

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
GOVERNING BOARD MEETING/POLICY COUNCIL JOINT MEETING
Thursday, July 7, 2016
Comfort Inn, Manistique
12:15 p.m.**

MINUTES

The meeting was called to order at 12:15 p.m. and a quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Bernie Lang, Menominee
Dan LaFoilie, Schoolcraft
Tom Lippens, Delta
Dave Anthony, Menominee
Geri Nelson, Delta
Lee Robbert, Schoolcraft
Peter Thoune, Menominee
Shannon Jasmin, Policy Council
Rebekah, Gilroy, Policy Council
Myra Croasdell, Delta/PC Liaison
Amanda Ely, Delta GB/Policy Council
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Ken Penokie, Delta
Karen Wigand, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Leslie Moulds, Receptionist
Debby Wiltzius, In-home Services Mgr.
Don Tyrrell, Schoolcraft Client Services
Sally Kidd, Senior Services Director
Peggy Ramsden, FGP Director
Sarah Carlson, RSVP Coordinator
Sarah Cantrell, RSVP Director
Brandi Brewster, Head Start
Connie Maule, SCP Director
Joe Dehlin, Weatherization Director
Myra Heslip, ECP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

John Stapleton, excused
Dave Moyle, excused

Ms. Wigand welcomed our ECP Policy Council representatives, Shannon Jasmin and Rebekah Gilroy. (Amanda Ely is also on Policy Council and the Governing Board and Myra Croasdell is the Policy Council liaison to the board. Other staff introductions were: Leslie Moulds, Receptionist, Sarah Carlson, RSVP Coordinator, Don Tyrrell, Schoolcraft Client Services Worker and Brandi Breyer, Head Start.

ACCEPTANCE OF MAY 12, 2016 GOVERNING BOARD MINUTES

Members received a draft of the May 12, 2016 Governing Board minutes for their review. **THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp for the report. Ms. Kleikamp reported that the committee met twice and reviewed the April Accounts Payable Schedule and recommends their approval. **CRAIG REITER MOVED TO APPROVE THE CAA APRIL ACCOUNTS PAYABLE**

SCHEDULE, SUPPORTED BY OMER DORAN; MOTION CARRIED. The committee also reviewed the audit bids that were received and recommends approval of Anderson, Tackman Co. to continue to provide our audit services. Our Finance Director, Kris Thibeault noted that 4 bids were received and were fairly close in costs and she feels any of the bidders could have done a credible job. Anderson, Tackman Co. was the least expensive and have done very well for us. **PETER THOUNE MOVED TO APPROVE THE BID FROM ANDERSON, TACKMAN CO. FOR AUDIT SERVICES FOR THE NEXT THREE YEARS, SECONDED BY GERI NELSON; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Karen Wigand turned the meeting over to Clyde Thoune for the election of officers. Mr. Thoune indicated that Karen Wigand has put her name in for the Office of Chair. He asked three times for nominations from the floor. There being none **CRAIG REITER MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Myra Croasdell has placed her name in for the Office of Vice-Chair. Clyde Thoune asked three times for nominations from the floor. There being none, **DAVE ANTHONY MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY GERI NELSON; MOTION CARRIED.**

Susan Kleikamp has placed her name in for the Office of Treasurer. Mr. Thoune asked three times for nominations from the floor. There being none, **PETER THOUNE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

Omer Doran has placed his name in for the Office of Secretary. Mr. Thoune asked three times for nominations from the floor. There being none, **CRAIG REITER MOVED THAT A UNANIMOUS BALLOT BE CAST FOR OMER DORAN AS SECRETARY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

KEN PENOKIE MOVED TO ACCEPT THE SLATE OF OFFICERS AS PRESENTED, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.

Clyde Thoune noted that the following are the Board Officers for 2016-2017: Chair – Karen Wigand, Vice-Chair – Myra Croasdell, Treasurer – Susan Kleikamp, Secretary – Omer Doran. Julie Moberg congratulated the officers and thanked them for their willingness to serve.

PERSONNEL COMMITTEE REPORT

The Chair called on Myra Croasdell who reported that the Personnel Committee met on June 14 & June 27th to review the proposed changes to the Personnel Policies and recommends their approval. Members were mailed a copy of the draft policies as well as a synopsis of the changes. **LEE ROBBERT MOTIONED TO APPROVE THE PERSONNEL POLICY REVISION, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

The Committee also reviewed the revised Executive Director Succession Plan that more clearly identifies the process if we need to fill the position in an emergency and/or temporarily. **PETER THOUNE MOVED TO APPROVE THE REVISED EXECUTIVE DIRECTOR SUCCESSION PLAN, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

The Committee also reviewed the revised ECP Organizational Chart that was mailed to the board with an explanation for the changes from Myra Heslip. **KEN PENOKIE MOVED TO APPROVE THE REVISED ECP ORGANIZATIONAL CHART, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.**

