

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING**

**Thursday, March 10, 2016
12:30 p.m. (Eastern Time)
511 First Avenue North, Escanaba**

MINUTES

Chair Karen Wigand called the meeting to order at 12:30 p.m. and a quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Myra Croasdell, Delta
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Karen Wigand, Delta
Clyde Thoun, Menominee
David Anthony, Menominee
Dan LaFoille, Schoolcraft
Bernie Lang, Menominee
Lee Robbert, Schoolcraft
Tom Lippens, Delta
John Stapleton, Schoolcraft

OTHERS PRESENT

Brandy Olson, Anderson, Tackman & Co.
Julie Moberg, Executive Director
Theresa Nelson, RSVP Director
Sarah Cantrell, RSVP Director Trainee
Debby Wiltzius, In-Home Services Mgr.
Joe Dehlin, Weatherization Director
Myra Heslip, ECP Director
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Cathy Pearson, Executive Assistant
Kris Thibeault, Finance Director
Angie Gardner, Family Partnership Mgr. – ECP
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Geri Nelson, excused
Ken Penokie, excused

APPROVAL OF JANUARY 7, 2016 GOVERNING BOARD MINUTES

Members received a copy of the January 7, 2016 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

PRESENTATION/ACCEPTANCE OF THE AUDIT FOR THE FY ENDING 9/30/15

The Chair called on Kris Thibeault who introduced Brandy Olson, Audit Manager from Anderson, Tackman, & Co. Members were mailed a copy of the audit for the fiscal year ending 9/30/15. She reported that there were no deficiencies or material weaknesses and we received an unmodified opinion – which is the best one can get. She commended Kris Thibeault, Finance Director, for doing a very good job preparing the financial statements. ***THE AUDIT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 2/10 & 3/3/16. The committee recommends approval of the CAA December and January Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee also recommends a wage increase for the ECP Managers and Administrative Assistant. **JOHN STAPLETON MOVED TO AUTHORIZE THE RECOMMENDED WAGE INCREASES, SECONDED BY DAVE MOYLE; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM TOM LIPPENS, SECONDED BY CRAIG REITER; MOTION CARRIED. (see attachments A1-A9)**

NOMINATING COMMITTEE REPORT

Clyde Thoun reported that the Nominating Committee met today and recommends the approval of Andrea Raygo to represent the Menominee County Consumer Sector on our Governing Board. **DAVE MOYLE MOVED TO APPROVE ANDREA RAYGO TO FILL THE MENOMINEE COUNTY CONSUMER SECTOR SEAT, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.** The committee also recommends the approval of Amanda Ely to replace Brittany Gustafson as the Head Start Policy Council representative on the board. **DAVE MOYLE MOVED TO APPROVE AMANDA ELY TO REPLACE BRITTANY GUSTAFSON AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY TOM LIPPENS; MOTION CARRIED.** Mr. Thoun reminded the members that we have had a vacancy in the Schoolcraft Consumer Sector for quite some time. It is allowable for us to have the seat filled in the Menominee County Private Sector instead since we already have the six required consumer sector seats filled. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (See attachment "B")**

PERSONNEL COMMITTEE REPORT

Myra Croasdell reported that the Personnel Committee met on March 3, 2016 to discuss an employee labor matter. **CLYDE THOUNE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. (see attachment "C")**

APPROVAL OF REVISED IMPASSE POLICY

Members were mailed a draft of the revised Impasse Policy to address how to resolve issues between Head Start Policy Council and the Governing Board. **CRAIG REITER MOVED TO APPROVE THE REVISED IMPASSE POLICY, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "D")**

APPROVAL OF PUBLIC COMMENT POLICY UPDATE

Members were mailed a draft of the revised Public Comment Policy. The Executive Director indicated these revisions are a result of recommendations from our attorney. **JOHN STAPLETON MOVED TO APPROVE THE REVISED PUBLIC COMMENT POLICY, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "E")**

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2016-17

The Chair noted that each year we need authorization from the board to submit refunding applications. **SUSAN KLEIKAMP MOTIONED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS FOR 2016-2017, SECONDED BY CRAIG REITER; MOTION CARRIED.**

