

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

**GOVERNING BOARD MEETING  
Thursday, July 20, 2017  
Little Nugget, Wallace MI  
12:00 noon (CST)**

**MINUTES**

The meeting was called to order at 12:05 p.m. by Chair Karen Wigand. A written roll call was taken and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Susan Kleikamp, Menominee  
Clyde Thoune, Menominee  
Myra Croasdell, Delta  
Shanna Jasmin, Delta  
Peter Thoune, Menominee  
Craig Reiter, Schoolcraft  
Lee Robbert, Schoolcraft  
Dave Anthony, Menominee  
Geri Nelson, Delta  
Bernie Lang, Menominee  
Tom Lippens, Delta  
Omer Doran, Schoolcraft  
Geri Nelson, Delta

**MEMBERS ABSENT**

John Stapleton, excused  
Dan LaFoilie, excused  
Ken Penokie, excused  
Dave Moyle, excused  
Andrea Raygo

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Leslie Moulds, Receptionist  
Lori Lacosse, Menominee Client Service Worker  
Debby Wiltzius, In-Home Services Mgr.  
Myra Smeester, ECP Director  
Mary Ciminskie, HR Manager  
Jill Johnsen, Assist. Finance Director  
Connie Maule, SCP Director  
Peggy Ramsden FGP Director  
Pat Royer, Senior Nutrition Mgr.

**POLICY COUNCIL**

Nicole Cook, Policy Council  
Lydia Davis, Policy Council  
Amanda Ely, Policy Council  
Myra Croasdell, Policy Council  
Shanna Jasmin, Policy Council

**APPROVAL OF MAY 11, 2017 GOVERNING BOARD MINUTES**

Members were mailed a copy of the May 11, 2017 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

**NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS**

Karen Wigand called on Clyde Thoun who reported that the Nominating Committee met and recommends the reappointment of Ken Penokie to another five-year term representing Legal Services of Northern MI in the Delta County Consumer Sector. **PETER THOUNE MOVED TO REAPPOINT KEN PENOKIE TO ANOTHER FIVE-YEAR TERM ON THE BOARD, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

He reported that the following have placed their name in nomination for the following positions – Karen Wigand-Chair, Myra Croasdell, Vice-Chair, Susan Kleikamp-Treasurer, Omer Doran-Secretary. He reminded the members that per our revised By-laws, the term for officers is now two years instead of one. He asked three times for further nominations from the floor for Chair. **PETER THOUNE MOVED TO CLOSE NOMINATIONS FOR CHAIR, SECONDED BY OMER DORAN. PETER THOUNE MOVED TO APPOINT KAREN WIGAND AS CHAIR, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Clyde asked three times for further nominations from the floor for Vice-Chair. **PETER THOUNE MOVED TO CLOSE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL FOR VICE-CHAIR, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

Clyde asked three times for further nominations from the floor for Treasurer. **PETER THOUNE MOTIONED TO CLOSE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.**

Clyde asked three times for further nominations from the floor for Secretary. **PETER THOUNE MOVED TO CLOSE NOMINATIONS FOR SECRETARY AND THAT A UNANIMOUS BALLOT BE CAST FOR OMER DORAN FOR SECRETARY, CRAIG REITER SUPPORTED THE MOTION; MOTION CARRIED.**

The Executive Director congratulated the officers and thanked them for their willingness to serve.

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed the April CAA Accounts Payable Schedule and recommends their approval. **CLYDE THOUNE MOVED TO APPROVE THE CAA MAY ACCOUNTS PAYABLE SCHEDULE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

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Susan also reported that the Finance Committee reviewed the May CAA Accounts Payables and recommends their approval which was done with **A MOTION FROM PETER THOUNE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

The committee also recommends approval of the Cost Allocation Plan that was mailed to all the members. Even though there are no changes, it must be reviewed annually. **CRAIG REITER MOVED TO APPROVE THE COST ALLOCATION PLAN, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Members were also mailed a draft of the Financial Procedures Manual revision with a synopsis of the changes. It was noted that the Finance Committee worked closely on this revision with staff and recommends it for board approval. **LEE ROBBERT MOVED TO APPROVE THE REVISED FINANCIAL PROCEDURE MANUAL, SECONDED BY OMER DORAN; MOTION CARRIED.**

