

**Menominee-Delta-Schoolcraft  
Community Action Agency  
GOVERNING BOARD MEETING  
Thursday, January 12, 2017  
511 First Avenue North, Escanaba MI  
12:30 p.m. (EST)**

**MINUTES**

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
Clyde Thoune, Menominee  
Susan Kleikamp, Menominee  
Karen Wigand, Delta  
John Stapleton, Schoolcraft  
Bernie Lang, Menominee  
Tom Lippens, Delta  
Myra Croasdell, Delta  
Craig Reiter, Schoolcraft  
Lee Robbert, Schoolcraft  
Dave Anthony, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Naomi Fletcher, Weatherization Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Peggy Ramsden, FGP Director  
Erin Russell, Family Community Coordinator  
Sarah Cantrell, RSVP Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Andrea Raygo, excused  
Shanna Jasmin, excused  
Ken Penokie  
Peter Thoune  
Dave Moyle

**APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017**

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4<sup>th</sup> (Labor Day) to the 7<sup>th</sup>. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the CAA November Accounts Payable Schedule and recommends their approval. **THE CAA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source purchase of two vision screeners for \$15,044.42 and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also recommends authorizing the Treasurer to be on the CAA General Account and Payroll Account **AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

### **SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the committee met on 12/6/16 and reviewed one accident in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

### **APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD**

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra Croasdell disclosed that Shanna is her niece. **SUSAN KLEIKAMP MOTIONED TO APPRVE SHANNA JAMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

### **APPROVAL OF UNION CONTRACT**

This was tabled.

### **ACCEPTANCE OF NOVEMBER ECP MONTHLY REPORT**

Members were mailed a copy of the November ECP monthly report. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY CRAIG REITER; MOTION CARRIED.**

### **APPROVAL OF 11/29/2016 HEAD START POLICY COUNCIL MINUTES**

Members were mailed a copy of the 11/29/2016 Head Start Policy Council minutes. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

### **APPROVAL OF ECP ATTENDANCE PROCEDURE**

Members were mailed a copy of the revised Early Childhood Program Attendance Procedure and **IT WAS APPROVED WITH AMOTION FROM CRAIG REITER, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

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### **UPDATE ON THE STRATEGIC PLAN GOALS**

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently on family education and increasing collaborative partners. **CLYDE THOUNE MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

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

Karen Wigand called on the Executive Director who reported that she and the ECP Director, Myra Smeester, attended regional Head Start training in Chicago on the new program regulations. Myra and her staff are working hard to make sure we will be in compliance.

The Head Start duration grant request has been approved. This will extend the time in the classrooms to meet the new performance standards. The program is fully enrolled at this time.

One of the new focus areas is on attendance which is one reason you were presented with a revised attendance procedure.

The union contract has been negotiated. It is before the union members for ratification and then will be brought to the full board.

We have had a complaint filed with the Dept. of Civil Rights from an employee who disagrees with her termination.

**CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

### **PUBLIC COMMENT**

There were no public comments.

### **OTHER BUSINESS**

There was no further business.

### **ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

<b>NEXT MEETING IS THURSDAY, MARCH 9, 2017</b>
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