

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday, September 9, 2021
Community Action Agency
Escanaba MI
12:30 p.m.**

MINUTES

The meeting was called to order at 12:38 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
Connie Maule, Menominee
Alan Kilar, Schoolcraft

OTHERS PRESENT IN PERSON

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

MEMBERS ATTENDING BY ZOOM

Jennifer MacDonald, Menominee
Ken Penokie, Delta
Mia Smith, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Autumn Morgan, Delta
Myra Croasdell, Delta
Susan Kleikamp, Menominee

OTHERS ATTENDING BY ZOOM

Kris Thibeault, Finance Director
Linda Paulin, SCP Director
Lori Giuliani, RSVP Director
Naomi Fletcher, Weatherization Director
Peggy Ramsden, FGP Director
Myra Smeester, HS/EHS Director
Shanna Hammond, Sr Services Director
Helen Corbett, HR Director
Jeff Anderson, Maintenance

MEMBERS EXCUSED

Karen Wigand
Jeff Waeghe
Katherine Jinkerson

MEMBERS ABSENT

Penny Carlson
Edie Erickson
Bernie Lang

APPROVAL OF JULY 15, 2021 CAA GOVERNING BOARD MINUTES

Members received a draft of the July 15, 2021 CAA Governing Board minutes and **the minutes were approved with a motion from John Malnar, seconded by Mia Smith; Motion Carried.**

FINANCE COMMITTEE REPORT

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

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

ACCEPTANCE OF CAA 990 TAX RETURN

The chair called on Finance Director Kris Thibeault for more information regarding the CAA 990 Tax return. **A motion was made to accept the CAA 990 Tax Return by John Malnar, seconded by Alan Kilar; Motion Carried.**

APPROVAL OF THE 2022 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2022 CAA/HRA Governing Board meeting schedule. **A motion was made by Mia Smith to accept the CAA/HRA 2022 Board Meeting schedule as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE MDSCAA COMPREHENSIVE REMOTE WORK POLICY

All members received a copy of the MDS CAA Comprehensive Remote Work Policy for their review. The chair called on Julie Moberg for more information. **A motion was made to approve the Remote Work Policy as presented by John Malnar, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF THE 2022 COST ALLOCATION PLAN

The chair called on Kris Thibeault for more information. **A motion was made to approve the 2022 Cost Allocation Plan as recommended by the Finance Committee by Susan Kleikamp, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF THE FINANCIAL PROCEDURES MANUAL

The chair called on Kris Thibeault for more information. **A motion was made to approve the Financial Procedures Manual as recommended by the Finance Committee by John Malnar, seconded by Alan Kilar; Motion Carried.**

APPROVAL OF A NEW VEHICLE PURCHASE FOR HS/EHS

The Chair called on Myra Smeester for more information. **John Malnar made a motion to approve the recommendation from the Finance Committee to accept the bid from Riverside Auto for the purchase of a new vehicle for HS/EHS, going first with Option 1 if still available, if Option 1 is not available then the recommendation is for Option 2. Seconded by Connie Maule. Motion Carried.**

John Malnar made a second motion as follows: If either Option 1 or Option 2 is not available then it is recommended that the Board approve an amount not to exceed \$30,000 for the purchase of a new vehicle for HS/EHS. Seconded by Connie Maule. Motion Carried.

APPROVAL OF A NEW BUS PURCHASE FOR HS/EHS

The Chair called on Myra Smeester for more information. Bid information is currently advertised. **A motion was made by John Malnar to approve the recommendation of the Finance Committee to approve a dollar amount not to exceed \$70,000 for the purchase of a new bus for HS/EHS, seconded by Alan Kilar; Motion Carried.**

ACCEPTANCE OF THE JUNE & JULY 2021 POLICY COUNCIL MINUTES

All members received a copies of the HS/EHS Policy Council minutes for June & July 2021. **A motion was made to accept the reports by John Malnar, seconded by Geri Alanko; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S JULY & AUGUST 2021 REPORT

All members received a copies of the July & August 2021 ECP Director's report for their review. **A motion was made to accept the report by Connie Maule, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported the HS/EHS Program has now begun their new school year. The classrooms opened on August 30th, the Toddler Room opened on September 7th and the Center Based Classrooms will be opening on September 13th. At this time, all children will be back in their classrooms face to face. All kids and staff will be wearing a mask during indoor classroom time and on buses. We will be monitoring how the COVID levels are in the community and exposures within the classrooms. **A motion was made to accept her report as presented by John Malnar and seconded by Autumn Morgan; Motion Carried.**

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

Alan Kilar wanted to know if any of the Afghanistan refugees were being relocated to the area. Julie said not to her knowledge.

ADJOURNMENT

A motion to adjourn was made by John Malnar, supported by Alan Kilar; Motion carried.

Meeting adjourned at 1:11 pm.

Next meeting is scheduled October 14, 2021 at 12:30 pm.