

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

**GOVERNING BOARD MEETING  
Thursday, July 23, 2015  
12:00 noon (CST)  
Little Nugget, Wallace, Michigan**

**MINUTES**

Chair Karen Wigand called the meeting to order at noon. A quorum was noted with the following in attendance:

**BOARD MEMBERS PRESENT**

Susan Kleikamp, Menominee  
Omer Doran, Schoolcraft  
Karen Wigand, Delta  
Myra Croasdell, Delta  
Dave Anthony, Menominee  
Susan Phillips, Schoolcraft  
Bernie Lang, Menominee  
Clyde Thoun, Menominee  
Tom Lippens, Delta  
Ken Penokie, Delta  
Lee Robbert, Schoolcraft

**MEMBERS ABSENT**

Geri Nelson, excused  
Kristi Wood, excused  
Dave Moyle, excused  
Mari Negro

**OTHERS PRESENT**

Lori LaCasse, Menominee Client Services  
Cathy Pearson, Executive Assistant  
Sara Dementer, Receptionist/Office Assist.  
Bill Dubord, Executive Director  
Myra Heslip, ECP Director  
Theresa Nelson, RSVP Director  
Julie Moberg, Deputy Director  
Sally Kidd, Senior Services Director  
Rick Rudden, Communications & Special Projects  
Peggy Ramsden, FGP Director  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

**ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING**

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also reviewed the June CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit

for the period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. **THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. DORAN, SUPPORTED BY TOM LIPPENS. MOTION CARRIED; ONE ABSTENTION.**

**DAVE ANTHONY MOVED THAT IN UPCOMING YEARS THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A, A-1 – A-5)**

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and **RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM MR. THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

The committee also recommends **ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.**

Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none **KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations from the floor and there being none **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. **OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.**

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations from the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A**

**UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")**

#### **APPROVAL OF REVISED BY-LAWS**

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and **THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED WITH A UNANIMOUS SHOW OF HANDS.**

#### **ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT**

Members were mailed a copy of the Early Childhood Report dated 7/20/15 for their review. **THEY WERE ACCEPTED WITH A MOTION FROM DAVE ANTHONY, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

#### **ACCEPTANCE OF 4/15 & 5/20/15 HEAD START POLICY COUNCIL MINUTES**

Members received copies of the 4/15 & 5/20/15 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16**

The Chair called on ECP Director, Myra Heslip who reviewed the program design for the upcoming school year. It was noted that 7 board members participated in the budget meeting and Policy Council approved the grant figures last night. Ms. Heslip reviewed the budget in the amount of \$2,268,274 for the Head Start Program for 11/1/15 – 10/31/16 **AND IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")**

#### **APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16**

The Chair called on Myra Heslip who reviewed the program design and reviewed the budget in the amount of \$817,224 for the Early Head Start Program for 11/1/15 – 10/31/16 **AND IT WAS APPROVED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")**

#### **UPDATE ON ORGANIZATIONAL STANDARDS**

The board was given a handout on CAA Boards of Directors and the organizational standards. **(see attachment "D")** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the

Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to ensure that we are proceeding as need be in regards to the new standards.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on the Executive Director who reported that are numbers are down in the Early Childhood Program so staff are working diligently to get them raised and have been in contact with the Head Start Regional Office. **SUSAN PHILLIPS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill thanked the members for their time and experience in serving as a board member and a small token of appreciation was given.

**ADJOURNMENT**

The meeting adjourned at 1:15 **WITH A MOTION FROM MS. KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**THE NEXT BOARD MEETING IS THURSDAY, SEPTEMBER 9, 2015 @ 12:30 P.M.**

**FINANCE COMMITTEE MEETING**  
**Tuesday, June 9, 2015**  
**11:00 a.m.**

**MINUTES**

The meeting was called to order at 11:00 a.m. and the following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord and Kris Thibeault.

Members reviewed the April CAA credit card charges in the amount of \$2,209.44.

Members reviewed the May CAA Accounts Payable Schedule and **it was approved with a motion from Tom Lippens, seconded by Susan Kleikamp; motion carried.**

Members reviewed the April HRA credit card charges in the amount of \$541.88.

Members reviewed the May HRA Accounts Payable Schedules and **they were approved with a motion from Omer Doran, supported by Mr. Lippens; motion carried.**

Mr. LaFoilie informed the committee that he is resigning from the Schoolcraft County Board of Commissioners and therefore will no longer be serving on our board effective immediately. He indicated he has enjoyed working on our board and finance committee very much.