REVIEW AND APPROVAL OF AGENCY COMMUNITY NEEDS ASSESSMENT

Members were given a copy of the 2016 agency Community Needs Assessment for their review. The information in the assessment is used to help drive program and services that we offer. **KEN PENOKIE MOVED TO APPROVE THE 2016 COMMUNITY NEEDS ASSESSMENT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF MAY & JUNE ECP MONTHLY REPORTS

Members received copies of the Early Childhood Program monthly reports for their review. **PETER THOUNE MOVED TO ACCEPT THE MAY & JUNE EARLY CHILDHOOD PROGRAM MONTHLY REPORTS, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF 5/31/16 & 6/21/16 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 5/31/16 & 6/21/16 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17

Karen Wigand called on ECP Director, Myra Heslip for more information. Members were given copies of the program design, salaries, budget line items and narrative that Myra reviewed with them. **LEE ROBBERT MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17

The Chair called on Myra Heslip who reviewed the program design, salaries, budget line items and narrative that Myra reviewed with the members. **DAN LAFOILLE MOVED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

Members were also provided a copy of the ECP Self-Assessment from 2015-16 and ***IT WAS ACCEPTED UPON A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

ACCEPTANCE OF MONITORING REPORT FROM ACF RE: 4/26 – 4/28/16 CLASSROOM OBSERVATIONS

Members were mailed a copy of the classroom observation monitoring report from the Administration for Children and Families done 4/26 – 4/28/16. There were no problems with the report and ***IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

HIPPA AND MEDICARE FRAUD TRAINING INFORMATION

Members were provided information on HIPPA and Medicare Fraud.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who noted that Head Start is out for the summer and teachers are on lay-off except for two training weeks during the summer. The following positions are open: 2 teachers, 8 center aides, 2 teacher assistants, 2 Family Service Workers and 1 records clerk.

On June 1, 2016 Head Start hosted an event where they presented their data to community partners and the Board and Policy Council. It was very well done.

Myra has submitted the proposal for the Cost of Living (COLA) increase of 1.8% She has also submitted the duration grant discussed at the May board meeting and is waiting to hear on both.

CRAIG REITER MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED.

PUBLIC COMMENT

Myra Heslip thanked the board and Policy Council members for their support during her first year as ECP Director.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 12:55 WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
GOVERNING BOARD MEETING/POLICY COUNCIL JOINT MEETING
Thursday, July 7, 2016
Comfort Inn, Manistique
12:45 p.m.**

MINUTES

The meeting was called to order at 12:55 p.m. and a quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Bernie Lang, Menominee
Dan LaFoille, Schoolcraft
Tom Lippens, Delta
Dave Anthony, Menominee
Geri Nelson, Delta
Lee Robbert, Schoolcraft
Peter Thoune, Menominee
Shannon Jasmin, Policy Council
Rebekah, Gilroy, Policy Council
Myra Croasdell, Delta/P.C. Liaison
Amanda Ely, Delta GB/Policy Council
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Ken Penokie, Delta
Karen Wigand, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Leslie Moulds, Receptionist
Debby Wiltzius, In-home Services Mgr.
Don Tyrrell, Schoolcraft Client Services
Sally Kidd, Senior Services Director
Peggy Ramsden, FGP Director
Sarah Carlson, RSVP Coordinator
Sarah Cantrell, RSVP Director
Brandi Brewster, Head Start
Connie Maule, SCP Director
Joe Dehlin, Weatherization Director
Myra Heslip, ECP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

John Stapleton, excused
Dave Moyle, excused

Ms. Wigand welcomed our ECP Policy Council representatives, Shannon Jasmin and Rebekah Gilroy. Amanda Ely is also on Policy Council and the Governing Board and Myra Croasdell is the Policy Council liaison to the board. Other staff introductions were: Leslie Moulds, Receptionist, Sarah Carlson, RSVP Coordinator, Don Tyrrell, Schoolcraft Client Services Worker and Brandi Breyer, Head Start.

