

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday, July 15, 2021
Met by Zoom
12:30 p.m. ET**

MINUTES

The Zoom meeting was called to order at 12:30 pm and the following were in attendance:

MEMBERS PRESENT

Mia Smith, Menominee
Ken Penokie, Delta
Bernie Lang, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Craig Reiter, Schoolcraft
Autumn Morgan, Delta
Susan Kleikamp, Menominee
John Malnar, Delta
Jeff Waeghe, Delta
Autumn Morgan, Delta
Alan Kilar, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Linda Paulin, SCP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Dianne Gartland, Admin Assistant
Naomi Fletcher, Weatherization Director
Matalyn Thibeault, Homeless Services
Myra Smeester, HS/EHS Director
Peggy Ramsden, FGP Director
Brandy Olsen, Anderson Tackman & Co

MEMBERS EXCUSED

Myra Croasdell
Jennifer MacDonald
Geri Alanko

MEMBERS ABSENT

Edie Erickson
Penny Carlson
Katherine Jinkerson

APPROVAL OF GOVERNING BOARD MINUTES

Members received a draft of the May 13, 2021 Governing Board minutes and **they were approved with a motion from John Malnar, seconded by Autumn Morgan; Motion Carried.**

PRESENTATION OF THE FINANCIAL AUDIT FOR FY ENDING 9/30/2020

Brandy Olsen from Anderson, Tackman was called upon to present the Financial Audit for FY ending 9/30/2020. **A motion was made to accept the audit as presented by Craig Reiter, 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 April 2021 CAA Accounts Payable Schedule. **This was approved with a motion from Mia Smith, seconded by Alan Kilar; Motion Carried.**

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

APPROVAL OF BID RESULTS FOR THE 2020-2022 403(B) AUDIT

The chair called on Kris Thibeault for more information. **A motion was made by Jeff Waeghe, seconded by Mia Smith, to accept the recommendation of the Finance Committee to go with Hawkins Ash as presented; Motion Carried.**

APPROVAL OF BID RESULTS FOR THE 2021-2023 FINANCIAL AUDIT

The chair called on Kris Thibeault for more information. **A motion was made by Craig Reiter, seconded by John Stapleton, to accept the recommendation of the Finance Committee to go with Rehmann for the 2021-2023 Financial Audit; Motion Carried.**

APPROVAL OF THE HS/EHS WAGE ADJUSTMENTS – UNION POSITIONS AND TEACHERS

The chair called on Julie Moberg for more information. **A motion was made by John Malnar, seconded by Jeff Waeghe, to accept the recommendation of the Finance Committee to adjust HS/EHS union and teacher position wages; Motion Carried.**

APPROVAL TO OPEN THE HS/EHS UNION CONTRACT FOR WAGE – CHART AND ADJUSTMENTS

The chair called on Julie Moberg for more information. **A motion was made by Craig Reiter, seconded by John Malnar, to accept the recommendation of the Finance Committee as presented to open the union contract as it pertains to the Wage –Chart and Adjustment only; Motion Carried.**

APPROVAL OF THE JOINT FINANCE/PERSONNEL COMMITTEE WAGE RECOMMENDATIONS

All members received a copy of the MDS CAA Wage Guide 2021 and a copy of the minutes from the joint meeting that was held on May 6, 2021. The recommendations made at the joint meeting was that all changes that the committees agreed upon would go to the full Governing Board for approval with an effective dated being the first pay period after the board meets in July. **A motion was made by Craig Reiter to accept the recommendation of the Finance and Personnel Committees recommendations as presented, seconded by Jeff Waeghe; Motion Carried.**

APPROVAL OF CONNIE MAULE AS MENOMINEE COUNTY CONSUMER SECTOR REPRESENTATIVE

The Nominating Committee reported that after reviewing the applications submitted for the open seat in Menominee County, they are recommending that Connie Maule be approved as the representative for the Consumer Sector in Menominee County. **A motion was made by Susan Kleikamp to accept the recommendation of the Nominating Committee, seconded by Autumn Morgan: Motion Carried.**

NOMINATING COMMITTEE REPORT/ELECTION OF BOARD OFFICERS

The chair reported that the following have placed their name on the ballot for the following positions – John Malnar and Craig Reiter for Board Chair, Myra Croasdell for Vice Chair, Susan Kleikamp for Treasurer and John Stapleton for Secretary.

