

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday October 14, 2021
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

The meeting was called to order at 12:30 pm and a quorum noted with the following in attendance. Board Members were present online with the permission of the Chair.

MEMBERS PRESENT IN PERSON

Craig Reiter, Schoolcraft
John Malnar, Delta
Susan Kleikamp, Menominee

OTHERS PRESENT IN PERSON

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

MEMBERS ATTENDING BY ZOOM

Karen Wigand, Delta County
Ken Penokie, Delta
Penny Carlson, Schoolcraft
Geri Alanko, Delta
John Stapleton, Schoolcraft
Autumn Morgan, Delta
Bernie Lang, Menominee
Connie Maule, Menominee
Alan Kilar, Schoolcraft
Edie Erickson, Schoolcraft

OTHERS ATTENDING BY ZOOM

Kris Thibeault, Finance Director
Linda Paulin, SCP Director
Lori Giuliani, RSVP Director
Naomi Fletcher, Weatherization Director
Maty Thibeault,
Myra Smeester, HS/EHS Director
Shanna Hammond, Sr Services Director
Helen Corbett, HR Director

MEMBERS EXCUSED

Mia Smith
Jeff Waeghe
Katherine Jinkerson
Myra Croasdell

MEMBERS ABSENT

Jennifer MacDonald

APPROVAL OF SEPTEMBER 9, 2021 GOVERNING BOARD MINUTES

Members received a draft of the September 9, 2021 Governing Board minutes and **they were approved with a motion from John Malnar, seconded by Susan Kleikamp; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the August 2021 CAA Accounts Payable Schedule. **This was approved with a motion from John Malnar, seconded by Penny Carlson; Motion Carried.**

ACCEPTANCE OF THE 403(b) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan Audit for their review. The Chair called on Kris Thibeault for more information. **The 403(b) Retirement Plan Audit was accepted as presented with a motion from Karen Wigand, seconded by John Malnar; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

Edie Erickson reported that the Safety Committee met and reviewed 13 reports. No further action was deemed necessary by the committee. **A motion was made by John Malnar to accept the Safety Committee's report as presented, seconded by Alan Kilar; Motion Carried.**

EXECUTIVE COMMITTEE ROLL CALL VOTE

The Chair stated that an Executive Committee roll call vote was conducted by telephone on September 21, 2021 regarding the submission of two separate Sole Source Bids for HS/EHS's playground improvements. Both bids would be paid for using CARES money. One was for the HS/EHS Manistique playground and one was for the HS/EHS Rapid River playground. Due to the limited time of getting these projects done before the end of the fiscal year, the Executive Committee approved both bids. A copy of both bids was included in the member's packets.

ACCEPTANCE OF THE HS/EHS PROGRAM YEAR 2020-2021 SELF-ASSESSMENT REPORT

All members received a copy of the HS/EHS Self-Assessment Report for their review. The Chair called on Myra Smeester for more information. **A motion was made by Connie Maule, seconded by Susan Kleikamp to accept the HS/EHS Program Year 2020-2021 Self-Assessment Report as presented; Motion Carried.**

ACCEPTANCE OF THE HS/EHS SELF-ASSESSMENT ACTION PLAN

All members received a copy of the HS/EHS Self-Assessment Action Plan for their review. The Chair called on Myra Smeester for more information. **A motion was made by Connie Maule, seconded by Susan Kleikamp to accept the HS/EHS Self-Assessment Action Plan as presented; Motion Carried.**

ACCEPTANCE OF THE HS/EHS POLICY COUNCIL JULY 14, 2021 MINUTES

All members received a copy of the HS/EHS Policy Council minutes from July 14, 2021. **A motion was made to accept the HS/EHS Policy Council July 14, 2021 minutes by Karen Wigand, seconded by Geri Alanko; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S SEPTEMBER 2021 REPORT

All members received a copy of the ECP Director's September 2021 report for their review. **A motion was made to accept the September 2021 ECP Director's report by John Malnar, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that HS/EHS Program begun their new school year as of August 30th. The Toddler Room opened on September 7th. The Center Based Classrooms opened on September 13th. Classrooms are currently back to face to face with COVID levels being monitored in the classroom and the community. All staff and children are required to wear a mask during indoor class time and on buses. The HS Program is currently under a vaccine mandate. All staff have to be vaccinated by January 1, 2022.

A motion was made to accept the Executive Director's report as presented by Connie Maule and seconded by John Malnar; Motion Carried.

OTHER BUSINESS

Karen Wigand wondered if there were any vacancies on the board. Julie reported that we currently have the required 18 members.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by John Malnar, supported by Connie Maule; Motion carried. Meeting adjourned at 12:54 pm.