

**Menominee-Delta-Schoolcraft  
COMMUNITY ACTION AGENCY  
GOVERNING BOARD MEETING/POLICY COUNCIL JOINT MEETING  
Thursday, July 7, 2016  
Comfort Inn, Manistique  
12:15 p.m.**

**MINUTES**

The meeting was called to order at 12:15 p.m. and a quorum was noted with the following present:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Clyde Thoun, Menominee  
Bernie Lang, Menominee  
Dan LaFoilie, Schoolcraft  
Tom Lippens, Delta  
Dave Anthony, Menominee  
Geri Nelson, Delta  
Lee Robbert, Schoolcraft  
Peter Thoun, Menominee  
Shannon Jasmin, Policy Council  
Rebekah, Gilroy, Policy Council  
Myra Croasdell, Delta/PC Liaison  
Amanda Ely, Delta GB/Policy Council  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Ken Penokie, Delta  
Karen Wigand, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Leslie Moulds, Receptionist  
Debby Wiltzius, In-home Services Mgr.  
Don Tyrrell, Schoolcraft Client Services  
Sally Kidd, Senior Services Director  
Peggy Ramsden, FGP Director  
Sarah Carlson, RSVP Coordinator  
Sarah Cantrell, RSVP Director  
Brandi Brewster, Head Start  
Connie Maule, SCP Director  
Joe Dehlin, Weatherization Director  
Myra Heslip, ECP Director  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

John Stapleton, excused  
Dave Moyle, excused

Ms. Wigand welcomed our ECP Policy Council representatives, Shannon Jasmin and Rebekah Gilroy. (Amanda Ely is also on Policy Council and the Governing Board and Myra Croasdell is the Policy Council liaison to the board. Other staff introductions were: Leslie Moulds, Receptionist, Sarah Carlson, RSVP Coordinator, Don Tyrrell, Schoolcraft Client Services Worker and Brandi Breyer, Head Start.

**ACCEPTANCE OF MAY 12, 2016 GOVERNING BOARD MINUTES**

Members received a draft of the May 12, 2016 Governing Board minutes for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Susan Kleikamp for the report. Ms. Kleikamp reported that the committee met twice and reviewed the April Accounts Payable Schedule and recommends their approval. ***CRAIG REITER MOVED TO APPROVE THE CAA APRIL ACCOUNTS PAYABLE***

**SCHEDULE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee also reviewed the audit bids that were received and recommends approval of Anderson, Tackman Co. to continue to provide our audit services. Our Finance Director, Kris Thibeault noted that 4 bids were received and were fairly close in costs and she feels any of the bidders could have done a credible job. Anderson, Tackman Co. was the least expensive and have done very well for us. **PETER THOUNE MOVED TO APPROVE THE BID FROM ANDERSON, TACKMAN CO. FOR AUDIT SERVICES FOR THE NEXT THREE YEARS, SECONDED BY GERI NELSON; MOTION CARRIED.**

### **NOMINATING COMMITTEE REPORT**

Karen Wigand turned the meeting over to Clyde Thoune for the election of officers. Mr. Thoune indicated that Karen Wigand has put her name in for the Office of Chair. He asked three times for nominations from the floor. There being none **CRAIG REITER MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Myra Croasdell has placed her name in for the Office of Vice-Chair. Clyde Thoune asked three times for nominations from the floor. There being none, **DAVE ANTHONY MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY GERI NELSON; MOTION CARRIED.**

Susan Kleikamp has placed her name in for the Office of Treasurer. Mr. Thoune asked three times for nominations from the floor. There being none, **PETER THOUNE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

Omer Doran has placed his name in for the Office of Secretary. Mr. Thoune asked three times for nominations from the floor. There being none, **CRAIG REITER MOVED THAT A UNANIMOUS BALLOT BE CAST FOR OMER DORAN AS SECRETARY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**KEN PENOKIE MOVED TO ACCEPT THE SLATE OF OFFICERS AS PRESENTED, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

Clyde Thoune noted that the following are the Board Officers for 2016-2017: Chair – Karen Wigand, Vice-Chair – Myra Croasdell, Treasurer – Susan Kleikamp, Secretary – Omer Doran. Julie Moberg congratulated the officers and thanked them for their willingness to serve.

### **PERSONNEL COMMITTEE REPORT**

The Chair called on Myra Croasdell who reported that the Personnel Committee met on June 14 & June 27<sup>th</sup> to review the proposed changes to the Personnel Policies and recommends their approval. Members were mailed a copy of the draft policies as well as a synopsis of the changes. **LEE ROBBERT MOTIONED TO APPROVE THE PERSONNEL POLICY REVISION, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

The Committee also reviewed the revised Executive Director Succession Plan that more clearly identifies the process if we need to fill the position in an emergency and/or temporarily. **PETER THOUNE MOVED TO APPROVE THE REVISED EXECUTIVE DIRECTOR SUCCESSION PLAN, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

The Committee also reviewed the revised ECP Organizational Chart that was mailed to the board with an explanation for the changes from Myra Heslip. **KEN PENOKIE MOVED TO APPROVE THE REVISED ECP ORGANIZATIONAL CHART, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.**

### **REVIEW AND APPROVAL OF AGENCY COMMUNITY NEEDS ASSESSMENT**

Members were given a copy of the 2016 agency Community Needs Assessment for their review. The information in the assessment is used to help drive program and services that we offer. **KEN PENOKIE MOVED TO APPROVE THE 2016 COMMUNITY NEEDS ASSESSMENT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

### **ACCEPTANCE OF MAY & JUNE ECP MONTHLY REPORTS**

Members received copies of the Early Childhood Program monthly reports for their review. **PETER THOUNE MOVED TO ACCEPT THE MAY & JUNE EARLY CHILDHOOD PROGRAM MONTHLY REPORTS, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

### **ACCEPTANCE OF 5/31/16 & 6/21/16 HEAD START POLICY COUNCIL MINUTES**

Members received copies of the 5/31/16 & 6/21/16 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

### **APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17**

Karen Wigand called on ECP Director, Myra Heslip for more information. Members were given copies of the program design, salaries, budget line items and narrative that Myra reviewed with them. **LEE ROBBERT MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

### **APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17**

The Chair called on Myra Heslip who reviewed the program design, salaries, budget line items and narrative that Myra reviewed with the members. **DAN LAFOILLE MOVED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

Members were also provided a copy of the ECP Self-Assessment from 2015-16 and **IT WAS ACCEPTED UPON A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**ACCEPTANCE OF MONITORING REPORT FROM ACF RE: 4/26 – 4/28/16 CLASSROOM OBSERVATIONS**

Members were mailed a copy of the classroom observation monitoring report from the Administration for Children and Families done 4/26 – 4/28/16. There were no problems with the report and **IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**HIPPA AND MEDICARE FRAUD TRAINING INFORMATION**

Members were provided information on HIPPA and Medicare Fraud.

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on Julie Moberg who noted that Head Start is out for the summer and teachers are on lay-off except for two training weeks during the summer. The following positions are open: 2 teachers, 8 center aides, 2 teacher assistants, 2 Family Service Workers and 1 records clerk.

On June 1, 2016 Head Start hosted an event where they presented their data to community partners and the Board and Policy Council. It was very well done.

Myra has submitted the proposal for the Cost of Living (COLA) increase of 1.8%. She has also submitted the duration grant discussed at the May board meeting and is waiting to hear on both.

**CRAIG REITER MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

**PUBLIC COMMENT**

Myra Heslip thanked the board and Policy Council members for their support during her first year as ECP Director.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 12:55 WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**