ACCEPTANCE OF MAY 12, 2016 GOVERNING BOARD MINUTES

Members received a draft of the May 12, 2016 Governing Board minutes for their review. **THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY PETER THOUNE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp for the report. Ms. Kleikamp reported that the committee met twice and reviewed the April Accounts Payable Schedule and recommends their approval. **CRAIG REITER MOVED TO APPROVE THE CAA APRIL ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.** The committee also

reviewed the audit bids that were received and recommends approval of Anderson, Tackman Co. to continue to provide our audit services. Our Finance Director, Kris Thibeault noted that 4 bids were received and were fairly close in costs and she feels any of the bidders could have done a credible job. Anderson, Tackman Co. was the least expensive and have done very well for us. **KEN PENOKIE MOVED TO APPROVE THE BID FROM ANDERSON, TACKMAN CO. FOR AUDIT SERVICES FOR THE NEXT THREE YEARS, SECONDED BY PETER THOUNE; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Karen Wigand turned the meeting over to Clyde Thoune for the election of officers. Mr. Thoune reviewed the proposed slate of officers as: Karen Wigand – Chair, Myra Croasdell – Vice Chair, Susan Kleikamp – Treasurer, Omer Doran – Secretary. **KEN PENOKIE MOVED TO APPROVE THE SLATE OF OFFICERS, CLOSE THE NOMINATIONS AND APPROVE THE OFFICERS BY UNANIMOUS CONSENT, SECONDED BY GERI NELSON; MOTION CARRIED.**

Clyde Thoune noted that the following are the Board Officers for 2016-2017: Chair – Karen Wigand, Vice-Chair – Myra Croasdell, Treasurer – Susan Kleikamp, Secretary – Omer Doran. Karen Wigand congratulated the officers and thanked them for their willingness to serve.

PERSONNEL COMMITTEE REPORT

The Chair called on Myra Croasdell who reported that the Personnel Committee met on June 14 & June 27th to review the proposed changes to the Personnel Policies and recommends their approval. Members were mailed a copy of the draft policies as well as a synopsis of the changes. **DAN LAFOILLE MOTIONED TO APPROVE THE PERSONNEL POLICY REVISION, SECONDED BY GERI NELSON; MOTION CARRIED.**

The Committee also reviewed the revised Executive Director Succession Plan that more clearly identifies the process if we need to fill the position in an emergency and/or temporarily. **PETER THOUNE MOVED TO APPROVE THE REVISED EXECUTIVE DIRECTOR SUCCESSION PLAN, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

REVIEW AND APPROVAL OF AGENCY COMMUNITY NEEDS ASSESSMENT

Members were given a copy of the 2016 agency Community Needs Assessment for their review. The information in the assessment is used to help drive program and services that we offer. **DAN LAFOILLE MOVED TO APPROVE THE 2016 COMMUNITY NEEDS ASSESSMENT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the FGP & SCP April monthly reports, the May/June RSVP report and the Weatherization Report dated 6/24/16 for their review. **LEE ROBBERT MOVED TO ACCEPT THE PROGRAM MONTHLY REPORTS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

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

- 5/5/16 (School) & 6/26/16 (Delta) FGP
- 4/29/16 (Menominee) & 6/26/16 (Delta) SCP Advisory Committee minutes
- 5/11/16 (Delta) RSVP Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17

Karen Wigand called on ECP Director, Myra Heslip for more information. Members were given copies of the program design, salaries and budget line items that Myra reviewed with them. **LEE ROBBERT MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

HIPPA AND MEDICARE FRAUD TRAINING INFORMATION

Members were provided information on HIPPA and Medicare Fraud.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that the Dept. of Energy Weatherization grant began on July 1st and we are working to transition Alger & Marquette Counties into our service area. Interviews for Weatherization Director will be held the week of July 18th.

Members were told that our agency was a major sponsor and coordinator of the U.P. Senior Living Conference that was held at the Island Resort Conference Center on May 17th with 334 participants.

The Senior Volunteer Program grant applications were submitted by the June 15th due date.

We have hired a part-time Volunteer Coordinator for the RSVP Program, Sarah Carlson, who began at the end of June. Jennifer Thayer has been hired as the SCP Supervisor and has been on board since May 16th. We have also hired a new receptionist, Leslie Moulds who is doing a great job.

Julie informed the members that she and Cathy participated in our first Organizational Standards review by the Bureau of Community Action. The main citing was the need to complete the Community Needs Assessment that has since been completed. We felt we did well our first time out but have not received a formal report yet.

We are receiving new federal grant money this summer for a Summer Fuel Program. The Bureau of Community Action is awarding us \$304,400 that needs to be spent by August 31, 2016. Key staff will be sitting in on a webinar next week to get all the details so that we can get this program up and running on short order.

I have hired our new Housing Resource Specialist, Julie Hardy, who will begin work on July 21, 2016.

GERI NELSON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY KLEIKAMP; MOTION CARRIED.

PUBLIC COMMENT

Karen Wigand asked how the Adult Day Center is doing and Sally Kidd reported that Jamie Roshak is doing a very good job. Karen indicated she has concerns about the fund raising being done by Bishop Noa Home to support the Center being confused with fund raising we may do. She suggested doing some proactive press to remind folks they can support our program.

OTHER BUSINESS

The Executive Director noted that the members were given a copy of the 2014-15 annual report and **IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Julie Moberg also thanked the board for all of their support and guidance during her first year with our agency.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:15 WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**