

*Menominee-Delta-Schoolcraft  
Community Action Agency*

**GOVERNING BOARD MEETING**

*Thursday, May 14, 2015  
511 First Avenue North, Escanaba, MI  
12:30 p.m. (EST)*

**MINUTES**

The meeting was called to order at 12:34 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Dan LaFoilie, Schoolcraft  
Susan Phillips, Schoolcraft  
Susan Kleikamp, Menominee  
Clyde Thoun, Menominee  
Tom Lippens, Delta  
Lee Robbert, Schoolcraft  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Bernie Lang, Menominee  
Ken Penokie, Delta  
Geri Nelson, Delta

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Naomi Fletcher, Escanana Senior Center  
Kris Thibeault, Finance Director  
Myra Heslip, ECP Director  
Joe Dehlin, Weatherization Director  
Sally Kidd, Senior Services Director  
Sara DeMenter, Receptionist

**MEMBERS ABSENT**

Mari Negro, excused  
David Moyle  
Dave Anthony  
Kristi Wood

**APPROVAL OF APRIL 9, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the April 9, 2015 Governing Board minutes for their review. ***APPROVED BY A MOTION FROM MS. PHILLIPS, SECONDED BY MR. ROBBERT; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 5/05/2015 and reviewed the April Accounts Payable Schedule and recommends approval – ***THIS WAS DONE WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.***  
*(See attachment "A")*

### **NOMINATING COMMITTEE REPORT**

Mr. LaFoille informed the board of the resignations of Cathy Mercier and Julie Moberg. **MR. LAFOILLE MOTIONED TO ACCEPT THE RESIGNATIONS OF CATHY MERCIER AND JULIE MOBERG, SUSAN PHILLIPS SECONDED THE MOTION; MOTION CARRIED.** Dan LaFoille recommended that the number of board seats be reduced from 21 to 18. Bill Dubord stated how difficult it has been to try to fill the vacancies. Mr. Dubord informed the board that our by-laws would need to change in order for this to occur. **MR. LAFOILLE MOTIONED TO ACCEPT THE RESIGNATIONS OF CATHY MERCIER AND JULIE MOBERG, OMER DORAN SECONDED THE MOTION; MOTION CARRIED. SUSAN KLEIKAMP MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; SECONDED BY KEN PENOKIE; MOTION CARRIED. (See attachment "B")**

### **PERSONNEL COMMITTEE REPORT**

Ms. Wigand called on Geri Nelson who reported that interviews were held on Tuesday, May 12, 2015 for the Executive Director position. There were four applicants interviewed for the position. The Personnel Committee recommends Julie Moberg for the Executive Director position, contingent on a criminal background check, DHS clearance and reference checks. **GERI NELSON MOVED TO APPROVE THE HIRE OF JULIE MOBERG AS EXECUTIVE DIRECTOR CONTINGENT ON THE AFOREMENTION, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. MR. LAFOILLE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MR. ROBERT; MOTION CARRIED. 12 YEA TO 0 NAY.**

### **SAFETY COMMITTEE REPORT**

Tom Lippens reviewed the Safety Committee report, stating that there were two employee injuries. One injury was from the Personal Care Services. An employee did not use proper safety equipment with a client, resulting in a back injury. The employee received a verbal warning and a reinstruct on the safety equipment. The other was from the Nutrition Program. An employee cut her wrist while using a blade on a box of tin foil. The blade has been secured for future use. **SUSAN KLEIKAMP MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SUPPORTED BY GERI NELSON; MOTION CARRIED. (See attachment "C")**

### **ACCEPTANCE OF 3/18/15 HEAD START POLICY COUNCIL MINUTES**

Members were given a copy of the 3/18/15 Head Start Policy Council Minutes for their review. There were no questions or comments. **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

### **EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who reported that the next Governing Board meeting would be held on July 23, 2015 at the Little Nugget in Menominee. Bill Dubord, also made the announcement that Myra Heslip has now officially been given the ECP Director position. Mr. Dubord welcomed the board to sit in on the Head Start Budget meeting that will take place on Thursday, May 21, 2015. Mr. Dubord also spoke about

making renovations to the Evergreen School in Menominee, as this would be more economically efficient for us.

Mr. Dubord also informed the board that May 18, 2015 is the 50th anniversary of President Johnson signing the Head Start Act. Rose bushes will be planted at the Escanaba, Gladstone, Manistique and Menominee centers on Monday, May 18, 2015 to acknowledge this anniversary. Board members are invited to attend the planting nearest them. ***TOM LIPPENS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments/other business.

**ADJOURNMENT**

The meeting adjourned at 1:30 p.m. ***WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

<p><b><i>THE NEXT MEETING IS JULY 23, 2015 AT 12:30 P.M. (EDT)</i></b></p>
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