

Members received copies of the above work plans for their review. Myra Heslip indicated that the work plans directly correlate the standards that must be followed. ***CRAIG REITER MOTIONED TO APPROVE THE TRANSPORTATION, PROGRAM GOVERNANCE, FACILITIES, MATERIALS & EQUIPMENT; MANAGEMENT SYSTEMS & PROCEDURES AND CHILD HEALTH & DEVELOPMENT WORK PLANS, SECONDED BY OMER DORAN; MOTION CARRIED.***

APPROVAL OF WORKPLACE BEHAVIOR POLICY

Members were mailed a draft of the Workplace Behavior Policy for their review. Ms. Wigand called on Julie Moberg who indicated we have had a couple of incidents over the past several months that made us realize we needed a formal policy in place. This policy will be incorporated into the personnel policies. ***SUSAN KLEIKAMP MOVED TO APPROVE THE WORKPLACE BEHAVIOR POLICY, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.***

TRAINING: SELF-ASSESSMENT PROCESS AND DATA COLLECTION

The Chair called on the ECP Director who reviewed the self-assessment and data collection process with the members. She also indicated there will be more training on this on June 1st from 5:00-7:00 p.m. at Pacino's (Best Western). Board members are welcome and encouraged to attend – notices will be mailed out.

ACCEPTANCE OF 3/14 – 3/18/16 MONITORING REPORT FROM ACF

Members received a copy of the monitoring report which showed no findings in the areas of fiscal/ERSEA. **PETER THOUNE MOVED TO ACCEPT THE MONITORING REPORT FROM ACF FOR THE PERIOD 3/14 – 3/18/16, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF CHANGE IN MILEAGE REIMBURSEMENT RATE EFFECTIVE 5/16/16

Ms. Wigand called on the Executive Director who indicated CAA currently reimburses mileage at the federal rate which has been reduced from \$.56 - \$.54. Additionally, Ms. Moberg asked that we revised our personnel policies to state the mileage reimbursement be at the federal rate so that we don't need to go to the board when changes occur to the federal rate. **DAN LAFOILLE MOVED TO APPROVE THE CHANGE IN MILEAGE REIMBURSEMENT TO \$.54 AND TO ALLOW STAFF TO ADJUST THE REIMBURSEMENT RATE WHEN CHANGES ARE MADE TO THE FEDERAL RATE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg who complimented our ECP and fiscal staff for the clean monitoring report.

She informed the board that Head Start received a Request for Proposal (RFP) for a Cost of Living Increase of 1.8% for Head Start/Early Head Start. We also received an RFP to extend service days and hours in some of our classrooms.

She noted that we are in the process of completing our Community Needs Assessment which needs to be done every three years. The survey was given to members to complete if they wish. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

PUBLIC COMMENT

Mr. Thoune questioned why there was no COLA given for social security payments.

OTHER BUSINESS

The question was raised if we will be holding a board meeting at the new Adult Day Services Center Facility as was previously discussed. Since our next meeting is in July and we have no August meeting we will look to hold the Sept. or Oct. meeting there.

ADJOURNMENT

The meeting adjourned at 1:10 p.m. with a **MOTION FROM PETER THOUNE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

DAVE ANTHONY MOVED TO RECONVENE THE CAA MEETING, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.

DAN LAFOILLE MOVED TO AUTHORIZE SUBMISSION AND ACCEPTANCE OF COLA GRANT FUNDS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

PETER THOUNE MOVED TO AUTHORIZE SUBMISSION OF A DURATION GRANT, SECONDED BY KEN PENOKIE; MOTION CARRIED.

The meeting adjourned at 1:15 p.m. **UPON A MOTION FROM PETER THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

<p>NEXT MEETING IS THURSDAY, JULY 7, 2016 AT THE COMFORT INN, MANISTIQUE</p>

<p>MORE INFORMATION ON LUNCH & MEETING TIME COMING</p>
