

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY**

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

MINUTES

Chair Wigand called the meeting to order at 12:30 p.m. and a quorum was noted with the following present:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Jennifer MacDonald, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Craig Reiter, Schoolcraft
Myra Croasdell, Delta
Karen Wigand, Delta
Dave Anthony, Menominee
Clyde Thoune, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Shanna Hammond, HR Manager
Rick Rudden, Communications Specialist
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director

MEMBERS ABSENT

Geri Nelson, excused
Ken Penokie, excused
Peter Thoune, excused
Shanna Jasmin

**APPROVAL OF JENNIFER MACDONALD TO FILL THE MENOMINEEE COUNTY CONSUMER
SECTOR BOARD VACANCY**

The Chair reported that the Nominating Committee reviewed Jennifer MacDonald's application and recommends her appointment to represent the Menominee ISD/Early Childhood Program. **DAN LAFOILLE MOVED TO APPROVE JENNIFER MACDONALD TO FILL THE MENOMINEE COUNTY CONSUMER SECTOR VACANCY, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF 10/12/2017 GOVERNING BOARD MINUTES

Members received a copy of the 10/12/17 Governing Board minutes for their review and **THEY**

WERE APPROVED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY CRAIG REITER; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed the CAA Sept. Accounts Payable Schedule and **RECOMMENDS ITS APPROVAL, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.** The committee also reviewed the 403b Audit for 2016 and recommends it be accepted which was done **WITH A MOTION FROM CLYDE THOUNE, SECONDED BY OMER DORAN; MOTION CARRIED.** The Treasurer also reported that the committee discussed insurance plans and rates beginning January 1st. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met on 11/7/17 and reviewed one accident in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF PROPOSED 2018 BOARD MEETING SCHEDULE

Members received a proposed board meeting schedule for 2018 for their review and **IT WAS APPROVED UPON A MOTION FROM LEE ROBBERT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF AGENCY RISK ASSESSMENT PLAN

Members were mailed a copy of the agency's proposed Risk Assessment Plan. Karen Wigand called on Julie Moberg who informed the members that as part of the Organizational Standards we are required to do an agency risk assessment every two years. **LEE ROBBERT MOVED TO APPROVE THE AGENCY'S RISK ASSESSMENT PLAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF PROPOSED PERSONNEL POLICY REVISION

Members were mailed a synopsis of the proposed changes and told that the Personnel Committee of the Board has reviewed and recommends the Personnel Policy Manual revision. **CLYDE THOUNE**

TO APPROVE THE PERSONNEL POLICY REVISION TO BE EFFECTIVE 12/1/2017, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

ACCEPTANCE OF OCTOBER 2017 EARLY CHILDHOOD REPORT

Members were mailed a copy of the October 2017 ECP report for their review and **IT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF 9/26/27 ECP POLICY COUNCIL MINUTES

Members were mailed a copy of the 9/26/17 ECP Policy Council minutes. There were no questions or comments and **THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that Head Start and Early Head Start remain fully enrolled. Staff continue to actively recruit for the waiting lists. She also reported that the teachers are working on completing their developmental screenings of all of the children so benchmarks be set as required. **OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting adjourned at 12:55 p.m. **WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

NEXT MEETING JANUARY 11, 2018 AT 12:30 P.M.