The audit will be presented to the Finance Committee at the next meeting which is **Tuesday, July 21<sup>st</sup> at 11:00 a.m.** This will be the first meeting that the new Executive Director designee will be attending (in that capacity)

The meeting adjourned at 11:45 a.m.

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	291,607
EARLY HEAD START		77,599
EARLY-ON CHILDHOOD		654
GSRP		42,969
ASSET & LIABILITY ACCOUNTS		29,621

TOTAL \$ 442,450

SIGNED

  
(TREASURER)

DATE

6-9-15

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	130,104
EARLY HEAD START		53,019
EARLY-ON CHILDHOOD		290
GSRP		9,820
ASSET & LIABILITY ACCOUNTS		24,428
TOTAL	\$	<u>217,661</u>

SIGNED Karen Wigand, Chair  
(TREASURER)

DATE 7/21/15

**FINANCE COMMITTEE MEETING**  
**Tuesday, July 20, 2015**  
**10:30 a.m.**

**MINUTES**

The meeting was called to order at 10:30 a.m. and the following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault, Cathy Pearson

Brandi Olson, lead auditor, presented the audit for the period 10/1/13 – 9/30/14. She reviewed the audit and reminded members that if they have any questions that come up after they have more time to review the audit, they are more than welcome to contact her. She reported that there were no compliance issues, deficiencies, material weaknesses or questioned costs so that shows that management is doing a good job. Because we have had several years without any deficiencies we are considered a low risk auditee. **SUSAN KLEIKAMP MOVED TO RECOMMEND TO THE FULL BOARD THAT THE AUDIT FOR THE PERIOD 10/1/13 – 9/30/14 BE ACCEPTED, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

The auditor reviewed the opinion letter and noted that these contain some recommendations. She indicated it is very difficult to stay on top of all of the federal and state requirements as they are always changing so she strongly recommends that a fraud risk assessment be done at least annually.

The committee reviewed the CAA credit card charges from the statement due 6/22/15 in the amount of \$2,321.93.

The committee reviewed the HRA credit card charges from the statement closing date of 6/17/15 in the amount of \$269.83.

The committee reviewed the June CAA Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM MR. LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

The committee reviewed the June HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.**

The committee was also reminded that Dan LaFoille has resigned from our board, therefore we have no Treasurer. The Chair noted that although Susan Kleikamp has put her name in to run for Secretary, she would consider running for Treasurer if we have no one else. We really need the Treasurer to be a member of the Finance Committee so this would be a good fit.

The meeting adjourned at 11:40 **WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**



Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	184,857
VOLUNTEER PROGRAMS		60,161
NUTRITION		127,327
STATE & LOCAL PROGRAMS		102,342
ENERGY AND HOUSING		23,682
ASSET & LIABILITY ACCOUNTS		49,928
<b>TOTAL</b>	<b>\$</b>	<b>548,296</b>

SIGNED   
(TREASURER)

DATE 6-9-15

Attachment "A-5"

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	115,181
VOLUNTEER PROGRAMS		39,491
NUTRITION		87,566
STATE & LOCAL PROGRAMS		122,598
ENERGY AND HOUSING		8,772
ASSET & LIABILITY ACCOUNTS		60,399
<b>TOTAL</b>	<b>\$</b>	<b>434,007</b>

SIGNED Karen Wiegand, Chair  
(TREASURER)

DATE 7/21/15

**NOMINATING COMMITTEE REPORT**  
**Tuesday, July 23, 2015**  
**12:00 Noon**

**MINUTES**

The meeting was called to order at noon with the following in attendance: Susan Phillips, Omer Doran, Dave Anthony, Karen Wigand, Bill Dubord, Julie Moberg and Cathy Pearson

Bill noted that Dan LaFoille has resigned from the Schoolcraft County Board as well as all of the other boards he serves on. He indicated he might be willing to come back on our board if there is a need. Mr. LaFoille also served as Treasurer, so we need to fill that officer seat. **SUSAN PHILLIPS MOVED TO ACCEPT DAN LAFOILLE'S RESIGNATION WITH REGRET, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

Schoolcraft County Transit has also named John Stapleton to represent them on our Governing Board. **MS. PHILLIPS MOVED TO ACCEPT THE APPOINTMENT OF JOHN STAPLETON TO REPRESENT THEM IN THE PRIVATE SECTOR OF OUR BOARD, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

Members were mailed a draft ballot reflecting Karen Wigand running for Chair, Myra Croasdell running for Vice-Chair, and Susan Kleikamp running for Secretary. Dan LaFoille had expressed interest in running for Treasurer, but has since resigned so we have no one running for Treasurer. Susan Kleikamp has indicated she would volunteer to serve as Treasurer if need be.

