

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

**GOVERNING BOARD MEETING
Thursday, March 9, 2017
511 First Avenue North, Escanaba MI
12:30 p.m.**

MINUTES

Chair Karen Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Tom Lippens, Delta
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Karen Wigand, Delta
Clyde Thoun, Menominee
David Moyle, Delta
Myra Croasdell, Delta
Lee Robbert, Schoolcraft
Peter Thoun, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Dawn Gorecki, Bus Driver
Pam Haluska, Hermansville Sr. Ctr. Admin.
Mary Lee La Bonte, Bus Passenger
Myra Smeester, ECP Director
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Naomi Fletcher, Weatherization Director
Mary Ciminskie, HR Manager
Connie Maule, SCP Director
Sarah Cantrell, RSVP Director
Angie Gardner, Family Community Mgr.

MEMBERS ABSENT

Geri Nelson, excused
Dave Anthony, excused
John Stapleton, excused
Bernie Lang, excused
Shanna Jasmin, excused
Ken Penokie, excused
Andrea Raygo

APPROVAL OF JANUARY 12, 2017 GOVERNING BOARD MINUTES

Members were mailed a copy of the 1/12/2017 Governing Board minutes for their review. **THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 2/14/17 & 3/9/17 and reviewed the December and January CAA Accounts Payable Schedules. **PETER THOUNE MOTIONED TO APPROVE THE DECEMBER CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY CRAIG REITER; MOTION CARRIED. CLYDE**

THOUNE MOVED TO APPROVE THE JANUARY ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.

SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who reported that the Safety Committee met today and reviewed one accident in the Early Childhood Program. An employee was getting out of her vehicle and slipped on the ice and twisted her ankle. The parking area had been salted, but it just hadn't had time to eliminate the ice. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF DEC./JAN./FEB. ECP REPORTS

Members received a copy of the Dec./Jan./Feb. ECP reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF 1/31/2017 ECP POLICY COUNCIL MINUTES

Members were mailed a copy of the 1/31/2017 ECP Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF UNION CONTRACT

Members were mailed a copy of the Head Start Union Contract that has been ratified by the Union members. The Executive Director highlighted the changes, which were very minor. **THE HEAD START UNION CONTRACT FOR LOCAL No. 2172 (11/30/16 – 11/30/19) WAS APPROVED WITH MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2017-18U

The Chair reminded members that this is an annual authorization for refunding applications only. **DAVE MOYLE MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATION FOR 2017-18, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF PROPOSED HIPPA POLICY

Members were mailed a draft of a proposed HIPPA Policy for their review and **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

BOARD TRAINING ON ERSEA AND THE NEW PERFORMANCE STANDARDS

The Chair called on Angie Gardner, Family Community Mgr. who reviewed the most recent Eligibility, Recruitment, Selection, Enrollment and Attendance Policies with the members. ECP Director, Myra Heslip did a Power point presentation on the new Head Start Performance Standards and what the ECP staff are working on this regard.

The Board recommended that oral reports/training be offered at the meetings by the various programs.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that we are in the process of trying to negotiate a lease for the second half of the building next door where the ECP administrative office is. She noted that we are having difficulty agreeing on an out clause.

Nancy Kutzera has been promoted to the new position of Health and Disabilities Coordinator. On a sad note, a long-time kitchen aide from the Escanaba Early Childhood Center passed away. We have been trying to provide support services to the staff who worked with her and her family.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYE, SECONDED BY CRAIG REITER; 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 P.M. WITH A MOTION FROM PETER THOUNE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***