Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, November 12, 2015
511 First Ave. No., Escanaba MI
12:30 p.m. (EST)

MINUTES

The meeting was called to order at 12:30 p.m. by Vice-Chair Myra Croasdell. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Brittany Gustafson, Delta
Bernie Lang, Menominee
Tom Lippens, Delta
David Moyle, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
John Stapleton, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director
Connie Maule, SCP Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Dave Anthony

Vice-Chair Croasdell introduced Brittany Gustafson, the new Early Childhood Program/Head/Start Policy Council Chair.

APPROVAL OF OCTOBER 8, 2015 GOVERNING BOARD MINUTES

Members were mailed a draft of the October 8, 2015 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed credit card and open charges. They also reviewed the September Accounts Payable Schedule and recommends their approval. ***TOM LIPPENS MOVED TO APPROVE THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULE, SECONDED BY OMER DORAN; MOTION CARRIED.*** The committee also discussed some issues with our health insurance. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

The Vice-Chair called on Julie Moberg for the report. She told the board that the committee reviewed a

handout on guidance for recruiting low income board members. ***(see attachment "B")*** The committee also recommends acceptance of Mari Negro's resignation. ***KEN PENOKIE MOVED TO ACCEPT MARI NEGRO'S RESIGNATION WITH REGRET, SECONDED BY JOHN STAPLETON; MOTION CARRIED.*** The committee also recommends acceptance of Susan Phillips' resignation. ***KEN PENOKIE MOVED TO ACCEPT SUSAN PHILLIPS' RESIGNATION WITH REGRET, SECONDED BY JOHN STAPTLETON; MOTION CARRIED.*** The committee also recommends the approval of Brittany Gustafson to represent the ECP Policy Council on the Governing Board. ***JOHN STAPLETON MOVED TO APPROVE BRITTANY GUSTAFSON TO REPRESENT THE ECP/HEAD START POLICY COUNCIL ON THE GOVERNING BOARD, REPLACING KRISTI WOOD. THIS WAS SUPPORTED BY SUSAN PHILLIPS; MOTION CARRIED. THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "C")***

PERSONNEL COMMITTEE REPORT

Myra Croasdell informed the board that the Personnel Committee reviewed two changes to the draft of the personnel policies that were given to the board members at the October meeting. They involve language changes to accommodate the Affordable Care Act provisions as well as disciplinary action for violations of the conflict of interest policy. ***KEN PENOKIE MOVED TO APPROVE THE PERSONNEL POLICY REVISION EFFECTIVE 12/3/2015, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. SUSAN PHILLIPS MOTIONED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2016

Members received a draft board meeting schedule for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "D")***

ACCEPTANCE OF AUDIT RESPONSES FROM THE ADMINISTRATION FOR CHILDREN, YOUTH & FAMILIES FOR THE AUDIT YEARS ENDING 9/30/11 & 9/30/12

Members were mailed copies of the acceptance of audit responses from the ACYF for audit years ending 9/30/11 & 9/30/12 ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

ACCEPTANCE OF ECP MONTHLY REPORT DATED 10/28/15

Members were mailed a copy of the Early Childhood Program report dated 10/28/15 for their review and ***IT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

ACCEPTANCE OF 9/23/15 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 9/23/15 Head Start Policy Council minutes for their review and ***THEY WERE ACCEPTED UPON A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

APPROVAL OF RECORD RETENTION POLICY

Members received a draft of the Record Retention Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Myra Croasdell called on Executive Director Julie Moberg who noted that the members have before them a copy of the Organizational Standards. She asked that members take a look at all the standards, but particularly the section on board governance. She indicated that board members will be given more information such as the Meal Reimbursement Report as a result of the standards.

Federal monitors were in earlier this week to review Health and Environmental areas in the Early Childhood Program. Rather than conduct an in-depth monitoring for an entire week they are now breaking the reviews into three sections at three different times.

The Policy Council had their recognition dinner this week and are excited about the new parent involvement.

The Executive Director told the board that groups have been assigned to formulate action plans based on focus items that are a result of the Strategic Planning Session held in November.

Ms. Moberg also reported that our health insurance plan was dropped and changed without a 90 day notice. We are working many hours to assure we our compliant with all of the Affordable Care Act requirements but have received little guidance from our current insurance agent. We are looking at other insurance services being offered to assist our agency with the new ACA regulations.

We are having an all staff training at the Island Resort Convention Center on December 3rd at which time we will update our staff on all the new policies. ***THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

NEXT MEETING THURSDAY, JANUARY 7, 2016

Attachment "A"

FINANCE COMMITTEE MEETING
Tuesday, November 10, 2015
11:00 a.m.