**SAFETY COMMITTEE REPORT**

Chair Wigand called on Tom Lippens who reported that the Safety Committee met on June 14, 2017. Our representative from the Accident Fund was available to review our Worker's Compensation claims so far this year and provided tips for increasing safety and awareness. The committee reviewed an accident in the Early Childhood Program where an employee tripped on a broken floor tile (which has been replaced). Tom noted the committee will now be reviewing all accidents, not just ones reported to Worker's Comp. **CLYDE THOUNE MOVED TO APPROVE THE SAFETY COMMITTEE REPORT, SUPPORTED BY PETER THOUNE; MOTION CARRIED.**

**PERSONNEL COMMITTEE MEETING**

Julie Moberg reported that the Personnel Committee met today to review a request for unpaid leave beyond 90 days in the ECP. Although the Board is charged with approving such leave beyond 90 days, it was decided that since sensitive health information is involved it should be brought before the Personnel Committee for their recommendation. The committee recommends the board authorize the extended unpaid leave for a custodian in the ECP and this was done **UPON A MOTION FROM CRAIG REITER, SECONDED BY OMER DORAN; MOTION CARRIED.**

**ACCEPTANCE OF MAY/JUNE ECP MONTHLY REPORTS**

Members were mailed copies of the May/June ECP monthly reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL OF 5/30/17 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 5/30/17 Head Start Policy Council minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

**RATIFICATION OF EXECUTIVE COMMITTEE ACTION TO AUTHORIZE THE SUBMISSION OF COLA GRANTS OF \$22,829 FOR HEAD START AND \$8,119 FOR EARLY HEAD START**

Karen Wigand reminded the board that the Executive Committee (comprised of the board officers) have the authority to act on board issues that require action in between meetings, but the actions must be ratified by the full board. She called on the ECP Director who explained that these funds will be retroactive to November 1, 2016 and will provide for a 1.25% Cost of Living Adjustment as required by the grant and it will be added to the base amount going forward. **SUSAN KLEIKAMP MOVED TO RATIFY THE ACTION TO SUBMIT THE COLA GRANTS FOR HEAD START AND EARLY HEAD START, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/17 - 10/30/18**

Members were mailed some probable key changes to the program design and staffing based on where numbers of eligible children are located and as a result of the move to duration (longer) days. Karen Wigand called on the ECP Director who further explained the changes. Members were also given a copy of the overall budget and program design and told that if anyone wishes to view the full grant or want other information, please let Myra know.

**POLICY COUNCIL –**

**AMANDA ELY MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/17-10/30/18, SECONDED BY NICOLE COOK; MOTION CARRIED.**

**GOVERNING BOARD-**

**SUSAN KLEIKAMP MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/17-10/30/18, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.** It was requested that a comparison budget to the previous year be provided next year.

Members were given information on key changes in program design and staffing. Members were given a copy of the overall budget and program design and told if anyone wishes to view the full grant or want additional information, please let Myra Smeester know.

**POLICY COUNCIL –**

**NICOLE COOK MOVED TO APPROVE THE SUBMISSION OF THE EARLY CHILDHOOD PROGRAM CONTINUATION GRANT FOR 11/1/17-10/30/18, SECONDED BY LYDIA DAVIS; MOTION CARRIED.**

**GOVERNING BOARD-**

**SUSAN KLEIKAMP MOTIONED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/17 – 10/30/18, SECONDED BY PETER THOUNE; MOTION CARRIED.**

**ACCEPTANCE OF GREAT START READINESS PROGRAM FISCAL MONITORING REPORT**

Members received a copy of a fiscal monitoring for the Great Start Readiness Program we administer. There were no findings and **THE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**HIPAA & MEDICARE FRAUD TRAINING**

The board was provided information/training on HIPAA Privacy & Security and Medicare Parts C & D Fraud, Waste & Abuse.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Julie Moberg who reported that a majority of the Early Childhood Program staff are laid off for the summer and they are currently looking to fill a few positions.

She noted that Myra and her staff hosted a dinner for data on June 19<sup>th</sup> at the Terrace to review program data with the board and the public. They use the input from this meeting for planning purposes.

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

Karen Wigand called on Lee Robbert who noted that he attended the Manistique Head Start classroom for an observation recently and was very impressed with the operation and how well-versed the staff are.

**ADJOURNMENT**

There being no other business ***THE MEETING ADJOURNED AT 1:47 P.M. WITH A MOTION FORM CRAIG REITER, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***