

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday March 28, 2024
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:02 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
Susan Kleikamp, Menominee
Connie Maule, Menominee
John Stapleton, Schoolcraft
Marie Whitmire, Menominee
Jessica Flory-Whitmer, Schoolcraft
Mia Smith, Menominee
Myra Croasdell, Delta
Mary Lu Gaudette, Delta
Jeff Waeghe, Delta
Patricia Meuller, Menominee
John Malnar, Delta
Michael Peitsch, Schoolcraft

OTHERS PRESENT

Dianne Gartland, Admin Assistant
Alexandria Viau, Receptionist
Kris Thibeault, Finance Director
Lori Giuliani, RSVP Director
Linda Paulin, SCP Director
Hannah Micheau, Emergency Services
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Myra Smeester, HS/EHS Director
Kristie Stenlund, Sr Services Director
Helen Corbett, HR Director
Caitlyn Wicklund, ECP HR
Lannie Berg, Welcome Newborns

MEMBERS EXCUSED

Kristyn Coppock, Delta
Fran Majestic, Schoolcraft
Robin Double, Schoolcraft

MEMBERS ATTENDING BY ZOOM

Jennifer MacDonald, Menominee

APPROVAL OF THE AGENDA

A motion was made to amend the agenda by adding an update on the Executive Director position by Mary Lu Gaudette, seconded by Myra Croasdell to amend the agenda as presented; Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Marie Whitmire, seconded by Susan Kleikamp; Motion Carried.**

- January 25, 2024 CAA Governing Board Minutes
- February 9, 2024 CAA/HRA Governing Board Minutes

- December 2023 CAA Accounts Payable Schedule
- January 2024 CAA Accounts Payable Schedule
- HS/EHS November 29, 2023 and January 31, 2024 Policy Council Minutes

ACCEPTANCE OF THE 2023-2024 AGENCY WIDE BUDGET

Members received a copy of the 2023-2024 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by Mia Smith to accept the 2023-2024 Agency Wide Budget as recommended by the Finance Committee, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 20 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Patricia Mueller to accept the Safety Committee report as presented, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE INFECTIOUS DISEASE/RESPIRATORY VIRUS PLAN

The Chair called on Myra Smeester for more information. Myra informed the Board members of the Infectious Disease/Respiratory Virus Plan updates. **A motion was made to accept the Infectious Disease/Respiratory Virus Plan Updates as presented by Marie Whitmire, seconded by Mia Smith; Motion Carried.**

ACCEPTANCE OF THE SOLE SOURCE BID FOR THE POSTAGE MACHINE

The committee reviewed the Sole Source bid from Pitney Bowes regarding the purchase of a new postage machine for the building that meets the new USPS postal requirements. **A motion was made by Susan Kleikamp to accept the bid from Pitney Bowes for a SendPro C Auto Postage Machine for the building as recommended by the Finance Committee seconded by Myra Croasdell; Motion carried.**

APPROVAL TO APPLY FOR THE HANNAHVILLE 2% GRANT

The Chair called on Myra Smeester for more information. Myra informed the Board members about the Hannahville 2% Grant. **A motion was made to approve the Early Childhood Program applying for the Hannahville 2% Grant as presented by Myra Croasdell, seconded by Mary Lu Gaudette; Motion Carried.**

Due to a conflict of interest Mia Smith has abstained from voting.

ACCEPTANCE OF THE ERSEA POLICY UPDATES/TRAINING

The Chair called on Myra Smeester for more information. Myra informed the Board members of the ERSEA Policy updates and did a general training on ERSEA for the Board members. **A motion was made to accept the ERSEA Policy Updates as presented by Mary Lu Gaudette, seconded by Mia Smith; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

All members received a copy of the ECP Director's report for their review. The Chair called on Myra Smeester for more information. **A motion was made to accept the ECP Director's report as presented by Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

UPDATE ON EXECUTIVE DIRECTOR POSITION AND FINANCE DIRECTOR POSITION

The Chair informed the Board that Gary Willoughby was hired for the Executive Director position. Gary will start on May 28th. Gary has earned a Master of Public Administration along with a Graduate Certificate in Gerontology. He brings with him a wealth of experience to this role having worked with seniors in both a continuing care retirement community as well as overseeing Older Americans Act programs which covered 4 counties and 30 dining sites. He has also overseen Senior Companion and Foster Grandparent Programs and is familiar with the Retired and Senior Volunteer Program (RSVP). A meet and greet will be held before he starts. The interviews for the Finance Director position will be held next week and an update will be given at the next meeting.

OTHER BUSINESS

Connie Maule inquired about the Head Start building in Hermansville. Myra Smeester informed the board that they currently do not have enough children to operate the facility so it is currently used for storage. The building has been closed since 2012/2013 and selling it has been discussed but if sold the money would go back to the Federal Government. There was discussion regarding the fact of it looking abandoned and how to spruce it up. Brenda Moya will take pictures of the building to be shown at the next meeting. There is a mowing plan in place for the summer. Myra Smeester will look into if the building can be used for a different program and what the requirements may be to do that.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

John Stapleton asked Myra Smeester about the recent bus sale. John suggested looking into doing online auctions and if their program would be eligible for it. John also suggested posting on Facebook to help get the word out when a bus is being sold since it is free and having an ad in the paper is getting very expensive.

Craig Reiter thanked everyone for keeping the committees full.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe supported by Connie Maule; Motion carried.

Meeting adjourned at 10:52 am ET

Next meeting is scheduled April 25, 2024 at 10:00 am ET