

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

**GOVERNING BOARD MEETING
Thursday, April 13, 2017
12:30 p.m.**

MINUTES

Karen Wigand called the meeting to order at 12:33 p.m. A quorum was noted with the following present:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Tom Lippens, Delta
Craig Reiter, Schoolcraft
Clyde Thoune, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Lee Robbert, Schoolcraft
Myra Croasdell, Delta
Geri Nelson, Delta
Dave Anthony, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Smeester, ECP Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, WX/Housing Director
Mary Ciminskie, HR Manager
Peggy Ramsden, FGP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director
Rick Rudden, Communications Specialist

MEMBERS ABSENT

Peter Thoune, excused
Dave Moyle, excused
Ken Penokie
Andrea Raygo
Shanna Jasmin

APPROVAL OF MARCH 9, 2017 GOVERNING BOARD MINUTES

Members received a draft of the March 9, 2017 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the CAA February Accounts Payable Schedule and recommends their approval. **CLYDE THOUNE MOTIONED TO APPROVE THE CAA FEBRUARY ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

The committee also recommends approval of a sole source purchase for professional development through Dimensions Educational Development for \$5,300 – **APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

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The committee also reviewed and recommends the sole source purchase for professional development through Loving Guidance for \$8480.00 – **APPROVED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

The Finance Committee also recommends approval of a sole source purchase for the Child Plus database system for \$8611.90 that the ECP program has been using the past 14 years. – **APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF MARCH ECP MONTHLY REPORT

Members were mailed a copy of the March ECP for their review **AND IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF 2/21/2017 HEAD START/ECP POLICY COUNCIL MINUTES

Members received a copy of the 2/21/2017 Head Start/ECP Policy Council minutes for their review and **THEY WERE APPROVED UPON A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg for her report. Julie informed the board that negotiations are complete for the lease of the second half of the building next door for the expansion of the Early Childhood Program staff. The lease allows for a provision that if there is a reduction of funding of 10% or more we can renegotiate the lease.

A grant we submitted through the Menominee Community Foundation was approved for us to have dental reviews done by a dental hygienist at the Menominee Head Start Center.

We have not heard any budget proposals for the FY18 federal Head Start budget, however, there had been talk about block granting the program to the states.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

There were no public comments or other business to come before the board.

THE MEETING ADJOURNED AT 12:45 P.M. WITH A MOTION FROM CLYDE THOUNE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.

CRAIG REITER MOVED TO RECONVENE THE MEETING AT 1:33 P.M., SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.

TOM LIPPENS MOVED TO APPROVE THE SECTION 125 HEALTH INSURANCE DOCUMENTS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

ADJOURNMENT

The meeting adjourned at 1:35 p.m. **WITH A MOTION FROM CRAIG REITER, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

NEXT MEETING MAY 11, 2017 AT 12:30 P.M. EDT

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availability of our current Occupational Doctor in Escanaba and will see if there are any other options.

ORAL REPORT ON THE SENIOR NUTRITION PROGRAM

Karen Wigand called on Senior Services Director, Sally Kidd, who gave a Power Point presentation on the Senior Nutrition Program.

APPROVAL OF ADVISORY COMMITTEE MINUTES

Members were mailed a copy of the 3/8/17 (Schoolcraft) & 3/21/17 SCP Advisory Committee minutes and the Senior Services Transportation Survey results (Jan. 2017) for their review and **THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF BCAEO MONITORING CLOSEOUT REPORTS

Members were mailed a copy of the Bureau of Community Action & Economic Opportunity programmatic report from 9/13 – 9/28/16 and their organizational standards report from 6/13/16 – 8/31/16 for their review. **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg for her report. Julie reported that our major concern is with the President's proposed "skinny" budget that targets elimination of many of our programs. Although the budget will most likely not be considered, our lobbyist in Washington, David Bradley states:

- Congress will likely support an omnibus appropriations bill that will fund government through Sept. 30th. The current budget ends April 28th.
- President Trump's full budget is due out in May.
- Major fights are expected over domestic spending, particularly in the House.
- He is still working on reauthorizing the CSBG Act and feels there is support on both sides.
- There may be some opportunities for new programs in rural areas, especially in the area of the opioid drug problem.
- He strongly encourages reaching out to our legislators to support (or continue to support) our safety net programs.

The front office remodeling project is now complete and we are working with the engineer to address other safety concerns throughout our two buildings.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY GERI NELSON; MOTION CARRIED.

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PUBLIC COMMENT

The Chair called on Clyde Thoune who indicated he was part of a group that volunteered to bag groceries at Jack's (who bought out Angeli's) and they made \$1,392 in tips for the Mid-County Corporation.

OTHER BUSINESS

As part of our pre-tax health insurance benefit, we are required by the IRS to have a Section 125 Plan Document approved by the board – this was mailed out with the board packets. **DAN LAFOILLE MOVED TO APPROVE THE HRA SECTION 125 PLAN DOCUMENTS, SECONDED BY GERI NELSON; MOTION CARRIED.**

Karen Wigand reiterated the importance of ongoing publicity for our programs. Dave Anthony suggested establishing an "Ambassador Committee" to work with Rick Rudden on developing a plan of action on getting publicity out on our programs, particularly in light of the President's projected cuts to domestic spending. Dave Anthony, Susan Kleikamp, Dan LaFoilie and Myra Croasdell volunteered to serve on this committee.

ADJOURNMENT

THE MEETING ADJOURNED AT 1:30 WITH A MOTION FROM OMER DORAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.

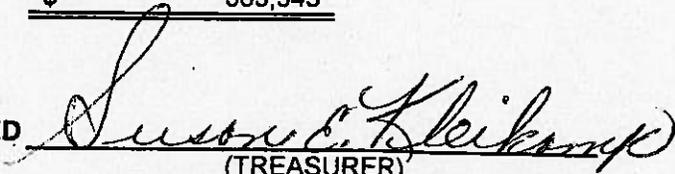
NEXT MEETING: MAY 11, 2017 AT 12:45 P.M. (EDT)

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 2017 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	142,973
VOLUNTEER PROGRAMS		46,323
NUTRITION		105,788
STATE & LOCAL PROGRAMS		134,938
ENERGY AND HOUSING		47,234
ASSET & LIABILITY ACCOUNTS		88,087

TOTAL \$ 565,343

SIGNED


(TREASURER)

DATE

4-13-2017