MINUTES

The following were present: Tom Lippens, Susan Kleikamp, Omer Doran, John Stapleton, Bernie Lang, Karen Wigand, Julie Moberg, Kris Thibeault, and Cathy Pearson

The members reviewed the CAA September credit card charges in the amount of $3,030.20. Due to a new funding requirement the committee also reviewed the CAA September open charge accounts.

The members reviewed the HRA September credit card charges in the amount of $711.95. The committee also reviewed the HRA September open charge accounts.

Members reviewed the CAA September Accounts Payable Schedule ***and they were approved with a motion from John Stapleton, seconded by Tom Lippens; motion carried.***

Members reviewed the HRA September Accounts Payable Schedules ***and they were approved with a motion from Tom Lippens, seconded by Omer Doran; motion carried.***

Members were mailed a copy of the September budget vs. expenditure report for their review.

Members were mailed a draft of the Record Retention Policy for their review. Kris indicated that she thinks some of the Financial/Accounting records can be kept less than the draft policy reflects. Staff will see if there are any changes. ***John Stapleton moved to recommend approval of the record retention policy with the final changes to the full board at the 11/12/15 meeting, seconded by Tom Lippens; motion carried.***

Julie reported that we have been having some issues with our current health insurance agent. She reported that a change was made to our plan effective 10/1/2015 and we were not given 90 days' notice. Additionally, the Health Reimbursement Account was not allowed with the new plan. We are not confident that our current carrier is knowledgeable about the Affordable Care Act and/or able to assist in our agency meeting the requirements for compliance so we do not incur fines. Therefore, we would like to have presentations from two other businesses that appear to provide much more customer support to ensure compliance with the complicated ACA requirements and consider a change in our agent of record. We are also considering offering two plans, to ensure we are meeting the affordability requirement for our lower wage earners. Julie indicated we would like to have the insurance issue resolved and new plans in place by April 1, 2016.

The committee asked that Julie and her committee review the information and bring suggestions to the December Finance Committee meeting which will be held on ***Tuesday, December 8th at 11:00 a.m.***

The meeting adjourned at 12:30 ***with a motion from Omer Doran, seconded by Tom Lippens; motion carried.***

Attachment "A-1"

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	$	171,562
EARLY HEAD START		63,538
EARLY-ON CHILDHOOD		466
GSRP		15,773
ASSET & LIABILITY ACCOUNTS		27,190
TOTAL	$	278,530

SIGNED Susan E. Klekamp
(TREASURER)

DATE 11-18-2015

Attachment "A-2"

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY.** WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	$	115,825
VOLUNTEER PROGRAMS		40,520
NUTRITION		81,174
STATE & LOCAL PROGRAMS		82,212
ENERGY AND HOUSING		69,953
ASSET & LIABILITY ACCOUNTS		40,982
TOTAL	$	430,666

SIGNED Susan E. Kleibrink
(TREASURER)

DATE 11-10-2015

Reminders

Updated CSPM Items

[illegible]

SOE Information

[illegible]

BCAEO Website

[illegible]

www.michigan.gov/bcaeo

Difficulty Filling Low-Income Representation on the Board

(Tips from CAPLAW)

Low-income people in the community served by the CAA must have input at some point in the selection process. For this reason, low-income sector board members should not simply be chosen by the CAA's executive director or tripartite board, nor should they be staff of another low-income service provider chosen by the executive director or board of that other organization (unless low-income people make up a majority of that board and that board selects the CAA board member).

No requirement exists that low-income representatives be low-income themselves. However, as noted above, the intent of the low-income representative requirement is to represent the voice of the low-income people served because they will most likely know best what their needs are. Thus, it is important for CAAs to have as many low-income individuals as possible serve as low-income representative board members.

For nonprofit CAAs, there is no general residency requirement for low-income representatives. However, the federal CSBG Act requires low-income representatives to live in a specific neighborhood if they were selected to represent that neighborhood. Thus, if a CAA's bylaws require low-income representatives to represent a specific neighborhood or geographic area, then the representatives must reside in those designated neighborhoods or areas.

