

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

**GOVERNING BOARD MEETING
Wednesday, January 17, 2018 (Rescheduled meeting)
511 First Avenue North, Escanaba MI
12:30 p.m.**

MINUTES

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

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Peter Thoune, Menominee
Geri Nelson, Delta
Karen Wigand, Delta
Theresa Nelson, Delta
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Ken Penokie, Delta
Bernie Lang, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director
Shanna Hammond, HR Mgr.
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Tom Lippens, excused
Craig Reiter, excused
Dan LaFoilie, excused
Nicole Cook, excused
Dave Anthony, excused
Jennifer MacDonald, excused

APPROVAL OF NOVEMBER 9, 2017 GOVERNING BOARD MINUTES

Members received a draft of the November 9, 2017 Governing Board minutes and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

APPROVAL OF NICOLE COOK AS THE POLICY COUNCIL REPRESENTATIVE, REPLACING SHANNA JASMIN

The ECP Policy Council has appointed Nicole Cook to represent them on our Governing Board, replacing Shanna Jasmin. ***CLYDE THOUNE MOVED TO APPROVE NICOLE COOK'S APPOINTMENT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

NOMINATING COMMITTEE REPORT/ACCEPTANCE OF LEE ROBBERT'S RESIGNATION

The Chair called on Clyde Thoune who reported that the committee met today and recommends acceptance of Lee's resignation, with regret. **PETER THOUNE MOVED TO ACCEPT LEE ROBBERT'S RESIGNATION, SUPPORTED BY THERESA NELSON; MOTION CARRIED.** The committee is seeking applicants to fill this consumer sector seat in Schoolcraft County so we can get someone seated for the March meeting.

EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL

Karen Wigand noted that the Finance and Personnel Committees held a joint meeting to complete and review Julie's performance this past year and they want to discuss it with the members. **PETER THOUNE MOVED THAT THE BOARD GO INTO EXECUTIVE SESSION AT 12:40 P.M., SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

The meeting reconvened at 1:10 p.m. **WITH A MOTION FROM PETER THOUNE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. PETER THOUNE MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW AND THE RECOMMENDATION OF THE FINANCE COMMITTEE'S WAGE INCREASE RECOMMENDATION, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on the Treasurer, Susan Kleikamp who reported that the Finance Committee met and reviewed the CAA October Accounts Payable Schedule and recommends their approval. **PETER THOUNE MOTIONED TO APPROVE THE CAA OCTOBER ACCOUNTS PAYABLE SCHEDULE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Finance Committee also reviewed the CAA November Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY BERNIE LANG; MOTION CARRIED.**

APPROVAL OF 2018 AGENCY-WIDE BUDGET

Members were mailed a copy of the 2017 & 2018 agency-wide budget (for comparison purposes). It was noted that the Organization Standards require board approval of an agency-wide budget. **JOHN STAPLETON MOVED TO APPROVE THE 2018 AGENCY-WIDE BUDGET, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF 403B PLAN REVISION

There was a minor language change in the 403b plan to clarify eligibility. **JOHN STAPLETON**

MOVED TO APPROVE THE 403B PLAN REVISION, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

SAFETY COMMITTEE REPORT

The Chair called on Theresa Nelson who reported that the Safety Committee reviewed four accidents in the Early Childhood Program, two involving the same two people. It was recommended that payroll stuffers be mailed out once again to remind employees to be safe on the ice. **PETER THOUNE MOTIONED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF NOVEMBER ECP MONTHLY REPORT

Members received a copy of the November ECP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

APPROVAL OF 10/24/17 ECP POLICY COUNCIL MINUTES

Members received a copy of the 10/24/17 ECP Policy Council minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that classes remain fully enrolled and average daily attendance is at 89%, which is good. They are also focusing on getting all the necessary health screenings done, particularly lead and dental screenings.

She reported that they are also working on strengthening their process for collecting match as the amount needed has increased with the Duration and COLA grants. She also noted that the program is not scheduled for any monitoring visits this year. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 1:25 WITH A MOTION FROM JOHN STAPLETON, SECONDED BY BERNIE LANG; MOTION CARRIED.***

THE NEXT MEETING IS MARCH 8, 2018 AT 12:30 P.M.