

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

**GOVERNING BOARD MEETING
Thursday, September 7, 2017
12:30 p.m.**

MINUTES

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

MEMBERS PRESENT

Omer Doran, Schoolcraft
Tom Lippens, Delta
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Bernie Lang, Menominee
Lee Robbert, Schoolcraft
Karen Wigand, Delta
Theresa Nelson, Delta
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, Weatherization Director
Myra Smeester, Early Childhood Director
Allison Derouin, RSVP Director
Connie Maule, SCP Director
Mary Ciminskie, Human Resource Mgr.
Peggy Ramsden, FGP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Geri Nelson, excused
Dave Anthony, excused
Dan LaFoille, excused
Peter Thoune, excused
Craig Reiter
Shanna Jasmin

**ACCEPTANCE OF THERESA NELSON'S APPOINTMENT TO REPRESENT THE DELTA
COUNTY BOARD OF COMMISSIONERS, REPLACING DAVE MOYLE**

The Chair reported that the Delta County Board of Commissioners has appointed Theresa Nelson to replace Dave Moyle as their representative on our Governing Board and ***THERESA NELSON'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

ACCEPTANCE OF RESIGNATION OF ANDREA RAYGO – MENOMINEE CONSUMER SECTOR

Karen Wigand announced that Andrea Raygo has resigned due to personal reasons. ***CLYDE THOUNE MOTIONED TO ACCEPT ANDREA RAYGO'S RESIGNATION, SECONDED BY SUSAN***

KLEIKAMP; MOTION CARRIED. The Chair noted there will be a brief Nominating Committee meeting following the board meeting to develop a plan to fill this vacancy.

APPROVAL OF JULY 20, 2017 GOVERNING BOARD MINUTES

Members received a copy of the July 20, 2017 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 8/8 & 9/7. The committee reviewed and recommends approval of the June CAA A/P Schedule and **IT WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee reviewed and recommends approval of the July CAA A/P Schedule **AND IT WAS APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Finance Committee also reviewed two bids received for the agency's annual 403b Audit and recommends the bid from Schneider, Larche & Happala for \$6,100 for one year. **CLYDE THOUNE MOTIONED TO ACCEPT THE BID OF \$6,100 FROM SCHNEIDER, LARCHE & HAPPALA FOR 403b AUDIT SERVICES FOR ONE YEAR, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met today and reviewed an accident in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

REVIEW AND ACCEPTANCE OF 2015-2016 990 TAX RETURN FOR CAA

Members were mailed a copy of the 2015-2016 990 Tax Return for CAA for their review. The Chair noted that the Organizational Standards require the board to review and accept the Tax Return. **KEN PENOKIE MOVED TO ACCEPT THE 2015 990 TAX RETURN FOR CAA, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

ACCEPTANCE OF JULY/AUGUST ECP MONTHLY REPORT

Members were mailed a copy of the July/August ECP Monthly report for their review and **THE ECP MONTHLY REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

PROGRAM INFORMATION REPORT (PIR) TRAINING

The Chair called on Myra Smeester, ECP Director, for the training. Members were given a handout on the annual Program Information Report that Myra reviewed.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Julie Moberg who reported that the first duration classroom starts this week (this is where the hours in the school day are being lengthened.)

Julie indicated that she and some of the Early Childhood Program staff have been meeting with our Legislators regarding the services offered through ECP as well as our agency's other programs.

JOHN STAPLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

PUBLIC COMMENT

There were no comments from the public.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting adjourned at 12:55 ***WITH A MOTION FROM OMER DORAN, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

<p><i>NEXT MEETING, OCTOBER 12, 2017 AT 12:30 P.M. EST</i></p>