Below are a few examples of democratic selection procedures for obtaining low-income representatives:

- Ask CAA staff to assist with finding potential low-income representatives by identifying clients who have shown leadership potential while participating in CAA programs or who have performed well in the CAA programs. Staff could inform the client of the opportunity to participate on the CAA board and direct the client to the executive director for more information about this opportunity. The executive director could explain the democratic selection process to the client and consider inviting the client to a board meeting. The board governance committee and/or executive director could also meet individually with the client to describe the responsibilities of CAA board members. If the client is interested in serving on the board, he/she could request to be added as a candidate in the next democratic selection process;

- Conduct an election where ballots are cast by CAA clients and/or by other low-income people in the CAA's service area (ballots may be cast, f or example, at designated polling place(s) in the service area, at the CAA's offices, at the offices of other organizations providing services to lo w-income people or via the Internet);

- Take a vote at a community meeting of low-income people (attendance may be improved if the meeting serves to not only select low-income representatives but also to address a topic of interest to low-income people in the community);

- Designate community groups composed predominantly of and representing low-income people in the service area (for example, a Head Start policy council, low-income housing tenant association, or the board of a federally-qualified community health center) to elect members from within their group to the CAA's board or whose boards will choose someone from among their elected officers/board members to serve on the CAA's board.

Attachment "C"

NOMINATING COMMITTEE MEETING
Thursday, November 12, 2015
11:30 a.m.

MINUTES

The meeting was called to order at 11:30 a.m. and the following were present: Clyde Thoune, Omer Doran, Myra Croasdell, Susan Phillips, Julie Moberg and Cathy Pearson.

Members were given a copy of the low income board recruitment guidance. The committee discussed ways to improve and recruit new members, particularly the low income. Julie noted the guidance refers to a "democratic selection process". She indicated the board can decide on what that involves.

Mari Negro has resigned from the board due to other commitments. ***Susan Phillips moved to accept Mari Negro's resignation, seconded by Clyde Thoune; motion carried.***

Susan Phillips submitted her letter of resignation and explained that she is unable to give the time commitment necessary to be an effective board member. She was representing the Early Childhood Program. She indicated she may have some leads on a candidate or two to replace her - One is the Great Start Parent Body Chair or if more appropriate, that person could recommend a parent from that group if the Nominating Committee determines it's an appropriate seat. It was noted that Susan also held the office of Secretary.

The members were informed that Brittany Gustafson has been appointed by the HS/EHS Policy Council to represent them on the Governing Board, replacing Kristi Wood. ***Susan Phillips motioned to approve the appointment of Brittany Gustafson, seconded by Myra Croasdell, motion carried.*** It was noted that Brittany resides in Delta County but represents all of the counties as the Policy Council representative. Members were reminded that we strive to keep geographic balance, but can't always do so. We always must ensure that we have ***at least*** one-third consumer representatives (we can always have more).

Members were given a copy of the board roster in effect prior to this meeting. It was noted that there are three vacancies; one of them a long-time vacancy in the Menominee County Consumer Sector. The committee discusseD ways to recruit new board members and it was suggested that news releases (rather than paying for an ad) be put in the "free" papers. It was suggested that staff develop a form letter/letter of introduction that Nominating Committee members can use to recruit potential new members. Any inquiries and follow-up would be handled through Cathy and/or Julie and then brought before the Nominating Committee.

The board committees will be reviewed with the board chair, as she makes the appointments. Additionally, we have some members who just left and some new ones just coming on.

There being no further business the meeting adjourned at 12:20 P.M. ***with a motion from Clyde Thoune, seconded by Omer Doran; motion carried.***

Attachment "D"

SCHEDULE OF 2016 CAA/HRA BOARD MEETINGS

The board of the Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority, Inc. of Escanaba announces the following schedule of regular meetings during the calendar year of 2016.

The meetings are held @ 12:30 p.m. eastern time except for the July meeting (time to be announced later).

Thursday, January 7, 2016

Thursday, March 10, 2016

Thursday, April 7, 2016

Thursday, May 12, 2016

Thursday, July 14, 2016 (Manistique)

Thursday, September 8, 2016

Thursday, October 6, 2016

Thursday, November 10, 2016

The Governing Board meetings are held @ 511 First Avenue North in the conference room (office adjacent to our admin. office); with the exception of the July meeting that is held in either Menominee or Manistique.

Any change in the above meetings and any special meetings will be posted at least three day in advance.

Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING
Thursday, November 12, 2015
511 First Ave. No., Escanaba MI
12:45 p.m. (EST)

MINUTES

The meeting was called to order at 1:01 p.m. by Vice-Chair Myra Croasdell. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Brittany Gustafson, Delta
Bernie Lang, Menominee
Tom Lippens, Delta
David Moyle, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
John Stapleton, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director
Connie Maule, SCP Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Dave Anthony

Vice-Chair Croasdell introduced Brittany Gustafson, the new Early Childhood Program Policy Council Chair.

