

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, July 19, 2018
Comfort Inn
Manistique MI
12:41 p.m.**

MINUTES

The meeting was called to order at 12:41 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Nicole Cook, Delta
Geri Nelson, Delta
Tom Lippens, Delta
Karen Wigand, Delta
Penny Carlson, Schoolcraft
John Stapleton, Schoolcraft
Myra Croasdell, Delta

MEMBERS ABSENT

Peter Thoune, Menominee
Ken Penokie, Delta
Jennifer McDonald, Menominee
Bernie Lang, Menominee
Craig Reiter, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Manager
Kris Thibeault, Finance Director
Jill Johnson, Finance
Cindy LaMarche, Finance
Pat Royer, Nutrition Manager
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Myra Smeester, ECP Director
Dianne Gartland, Administrative Assistant
Naomi Fletcher, Weatherization Director
Sharla Kimmel, Schoolcraft CAA

POLICY COUNCIL MEMBERS PRESENT

Stephanie Weizer, Policy Council
Kristy Franke, Policy Council
Nicole Cook, Policy Council
Myra Croasdell, Policy Council

APPROVAL OF MAY 10, 2018 GOVERNING BOARD MINUTES

Members received a draft of the May 10, 2018 Governing Board minutes and THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

FINANCE COMMITTEE REPORT

The chair called on the Treasurer, Susan Kleikamp who reported that the Finance Committee met and reviewed and approved the May CAA Accounts Payable Schedule. This was approved with a motion from Geri Nelson, seconded by Omer Doran; Motion Carried.

Treasurer, Susan Kleikamp reported that the Finance Committee met and reviewed and approved the Cost Allocation Plan. This was approved with a motion from Tom Lippens, seconded by Clyde Thoune; Motion Carried.

Treasurer, Susan Kleikamp reported that the Finance Committee met and reviewed and approved the Revised Financial Procedures Manual. This was approved with a motion from Omer Doran, seconded by Myra Croasdell; Motion Carried.

NOMINATING COMMITTEE REPORT

The chair called on Clyde Thoune, who reported the Nominating Committee met, reviewed and approved a new board application from Edie Erickson to fill the open Schoolcraft County Private Sector vacancy. This was approved by John Stapleton and seconded by Theresa Nelson; Motion Carried.

The Nominating Committee discussed the open vacancy in Menominee County. A decision was agreed upon to table filling that vacancy until next month as another person has expressed interest. Two applications will be reviewed. This was approved by Omer Doran and seconded by Geri Nelson. Motion Carried.

ACCEPTANCE OF JUNE ECP REPORT

Members received a copy of the June ECP report. It was accepted with a motion from Susan Kleikamp, seconded by Clyde Thoune; Motion Carried.

APPROVAL OF THE 4/25/18 AND 5/30/18 HS/ECP POLICY COUNCIL MINUTES

Members received copies of the HS/ECP Policy Council Minutes for their review. They were accepted by Tom Lippens, seconded by Myra Croasdell; Motion Carried.

RATIFICATION OF THE EXECUTIVE COMMITTEE ACTION TO AUTHORIZE THE SUBMISSION OF COLA GRANTS OF \$66,906 FOR HS AND \$21,302 FOR EHS

The chair called on ECP Director Myra Smeester for more information.

The Policy Council approved the submission of the Cola Grants for HS and EHS by a motion from Nicole Cook and seconded by Kristy Franke. Motion Carried.

The Governing Board approved the submission of the Cola Grants for HS and EHS with a motion by John Stapleton and seconded by Tom Lippens. Motion Carried

APPROVAL TO SUBMIT THE HS CONTINUATION GRANT FOR 11/01/18 TO 10/31/19

The chair called on ECP Director Myra Smeester for more information.

The Policy Council approved the submission of the Continuation Grant for HS for 11/01/2018 to 10/31/2019 by a motion from Nicole Cook and seconded by Kristy Franke. Motion Carried.

The Governing Board approved the submission of the Continuation Grant for HS for 11/01/2018 to 10/31/2019 with a motion by Susan Kleikamp and seconded by Myra Croasdell. Motion Carried

APPROVAL TO SUBMIT THE EHS CONTINUATION GRANT FOR 11/01/18 TO 10/31/19

The chair called on ECP Director Myra Smeester for more information.

The Policy Council approved the submission of the Continuation Grant for EHS for 11/01/2018 to 10/31/2019 by a motion from Nicole Cook and seconded by Kristy Franke. Motion Carried.

The Governing Board approved the submission of the Continuation Grant for EHS for 11/01/2018 to 10/31/2019 with a motion by Clyde Thoune and seconded by Omer Doran. Motion Carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

Julie Moberg requested to table her Executive Directors report until the HRA meeting. This was approved by John Stapleton and seconded by Clyde Thoune; Motion Carried.

PUBLIC COMMENT

No public comments made.

OTHER BUSINESS

There was no other business discussed.

ADJOURNMENT

A motion to adjourn was made by Susan Kleikamp, supported by Myra Croasdell; Motion carried.

Meeting adjourned at 1:05 pm

Next meeting is September 13, 2018 at 12:30 pm