

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday January 26, 2023  
Community Action Agency  
Escanaba MI  
10:00 a.m. ET

**MINUTES**

The meeting was called to order at 10:00 am ET and a quorum noted with the following in attendance. Board Members were present online with the permission of the Chair.

**MEMBERS PRESENT**

Craig Reiter, Schoolcraft  
Susan Kleikamp, Menominee  
Connie Maule, Menominee  
Jennifer MacDonald, Menominee  
Marie Whitmire, Menominee  
Geri Alanko, Delta  
Mia Smith, Menominee  
Jessica Flory-Whitmer, Schoolcraft  
Mary Lu Gaudette, Delta  
John Stapleton, Schoolcraft

**OTHERS PRESENT**

Kris Thibeault, Finance Director  
Dianne Gartland, Admin Assistant

**ATTENDING BY ZOOM**

Linda Paulin, SCP Director  
Hannah Micheau, Emergency Services  
Peggy Ramsden, FGP Director  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services  
Myra Smeester, HS/EHS Director  
Kristie Stenlund, Sr Services Director  
Helen Corbett, HR Director  
Lori Giuliani, RSVP Director  
Jeff Anderson, Maintenance

**MEMBERS EXCUSED**

Jeff Waeghe  
Myra Croasdell  
Victoria DeClaire

**APPROVAL OF AGENDA**

**A motion was made by Mia Smith to approve the agenda as presented seconded by Mary Lu Gaudette; 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 Marie Whitmire, seconded by Geri Alanko; Motion Carried.**

- December 1, 2022 Governing Board Minutes
- October 2022 CAA Accounts Payable Schedule
- November 2022 CAA Accounts Payable Schedule
- HS/EH Policy Council October 2022 Minutes
- 2022 Program Information Report (PIR) Summary

## **APPROVAL OF MICHAEL PEITSCH TO THE SCHOOLCRAFT COUNTY CONSUMER SECTOR**

Based on the recommendation of the Nominating Committee a motion was made by Mary Lu Gaudette to approve the application of Michael Peitsch to one of the open seats in the Schoolcraft County Consumer Sector, seconded by Jessica Flory-Whitmer; Motion Carried.

## **ACCEPTANCE OF THE APPOINTMENT OF ROBERT PETERSON TO THE DELTA COUNTY ELECTED SECTOR**

Robert Peterson was appointed by the Delta County Board of Commissioners to serve on the MDSCAA Governing Board replacing John Malnar. **A motion was made by Susan Kleikamp to accept the appointment of Robert Peterson to the Delta County Elected Sector, replacing John Malnar in that Sector, seconded by Connie Maule; Motion Carried.**

## **ACCEPTANCE OF THE APPOINTMENT OF CONNIE WESTRICH TO THE MENOMINEE COUNTY ELECTED SECTOR**

Connie Westrich was appointed by the Menominee County Board of Commissioners to serve on the MDSCAA Governing Board replacing Gerald Piche. **A motion was made by Marie Whitmire to accept the appointment of Connie Westrich to the Menominee County Elected Sector, replacing Gerald Piche in that Sector, seconded by Susan Kleikamp; Motion Carried.**

## **APPROVAL OF THE 403B RETIREMENT PLAN AMENDMENT**

All members received a copy of the agency's 403(b) Retirement Plan Amendment for their review. The Chair called on Helen Corbett, HR Director, for more information. **A motion was made by John Stapleton, to approve the 403(b) Retirement Plan Amendment as presented, seconded by Mia Smith; Motion Carried.**

## **ACCEPTANCE OF THE REHMANN ENGAGEMENT LETTER**

Members received a copy of the letter from Rehmann confirming the agreement with MDSCAA regarding the process and fees of auditing the financial accounts. Kirs Thibeault, Finance Director was called on for more information. **A motion was made by Connie Maule, to accept the Rehmann Engagement Letter as presented, seconded by Mary Lu Gaudette; Motion Carried.**

## **ACCEPTANCE OF THE HEAD START MONITORING REPORT**

The Chair called on Myra Smeester for more information. **A motion was made to accept the Head Start Monitoring Report as presented by Marie Whitmire, seconded by Geri Alanko; Motion Carried.**

## **ACCEPTANCE OF ECP DIRECTOR'S JANUARY 2023 REPORT**

All members received a copy of the ECP Director's January 2023 report for their review. The Chair called on Myra Smeester for more information. **A motion was made to accept the ECP**

**Director's report as presented by Susan Kleikamp, seconded by Mia Smith; Motion Carried.**

### **UPDATE ON CLASS VIDEO REVIEW**

The Chair called on Myra Smeester who gave a brief update to the Class Video Review process.

### **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Chair read the Executive Director's report and indicated that Head Start/EHS is still not at full enrollment yet. HS/EHS had their Federal onsite monitoring the week of November 7<sup>th</sup>. There was one area of noncompliance related to the board reports. Myra has addressed this concern with this board packet and board meeting. There was also an area of concern which is being addressed with an educational plan for a teacher. There is a tentative agreement with the Union. If the Union ratifies the agreement, it will come to the full Board for review. **A motion was made to accept the Executive Director's report as presented by Marie Whitmire, seconded by Mia Smith; Motion Carried.**

### **OTHER BUSINESS**

No other business was brought before the board.

### **PUBLIC COMMENT**

No public comments were made.

### **BOARD COMMENT**

No Board comments were made.

### **ADJOURNMENT**

**A motion to adjourn was made by Susan Kleikamp supported by Jennifer MacDonald; Motion carried.**

**Meeting adjourned at 10:28 am ET**

**Next meeting is scheduled March 23, 2023 at 10:00 am ET**