CHANGE IN JULY MEETING DATE FROM 7/14 TO 7/6/2-16

It was noted that key staff have a scheduling conflict on 7/14/16 and we would like to bring the Policy Council and board together at the July meeting. **SUSAN KLEIKAMP MOTIONED TO CHANGE THE JULY MEETING TO JULY 6, 2016, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

BOARD TRAINING ON ERSEA

The Chair called on Angie Gardner, Family Partnership Mgr., who provided training to the board on eligibility, recruitment, selection, enrollment and attendance policies for the Early Childhood Program. She reviewed all of the policies that were mailed to the board for their review. **CRAIG REITER MOVED TO APPROVE THE ERSEA POLICIES, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

APPROVAL OF ECP REPORT DATED 2/9/2016

Members were mailed a copy of the ECP report dated 2/9/2016. There were no questions and **THE ECP REPORTED DATED 2/9/16 WAS APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF POLICY COUNCIL BY-LAWS

Members were mailed a copy of the proposed Policy Council By-laws. There were no questions or comments and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF ANNUAL PROGRAM INFORMATION REPORTS (PIR)

Members were mailed copies of the Head Start and Early Head Start PIR reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF PROGRAM GOALS

Members were mailed a copy of the program goals and the ECP Director, Myra Heslip, reviewed the major items. **DAN LAFOILLE MOVED TO APPROVE THE ECP PROGRAM GOALS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF WORK PLANS

Members were also mailed a copy of the work plans and Ms. Heslip reviewed them with the members. **CRAIG REITER MOVED TO APPROVE THE WORK PLANS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that our ECP Director has been busy working on the reorganization of the program structure in the administrative area.

She also reported that federal monitors will be here to do fiscal and ERSEA compliance the week of 3/14/16 for the Early Childhood Program.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 1:40 p.m. **WITH A MOTION FROM DAVE MOYLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, APRIL 7, 2016 AT 12:30 p.m.

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FINANCE COMMITTEE REPORT
Wednesday, February 10, 2016
11:00 a.m.

MINUTES

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

The meeting was called to order at 11:00 a.m. by Treasurer, Susan Kleikmap.

The Executive Director asked to add to the agenda discussion on audit bid and proposed Head Start wage increases.

Members reviewed the CAA credit card charges in the amount of \$1,022.84 and the open charges for November and December.

The meeting was called to order at 11:00 a.m. by Treasurer, Susan Kleikmap.

Members reviewed the CAA credit card charges in the amount of \$1,022.84 and the open charges for November and December.

The members reviewed the CAA December Accounts Payable schedule and ***it was approved with a motion from John Stapleton, seconded by Bernie Lang; motion carried.***

The committee reviewed the HRA credit card charges in the amount of \$1,101.60 and the open charge accounts for November and December.

Members reviewed the HRA December Accounts Payable schedules and ***they were approved with a motion from John Stapleton, supported by Omer Doran; motion carried.***

The Finance Director reviewed the December Finance report. The Executive Director informed the members that we continue to watch in-home program spending because our reimbursement rate continues to not cover the expenses to run the program. She noted that we are supplementing the program through our millage funds and our Adult Day Care Program too. Our millage is up in 2019 and we are considering going out early and possibly increasing the amount we request.

The members were reminded that we have completed our third year of the audit with Anderson, Tackman and Co. The audit is done and will be presented to the full board at the March board meeting. ***Tom Lippens moved to put the single-agency audit up for bid, seconded by John Stapleton; motion carried.*** The audit report will be mailed to members with their March agendas.

Members were given the proposed Early Childhood wage increases. The committee indicated they would like to see the figures compared to current rates and also have Myra attend the next Finance Committee meeting to answer any questions.

The Executive Director informed the committee that there is a new statewide process for request for proposal for Weatherization. We had ten days to complete the lengthy application but it has been submitted.

The next meeting will be on **Thursday, March 3, 2016 at 11:00 a.m.**

The meeting adjourned at 12:20 p.m. **with a motion from Tom Lippens, seconded by Omer Doran; motion carried.**