Karen asked Susan Phillips if she would give the Nominating Committee report and run the election. She will note that Karen has agreed to run for Chair and ask three times for further nominations from the floor. Then she will note that Myra is running for Vice-Chair and ask three times for further nominations from the floor. Since no one has indicated interest in the Treasurer position, she will ask three times for nominations from the floor. Should Susan K. accept the nomination for Treasurer, then Susan will ask three times for nominations from the floor for Secretary. If any positions are contested races we will do a paper ballot.

The meeting adjourned at 12:25 **WITH A MOTION FROM MS. PHILLIPS, SECONDED BY OMER DORAN; MOTION CARRIED.**

Head Start/Early Head Start Budget Work Session (2015 – 2016)

To better help the Governing Board understand and have input in the HS/EHS budget, a work session was held at 12:30 on July 21, 2015, at the CAA office.

Board members attending: Omer Doran, Karen Wigand, Dave Anthony, Susan Kleikamp, Susan Phillips, Bernie Lang, and Lee Robbert. Staff attending: Myra Heslip, Bill Dubord, and Julie Moberg.

Myra informed the members of the proposed classroom configuration and staffing needs based on the numbers of eligible children as of today. Minor changes normally occur up to the start date in September. She indicated that EHS is currently 8 children short as an unusually large number of EHS children transitioning into HS. Regional office is aware and wanted to know our recruitment methods and our need for TA.

Myra then explained the budget plan that the full board will act on Thursday, July 23, 2015. The funding is the same as last year so there is little change. She noted that training costs were higher than planned because more teachers were working to acquire degrees than anticipated. We will monitor more closely the T&TA costs. Board members felt it would be helpful if comparisons to last year's budget were available. Staff will provide that information at Thursday's meeting.

Bill pointed out that Policy Council must also approve submission of next year's budget and that meeting will be held Wednesday, July 22<sup>nd</sup>.

Board members pointed out their good experiences with the program as a result of evaluating aspects of operation this past spring. Questions were asked and answered about servicing eligible children in geographic areas where the numbers do not warrant a physical classroom.

*Attachments*

**Menominee-Delta-Schoolcraft  
Human Resources Authority**

**GOVERNING BOARD MEETING  
Thursday, July 23, 2015  
12:15 p.m. (CST)  
Little Nugget, Wallace, Michigan**

**MINUTES**

Chair Karen Wigand called the meeting to order at 1:17 p.m.. A quorum was noted with the following in attendance:

**BOARD MEMBERS PRESENT**

Susan Kleikamp, Menominee  
Omer Doran, Schoolcraft  
Karen Wigand, Delta  
Myra Croasdell, Delta  
Dave Anthony, Menominee  
Susan Phillips, Schoolcraft  
Bernie Lang, Menominee  
Clyde Thoun, Menominee  
Tom Lippens, Delta  
Ken Penokie, Delta  
Lee Robbert, Schoolcraft

**MEMBERS ABSENT**

Geri Nelson, excused  
Kristi Wood, excused  
Dave Moyle, excused  
Mari Negro

**OTHERS PRESENT**

Lori LaCasse, Menominee Client Services  
Cathy Pearson, Executive Assistant  
Sara Dementer, Receptionist/Office Assist.  
Bill Dubord, Executive Director  
Myra Heslip, ECP Director  
Theresa Nelson, RSVP Director  
Julie Moberg, Deputy Director  
Sally Kidd, Senior Services Director  
Rick Rudden,  
Peggy Ramsden, FGP Director  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

**ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING**

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May HRA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY KEN PENOKIE; MOTION CARRIED.** The committee also reviewed the June HRA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit for the

period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. **THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. THOUNE, SUPPORTED BY MYRA CROASDELL. MOTION CARRIED; ONE ABSTENTION.**

**DAVE ANTHONY MOVED THAT THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A & A1-5")**

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and **RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY MR. THOUNE; MOTION CARRIED.**

The committee also recommends **ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