The chair then asked three times for further nominations from the floor for Chair. Hearing none the chair moved to close the nominations. The chair then asked three times for further nominations for Vice Chair. Hearing none the chair moved to close the nominations. The chair then asked three times for further nominations for Treasurer. Hearing none the chair moved to close the nominations. Finally the chair asked three times for further nominations for Secretary. Hearing none the chair moved to close the nominations.

Board members were asked to return their ballots via the envelope that was mailed to them with their ballot. The votes will be tallied and board members will be advised of the outcome of the board chair position. As no other nominations were made for the Vice Chair, Treasurer or Secretary, **a motion was then made by Jeff Waeghe and seconded by Mia Smith to approve nominations of Craig Reiter and John Malnar for the Chair position, Myra Croasdell for Vice Chair, Susan Kleikamp for Treasurer and John Stapleton for Secretary; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

Julie Moberg reported that the Safety Committee met and reviewed 13 reports. No further action was deemed necessary by the committee. **A motion was made by Craig Reiter to accept the committee's report as presented, seconded by Susan Kleikamp; Motion Carried.**

APPROVAL OF THE UPDATE TO THE COVID-19 RESPONSE PLAN

All members received a copy of the updates to the COVID-19 Response Plan for their review. **A motion was made by John Malnar to accept the updates to the response plan as presented, seconded by Alan Kilar; Motion Carried.**

APPROVAL OF THE 2019-2020 AGENCY ANNUAL REPORT

All board members recently received a copy of the Agency's 2019-2020 Annual Report for their review. **A motion was made by Mia Smith to accept the Annual Report, seconded by Craig Reiter; Motion Carried.**

ACCEPTANCE OF THE HS/EHS CUSTOMER SATISFACTION SURVEY

Members received a copy of the HS/EHS Customer Satisfaction Survey for their review. **A motion was made by Craig Reiter to accept the survey as presented, seconded by John Malnar; Motion Carried.**

ACCEPTANCE OF THE FY2022 HS NON-COMPETITIVE GRANT

All members received a copy of the FY 2022 HS Non-Competitive Grant for their review. **A motion was made by Craig Reiter to accept the grant as presented, seconded by Alan Kilar; Motion Carried.**

ACCEPTANCE OF THE FY2022 EHS NON-COMPETITIVE GRANT

All members received a copy of the FY 2022 EHS Non-Competitive Grant for their review. **A motion was made by Susan Kleikamp to accept the grant as presented, seconded by Craig Reiter; Motion Carried.**

APPROVAL OF THE EHS LOCALLY DESIGNED OPTION WAIVER

The chair called on Myra Smeester for more information. **A motion was made by John Malnar to approve the waiver as presented, seconded by Craig Reiter; Motion Carried.**

APPROVAL OF SOLE SOURCE BID FROM TEACHING STRATEGIES

Members received a copy of the sole source bid from Teaching Strategies for a five year subscription to an online classroom curriculum for HS and EHS Toddler classrooms. **A motion was made by Craig Reiter to accept the recommendation from the Finance Committee and accept the bid as presented, seconded by John Malnar; Motion Carried.**

APPROVAL OF SOLE SOURCE BID FROM PENCHURA LLC

Members received a copy of the sole source bid from Penchura LLC for custom playground equipment for the EHS Menominee Center. **A motion was made by John Malnar, to accept the recommendation from the Finance Committee and accept the bid for the custom playground, seconded by Alan Kilar; Motion Carried.**

ACCEPTANCE OF THE POLICY COUNCIL MINUTES

Members received a copy of the April 28, 2021 Policy Council minutes for their review. **A motion was made by John Malnar to accept the Policy Council minutes as presented, seconded by Bernie Lang; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S MONTHLY REPORT

Members received a copies of the ECP Director's monthly reports for May 2021 and June 2021. **A motion was made by John Malnar to accept the report and seconded by Jeff Waeghe; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that most of the HS/EHS are laid off for the summer. They will be returning at the end of August. Myra and her staff are very busy getting ready for the next school year. **A motion was made to accept her report as presented by Craig Rieter and seconded by Susan Kleikamp; Motion Carried.**

OTHER BUSINESS

A discussion was heard regarding the commencement of returning to face to face board meetings. It was decided that the board meetings will return to face to face but will still offer attending by Zoom for those who are not comfortable attending in person. These hybrid meetings will start with the September 9th board meeting and the August 12th finance meeting.

The out of county board meeting for September was also discussed. It was decided that the out of county meeting will be postponed until next year.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe, supported by Susan Kleikamp; Motion carried.

Meeting adjourned at 2:27 pm

Next meeting is scheduled September 9, 2021 at 12:30 pm.