

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, September 13, 2018
Escanaba Civic Center
Escanaba MI
12:50 p.m.**

MINUTES

The meeting was called to order at 12:41 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoun, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Craig Reiter, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Karen Wigand, Delta
Penny Carlson, Schoolcraft
Edie Erickson, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Manager
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Naomi Fletcher, Weatherization Director
Dianne Gartland, Administrative Assistant
Sally Kidd, Senior Services Director
Myra Smeester, ECP Director

MEMBERS ABSENT

Peter Thoun – Excused
Jennifer McDonald – Excused
Geri Nelson – Excused
Myra Croasdell – Excused
Ken Penokie
Bernie Lang
Nicole Cook

APPROVAL OF JULY 19, 2018 GOVERNING BOARD MINUTES

Members received a draft of the July 19, 2018 Governing Board minutes and THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY TOM LIPPENS; MOTION CARRIED.

FINANCE COMMITTEE REPORT

The chair called on the Treasurer, Susan Kleikamp who reported that the Finance Committee met and reviewed and approved the June CAA Accounts Payable Schedule. This was approved with a motion from Tom Lippens, seconded by Omer Doran; Motion Carried.

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NOMINATING COMMITTEE REPORT

The chair called on Clyde Thoun, who reported the Nominating Committee met, reviewed and approved a new board application from Kenneth Meshigaud to fill the open Menominee County Private Sector vacancy. This was approved by Craig Reiter and seconded by Susan Kleikamp; Motion Carried.

ACCEPTANCE OF THE HRA 990 TAX FORM

The chair called on Finance Director Kris Thibeault for more information regarding the CAA 990 Tax form. A motion was made by Susan Kleikamp, Seconded by Theresa Nelson; Motion Carried.

ACCEPTANCE OF AUGUST ECP REPORT

Members received a copy of the August ECP report. It was accepted with a motion from Craig Reiter, seconded by Susan Kleikamp; Motion Carried.

APPROVAL OF THE 2019 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2019 CAA/HRA Governing Board Meeting Schedule. A motion was made by Omer Doran, seconded by John Stapleton to accept the 2019 CAA/HRA Governing Board Meeting Schedule as presented. Motion Carried.

APPROVAL OF THE NATIONWIDE LIFE INSURANCE POLICY

The chair called on Julie Moberg for more information. Julie informed the Board the new life insurance would be a benefit for all full time employees regardless of health insurance benefits. A motion was made to accept the Nationwide Life Insurance of \$20,000 per full time employee by Clyde Thoune, seconded by Susan Kleikamp; Motion carried.

APPROVAL OF THE UPDATED ANNUAL LEAVE POLICY

The chair called on Julie Moberg for more information. One major update would be that all part time employees will accrue annual leave. Charts are established for accrual purposes. A motion was made to accept by Susan Kleikamp, seconded by Tom Lippens; Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. With most of the classrooms back in session, we are at full enrollment with 246 for HS and 78 for EHS. One classroom will be moving to the Escanaba Center by the end of this week. A motion was made to accept by Craig Reiter and seconded by Clyde Thoune; Motion Carried.

PUBLIC COMMENT

No public comments made.

OTHER BUSINESS

There was no other business discussed.

ADJOURNMENT

A motion to adjourn was made by Omer Doran, supported by Theresa Nelson; Motion carried.

Meeting adjourned at 1:15 pm

Next meeting is October 11, 2018 at 12:30 pm