

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

**GOVERNING BOARD MEETING
Thursday, October 12, 2017
12:30 p.m. (EDT)**

MINUTES

Vice-Chair Myra Croasdell 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
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Theresa Nelson, Delta
Myra Croasdell, Delta
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Craig Reiter, Schoolcraft
Geri Nelson, Delta
John Stapleton, Schoolcraft
Ken Penokie, Delta
Bernie Lang, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Smeester, Early Childhood Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Peggy Ramsden, FGP Director
Allison Derouin, RSVP Director
Shanna Hammond, Human Resources Mgr.
Kris Thibeault, Finance Director

MEMBERS ABSENT

Karen Wigand, excused
Peter Thoune, excused
Dave Anthony
Shanna Jasmin

APPROVAL OF SEPTEMBER 7, 2017 GOVERNING BOARD MINUTES

Members received a copy of the September 7, 2017 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the CAA August Accounts Payable Schedule and recommend its approval. **THE CAA AUGUST ACCOUNTS PAYABLE SCHEDULE WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY CRAIG REITER; MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT

Myra Croasdell called on Geri Nelson who reported that the Personnel Committee is working on revising the Personnel Policies. They plan to have a draft of the revisions ready for board approval at the November 9th Governing Board meeting. The committee also came up with an evaluation tool to use for evaluating the Executive Director. This has been mailed out to all members and they should be returned to Karen Wigand by October 16, 2017. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF BY-LAWS REVISION

Members were mailed information on two changes to the By-laws; one is changing the minimum board meetings from four to six (even though we usually have at least eight) per the Community Service Policy Manual #210 and the other states **“Board members who violate the Conflict of Interest Policy may be removed from the Board.”** **OMER DORAN MOVED TO APPROVE THE BY-LAWS REVISION, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** Mr. LaFoille asked that consideration be given to adding a non-officer to the Executive Board next time the By-laws are revised.

APPROVAL OF DATA MANAGEMENT POLICY AND PROCEDURES

Members were mailed a draft of the Data Management Policy and Procedures for their review and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY OMER DORAN; MOTION CARRIED.** Ken Penokie asked if we have a policy about data destruction; particularly electronic information. Julie indicated we do have some language but we may need to update it.

AUTHORIZATION TO REQUEST A WAIVER FOR NON-FEDERAL SHARE OF APPROXIMATELY \$151,042

The Vice-Chair called on Myra Smeester who reported that prior to the last two years it was pretty routine that we requested waivers for our matching funds requirement. She believes part of our difficulty in getting the match this year is the reduction of a GSRP classroom and the increase in funding (which means more match required). **KEN PENOKIE MOVED TO AUTHORIZE THE WAIVER OF NON-FEDERAL SHARE OF \$151,042, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

APPROVAL OF SEPTEMBER EARLY CHILDHOOD REPORT

Members received a copy of the September Early Childhood report for their review and **IT WAS APPROVED WITH A MOTION FROM CRAIG REITER; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Myra Croasdell called on Julie Moberg who reported that our Head Start and Early Head Start classes are fully enrolled.

She also informed the members that her and Myra Smeester met with Senator Peter's representative, Elise Matz again regarding the importance of this program to our communities.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY CLYDE THOUNE; 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 12:50 WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY OMER DORAN; MOTION CARRIED.***