APPROVAL OF OCTOBER 8, 2015 GOVERNING BOARD MINUTES

Members were mailed a draft of the October 8, 2015 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed credit card and open charges. They also reviewed the September Accounts Payable Schedules and recommends their approval. ***DAVE MOYLE MOVED TO APPROVE THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULES, SECONDED BY BERNIE LANG; MOTION CARRIED.*** The committee also discussed some issues with our health insurance. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

The Vice-Chair called on Julie Moberg for the report. She told the board that the committee reviewed a handout on guidance for recruiting low income board members. ***(see attachment "B")*** The committee also recommends acceptance of Mari Negro's resignation. ***KEN PENOKIE MOVED TO ACCEPT MARI NEGRO'S RESIGNATION WITH REGRET, SECONDED BY DAVE MOYLE; MOTION CARRIED.*** The committee also recommends acceptance of Susan Phillips' resignation. ***KEN PENOKIE MOVED TO ACCEPT SUSAN***

PHILLIPS' RESIGNATION WITH REGRET, SECONDED BY DAVE MOYLE; MOTION CARRIED. The committee also recommends the approval of Brittany Gustafson to represent the ECP/Head Start Policy Council on the Governing Board. ***JOHN STAPLETON MOVED TO APPROVE BRITTANY GUSTAFSON TO REPRESENT THE ECP POLICY COUNCIL ON THE GOVERNING BOARD, REPLACING KRISTI WOOD. THIS WAS SUPPORTED BY OMER DORAN; MOTION CARRIED. THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY CRAIG REITER; MOTION CARRIED. (see attachment "C")***

PERSONNEL COMMITTEE REPORT

Myra Croasdell informed the board that the Personnel Committee reviewed two changes to the draft of the personnel policies that were given to the board members at the October meeting. They involve language changes to accommodate the Affordable Care Act provisions as well as disciplinary action for violations of the conflict of interest policy. ***KEN PENOKIE MOVED TO APPROVE THE PERSONNEL POLICY REVISION EFFECTIVE 12/3/2015, SUPPORTED BY CRAIG REITER; MOTION CARRIED. SUSAN PHILLIPS MOTIONED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2016

Members received a draft board meeting schedule for their review and ***IT WAS APPROVED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "D")***

ACCEPTANCE OF MONITORING REPORTS

Members were mailed copies of the following monitoring reports for their review: DHS Comprehensive Financial Review Report dated 10/13/15 and UPCAP Desk Review dated 9/30/2015. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

AUTHORIZATION FOR A MASTER AGREEMENT & PROJECT AUTHORIZATION RESOLUTION FOR MDOT

Members were informed that this is protocol when there is a change in leadership. ***JOHN STAPLETON MOVED TO AUTHORIZE THE MASTER AGREEMENT AND PROJECT AUTHORIZATION RESOLUTION FOR THE MICHIGAN DEPT. OF TRANSPORTATION, SUPPORTED BY CRAIG REITER; MOTION CARRIED.***

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were given copies of the FGP & SCP Sept./Oct. monthly report and the Senior Services year-end report for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following Advisory Committee minutes for their review:

- 9/3/15 (Delta) & 10/16/15 (Menominee) Foster Grandparent Program Advisory Committee minutes
- 9/8 (M/M) & 9/17/15 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes

- 7/28 (Escanaba) & 9/28/15 (Hermansville) Senior Center Advisory Committee minutes

THE ADVISORY COMMITTEE MINUTES WERE ACCEPTED UPON A MOTION FROM BERNIE LANG, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.

APPROVAL OF RECORD RETENTION POLICY

Members received a draft of the Record Retention Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Vice-Chair called on the Executive Director who reported that she and Sally Kidd have been meeting with personnel from Bishop Noa Home to work out the lease with the Memory Care Board of Directors. There will be an open house December 14th and 15th and board members are encouraged to attend. Our Perspectives staff will move to their new location in January.

Our deliverable fuel assistance program is up and running. We were allocated $207,060 for direct assistance and have spent approximately $79,000 in three weeks.

We have received our FY 2016 State funding awards for all of the senior volunteer programs and also for Weatherization. Additionally we have received federal Community Services Block Grant funding.

The Executive Director told the board that groups have been assigned to formulate action plans based on focus items that are a result of the Strategic Planning Session held in November.

Ms. Moberg also reported that our health insurance plan was dropped and changed without a 90 day notice. We are working many hours to assure we our compliant with all of the Affordable Care Act requirements but have received little guidance from our current insurance agent. We are looking at other insurance services being offered to assist our agency with the new ACA regulations.

We are having an all staff training at the Island Resort Convention Center on December 3rd at which time we will update our staff on all the new policies. ***THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Croasdell called on Ken Penokie who commented on how delicious the meal was today (that was made in our Escanaba kitchen and is the meal the seniors are served).

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:25 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG REITER; MOTION CARRIED.***

NEXT MEETING THURSDAY, JANUARY 7, 2016