The Chair turned the meeting over to Susan Kleikamp to conduct the election of the Chair. Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none **KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations from the floor and there being none **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. **OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.**

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations from the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A**

**UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")**

**APPROVAL OF REVISED BY-LAWS**

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and **THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MR. THOUNE; MOTION CARRIED BY A UNANIMOUS SHOW OF HANDS.**

**ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members were mailed a copies of the FGP & SCP monthly reports for their review. **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MS. PHILLIPS; MOTION CARRIED.**

**APPROVAL TO ACCEPT WELCOME NEWBORNS PROGRAM**

The Chair called on Julie Moberg for more information. Ms. Moberg reported that the Welcome Newborns Program has been around since 1995 and has been a partnership between the Delta County Community Foundation and the MSU Extension Office. Julie has overseen this program but since she is now employed by CAA/HRA MSU Extension no longer has the capacity to provide the oversight. We would like to house the program at our office with Julie continuing to provide the oversight. The program fits well within our mission as it provides support to newborns up to age three. Our agency would provide in-kind in the form of space and supervision and have no other financial obligation. **MR. PENOKIE MOVED TO ACCEPT THE WELCOME NEWBORNS PROGRAM INTO OUR AGENCY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**APPROVAL TO SUBMIT CSBG REFUNDING APPLICATION FOR \$175,000**

Ms. Wigand called on Bill Dubord who reminded the board that this is an annual authorization needed to apply for these funds that are the glue the holds the agency together. **KEN PENOKIE MOVED TO AUTHORIZE APPROVAL TO SUBMIT THE CSBG REFUNDING APPLICATION, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

**ACCEPTANCE OF CSBG MONITORING REPORT DATED 6/4/15**

Members were mailed a copy of the CSBG monitoring report dated 6/4/15 for their review. Mr. Penokie thanked staff for a job well done. **TOM LIPPENS MOVED TO ACCEPT THE CSBG MONITORING REPORT DATED 6/14/2015; SUPPRTED BY MYRA CROASDELL; MOTION CARRIED.**

**ACCEPTANCE OF WEATHERIZATION MONITORING REPORT DATED 5/28/2015**

Members were mailed a copy of the Weatherization monitoring report dated 5/28/15 for their review. Mr. Penokie again thanked staff for a job well done. ***THE WEATHERIZATION MONITORING REPORT DATED 5/28/2015 WAS ACCEPTED WITH A MOTIN FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

**ACCEPTANCE OF MSHDA MONITORING REPORT DATED 6/25/2015**

Members received a copy of the MSHDA monitoring report dated 6/25/2015. Again staff were thanked for a job well done and ***THE REPORT WAS ACCEPTED UPON A MOTION FROM MS. CROASDELL, SECONDED BY OMER DORAN; MOTION CARRIED.***

**UPDATE ON ORGANIZATIONAL STANDARDS**

The board was given a handout on CAA Boards of Directors and the organizational standards. (***see attachment "D"***) The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to see that ensure that we are proceeding as need be in regards to the new standards.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on the Executive Director who reported that we hope to disengage from the Thorntree Development Project in Gladstone by the end of this calendar year when we reach the 15 year mark of our agreement.

Mr. Dubord informed the members that the groundbreaking at Bishop Noa Home for the Adult Day Care facility we are collaborating on with them, was held recently. They hope to open in November and we may invite them to give an update on the project at the September Governing Board meeting.

The Executive Director noted that wood provided as part of our deliverable fuel services has caused some difficulties at time with complaints about the quality of wood and quantity (even though the recipient is told to sign the receipt indicating the amount delivered). We received a complaint a few months ago from a gentleman who was very upset about someone who received wood from us who went on to put his home up for sale noting that there was enough wood to last for two years. The recipient was eligible and we cannot prevent someone from selling their home. We tried reporting the situation to the State Fraud line as instructed by our funding source and were told the person who was making the complaint needed to contact them. He did so and was told our agency to contact them. Needless to say, he was very frustrated, as were we, but no it appears the complaint has been forwarded to the proper authorities. ***LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***



**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill indicated we hope to have one more personnel committee before having a draft revision ready to go to the full board for approval.

Bill thanked the members for their time and expertise in serving as a board member and a small token of appreciation was given.

**ADJOURNMENT**

The meeting adjourned at 1:52 ***WITH A MOTION FROM MR. THOUNE, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, SEPTEMBER 10, 2015 AT 12:30 P.M.***