

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday September 28, 2023
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:02 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
Jeff Waeghe, Delta
Mia Smith, Menominee
Connie Maule, Menominee
Michael Peitsch, Schoolcraft
Marie Whitmire, Menominee
Mary Lu Gaudette, Delta
Connie Westrich, Menominee
Susan Kleikamp, Menominee
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Robert Peterson, Delta
John Malnar, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant
Myra Smeester, HS/EHS Director

ATTENDING BY ZOOM

Hannah Micheau, Client Services
Linda Paulin, SCP Director
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Helen Corbett, HR Director
Paul Snyder, Maintenance

MEMBERS EXCUSED

Jennifer MacDonald
Jessica Flory Whitmer
Victoria DeClaire

MEMBERS ABSENT

APPROVAL OF AGENDA

A motion was made by Robert Peterson to approve the agenda as presented seconded by Mia Smith; Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Susan Kleikamp, seconded by Marie Whitmire; Motion Carried.**

- July 27, 2023 Governing Board Minutes
- June 2023 and July 2023 CAA Accounts Payable Schedule
- HS/EH Policy Council July 2023 Minutes
- 08/30/2023 Personnel Committee Meeting Minutes

- CAA Wage Chart
- CAA Wage Adjustment
- Employer Paid Short Term Disability Policy
- Cost Allocation Plan FY2024

APPROVAL OF FRAN MAJESTIC TO THE SCHOOLCRAFT COUNTY CONSUMER SECTOR

Due to the inability to fill the open seat in the Schoolcraft County Consumer Sector, a motion was made by Jeff Waeghe to approve Fran Majestic's application, as recommended by the Nominating Committee, to the Schoolcraft County Consumer Sector, seconded by Myra Croasdell; Motion Carried.

APPROVAL OF ROBIN DOUBLE TO THE SCHOOLCRAFT COUNTY PRIVATE SECTOR

A motion was made by Mary Lu Gaudette, to approve Robin Double's application as recommended by the Nominating Committee, to the Schoolcraft County Private Sector, seconded by Robert Peterson; Motion Carried.

ACCEPTANCE OF THE CAA 990 TAX RETURN

All members received a copy of the CAA 990 Tax Return for their review. A motion was made by Marie Whitmire to accept the CAA 990 Tax Return as presented, seconded by Mia Smith; 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. A motion was made by Robert Peterson to accept the 403(b) Retirement Plan Audit as presented, seconded by Myra Croasdell; Motion Carried.

ACCEPTANCE OF THE 2024 CAA/HRA GOVERNING BOARD MEETING SCHEDULE

All members received a copy of the 2024 CAA/HRA Governing Board meeting schedule for their review. A motion was made by Mary Lu Gaudette to accept the 2024 CAA/HRA Governing Board Meeting Schedule as presented, seconded by Connie Maule; Motion Carried.

APPROVAL OF THE MDSCAA INFECTIOUS DISEASE PLAN

All members received a copy of the MDSCAA Infectious Disease Plan for their Review. The Chair called on Julie Moberg for more information. A motion was made by Marie Whitmire to approve the MDSCAA Infectious Disease Plan as presented, seconded by Mia Smith; Motion Carried.

APPROVAL OF THE MDSCAA GOVERNMENT SHUTDOWN POLICY

All members received a copy of the MDSCAA Government Shutdown Policy for their review. The Chair called on Julie Moberg for more information. A motion was made by John Stapleton to approve the MDSCAA Government Shutdown Policy Plan as presented, seconded by Robert Peterson; Motion Carried.

APPROVAL OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Julie Moberg for more information. **A motion was made to approve the changes to the Financial Procedures Manual as recommended by the Finance Committee by Marie Whitmire, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF OHS MONITORING REPORT

The Board called on Myra Smeester for more information. **A motion was made to accept the OHS Monitoring Report as presented by Robert Peterson, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF ECP DIRECTOR'S REPORT

The Board called on Myra Smeester for her report. **A motion was made to accept the ECP Director's report as presented by Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Susan Kleikamp thanked Weatherization Director, Brenda Moya for doing an excellent job presenting her program to the Senior Companion Program members.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe supported by John Malnar; Motion Carried.

Meeting adjourned at 10:32 am ET

Next meeting is scheduled October 26, 2023 at 10:00 am ET.