

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

**GOVERNING BOARD MEETING  
Thursday, October 8, 2015  
12:30 p.m.**

**MINUTES**

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

**BOARD MEMBERS**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Clyde Thoune, Menominee  
Myra Croasdell, Delta  
Dave Anthony, Menominee  
John Stapleton, Schoolcraft  
Bernie Lang, Menominee  
Geri Nelson, Delta  
Ken Penokie, Delta  
Lee Robbert, Schoolcraft

**OTHERS**

Bill Dubord, Executive Director  
Julie Moberg, Executive Director Trainee  
Lannie Berg, Welcome Newborns  
Cathy Pearson, Executive Assistant  
Sally Kidd, Senior Services Director  
Joe Dehlin, Weatherization Director  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

Susan Kleikamp, excused  
Susan Phillips, excused  
Craig Reiter, excused  
Tom Lippens, excused  
Dave Moyle, excused  
Mari Negro, excused  
Kristi Wood

**ACCEPTANCE OF SEPTEMBER 10, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the September 10, 2015 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY GERI NELSON; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Chair Wigand called on John Stapleton who reported that the Finance Committee reviewed the CAA August Accounts Payable Schedule and recommends their approval. ***THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY LEE ROBBERT; MOTION CARRIED.*** The committee also discussed wages and health insurance and decided that the CAA wage increases will be considered in the spring when the COLA grants are typically awarded. The committee also recommends keeping the employee health insurance co-pay at 20% and the 403b maximum of 5%. ***THIS WAS APPROVED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GERI NELSON, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (See attachment "A")***

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Dave Anthony who reported that the Nominating Committee met today and made the following recommendations:

- Approval of Craig Reiter to represent the Schoolcraft County Board of Commissioners on our board. **MOTION TO APPROVE BY DAVE ANTHONY, SECONDED BY OMER DORAN; MOTION CARRIED.**
- Approve moving Mari Negro from the Elected Sector to the Private Sector representing the Media to help accommodate the change in board size from 21 to 18. **DAVE ANTHONY MOVED TO MOVE MARI NEGRO FROM THE ELECTED SECTOR TO THE PRIVATE SECTOR, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**
- Approve moving Ken Penokie from the Private Sector to the Consumer Sector as Legal Services of Northern Michigan advocate for the low income. **MR. ANTHONY MOVED TO MOVE KEN PENOKIE FROM THE PRIVATE SECTOR TO THE CONSUMER SECTOR, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

The committee also reviewed board terms and noted that Myra Croasdell's term expires January 2016. She is still interested in serving. **KEN PENOKIE MOVED TO APPROVE MYRA'S REAPPOINTMENT TO REPRESENT THE EARLY CHILDHOOD PROGRAM ON THE GOVERNING BOARD, SECONDED BY OMER DORAN; MOTION CARRIED. CLYDE THOUNE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY GERI NELSON; MOTION CARRIED. (See attachment "B")**

**PERSONNEL COMMITTEE REPORT**

The Chair called on Geri Nelson who told the board that the committee reviewed Bill's narrative outlining Julie's performance during her first three months of training for Executive Director. Bill reported that Julie is progressing nicely in her new role.

Due to the Affordable Care Act, language regarding our insurance coverage needs to be changed in the Personnel Policies. Therefore, we are tabling approval of the Personnel Policy revision until the November board meeting. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL TO REAPPOINT MYRA CROASDELL TO THE LEGAL SERVICES OF NORTHERN MICHIGAN BOARD**

Legal Services of Northern Michigan would like Myra Croasdell to be reappointed to serve on their board, as our agency's rep. on the Legal Services board. **DAVE ANTHONY MOVED TO REAPPOINT MYRA CROASDELL TO REPRESENT THE CAA/HRA GOVERNING BOARD ON THE LEGAL SERVICES OF NORTHERN MICHIGAN BOARD, SECONDED BY OMER DORAN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on the Executive Director who in turn called on Myra Heslip, ECP Director for an update. Ms. Heslip reported that they will be having a federal review on 11/9 & 11/10/15 on Environmental Health and Safety. Instead of doing an in-depth review for a longer period, they now do five smaller reviews of specific areas over five years. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 12:55 P.M. WITH A MOTION FROM JOHN STAPLEON, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, NOVEMBER 12, 2015 AT 12:30 – LUNCH PROVIDED**