

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday, September 12, 2019
Community Action Agency
Escanaba MI
12:30 p.m.**

MINUTES

The meeting was called to order at 12:40 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Rachel Duchaine, Delta
Dave Rivard, Delta
Mia Smith, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Craig Reiter, Schoolcraft
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee
Omer Doran, Schoolcraft
Myra Croasdell, Delta
Penny Carlson, Schoolcraft
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Director
Kris Thibeault, Finance Director
Naomi Fletcher, Weatherization Director
Dianne Gartland, Admin Assistant
Peggy Ramsden, FGP Director
Myra Smeester, HS/EHS Director

MEMBERS EXCUSED

Peter Thoun
Ken Penokie
Tom Lippens
Edie Erickson

MEMBERS ABSENT

APPROVAL OF JULY 11, 2019 GOVERNING BOARD MINUTES

Members received a draft of the July 11, 2019 Governing Board minutes and **they were approved with a motion from Myra Croasdell, seconded by Katherine Jinkerson: Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the June 2019 CAA Accounts Payable Schedule. **This was approved with a motion from Craig Reiter, seconded by Geri Alanko; Motion Carried.**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the July 2019 CAA Accounts Payable Schedule. **This was approved with a motion from Craig Reiter, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF CAA 990 TAX FORM

The chair called on Finance Director Kris Thibeault for more information regarding the CAA 990 Tax form. **A motion was made to accept by Jenny MacDonald, seconded by Mia Smith; Motion carried.**

APPROVAL OF THE 2020 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2020 CAA/HRA Governing Board meeting schedule. It was noted that the Annual Governing Board meeting will still be held in July but the location will now be in Delta County. The yearly out of town meeting will now be held in September. **A motion was made by Craig Reiter to accept the CAA/HRA Board Meeting schedule as presented and seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF THE LDO WAIVER

The chair called on Myra Smeester for more information. **A motion was made to accept the grant as presented and to allow the proper signatures by Craig Reiter, seconded by Myra Croasdell; Motion carried.**

ACCEPTANCE OF THE NO COST EXTENSION GRANT

The chair called on Myra Smeester for more information. **A motion was made to accept by Susan Kleikamp, seconded by Mia Smith; Motion carried.**

ACCEPTANCE OF THE PIR PERFORMANCE INDICATOR REPORT

The chair called on Myra Smeester for more information. **A motion was made to accept by Jenny MacDonald, seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF 2020 HS/EHS GRANT BUDGET

The chair called on Myra Smeester for her budget presentation. **A motion was made to accept the 2020 HS/EHS budget as presented by Craig Reiter, seconded by Myra Croasdell; Motion carried.**

APPROVAL OF FINANCIAL PROCEDURE MANUAL

The chair called on Kris Thibeault for more information. **A motion was made to adopt the Financial Procedure Manual with the changes as presented by Craig Reiter, seconded by Geri Alanko; Motion carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that HS/EHS enrollment is going

very well. Most of the classrooms are open now, with the remaining classrooms opening on September 16th. Administrative staff spent the summer planning for the new school year and hiring new staff for the open positions. **A motion was made to accept her report as presented by Mia Smith and seconded by Geri Alanko; Motion Carried.**

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Katherine Jinkerson, supported by Geri Alanko; Motion carried.

Meeting adjourned at 1:12 pm.

Next meeting is scheduled October 10, 2019 at 12:30 pm.