

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday July 28, 2022
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:06 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
John Malnar, Delta
Mia Smith, Menominee
Connie Maule, Menominee
Jennifer MacDonald, Menominee
Geri Alanko, Delta
Gerald Piche, Menominee
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Mary Lu Gaudette, Delta
Jeff Waeghe, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

ATTENDING BY ZOOM

Kris Thibeault, Finance Director
Linda Paulin, SCP Director
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

Susan Kleikamp
Edie Erickson
Krystal Fruehling

MEMBERS EXCUSED

Ken Penokie
Penny Carlson
Alan Kilar

APPROVAL OF AGENDA

A motion was made by John Stapleton to approve the agenda as presented seconded by John Malnar; 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 Mary Lu Gaudette, seconded by Mia Smith; Motion Carried.**

- May 26, 2022 Governing Board Minutes
- April 2022 and May 2022 CAA Accounts Payable Schedule
- HS/EH Policy Council April 2022 Minutes

- ECP Directors Reports June 2022 and July 2022

ACCEPTANCE OF THE RESIGNATIONS OF KENNETH PENOKIE, PENNY CARLSON, EDIE ERICKSON AND KRYSTAL FRUEHLING

A motion was made by Mia Smith to accept the resignations of Kenneth Penokie, Penny Carlson, Edie Erickson and Krystal Fruehling with regrets, seconded by Connie Maule; Motion Carried.

APPROVAL OF JESSICA FLORY-WHITMIRE TO THE SCHOOLCRAFT COUNTY CONSUMER SECTOR

A motion was made by John Malnar to approve the application of Jessica Flory-Whitmire to the open Governing Board seat in the Schoolcraft County Consumer Sector, seconded by Geri Alanko; Motion Carried.

APPROVAL OF MARIE WHITMIRE TO THE MENOMINEE COUNTY CONSUMER SECTION

A motion was made by Connie Maule to approve the application of Marie Whitmire to the open Governing Board seat in the Menominee County Consumer Sector, seconded by John Stapleton; Motion Carried.

APPROVAL OF VICTORIA DECLAIRE TO THE DELTA COUNTY CONSUMER SECTOR AS THE HEAD START POLICY COUNCIL REPRESENTATIVE

A motion was made by John Stapleton to approve the appointment of Victoria DeClaire to the Governing Board seat in the Delta County Consumer Sector, as the Head Start Policy Council Representative, seconded by Mia Smith; Motion Carried.

APPROVAL OF THE SAFETY COMMITTEE REPORT

The committee reported that they reviewed a total of 15 accident and incident reports that deemed no further action was necessary. One Head Start incident required review but has now been resolved with no need for any further action. **A motion to accept the Safety Committee report as presented was made by John Malnar, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF 2020-2021 AGENCY ANNUAL REPORT

Board members received a copy of the Agency's 2020-2021 Annual Report for their review. **A motion was made by Jeff Waeghe to approve the Annual Report, seconded by Mary Lu Gaudette; Motion Carried.**

ACCEPTANCE OF THE MDSCAA 2022 COMMUNITY NEEDS ASSESSMENT

Board members received a copy of the MDSCAA 2022 Community Needs Assessment for their review. The Chair called on Julie Moberg for more information. **A motion was made by Jeff Waeghe to accept the MDSCAA 2022 Community Needs Assessment as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE FY 2023 HEAD START CONTINUATION GRANT

All members received a copy of the FY 2023 Head Start Continuation Grant for their review. The Chair then called on Myra Smeester for more information. **A motion was made by Mia Smith to accept the FY 2023 Head Start Continuation Grant as presented, seconded by Connie Maule; Motion Carried.**

APPROVAL OF THE FY 2023 EARLY HEAD START CONTINUATION GRANT

All members received a copy of the FY 2023 EHS Continuation Grant for their review. The Chair then called on Myra Smeester for more information. **A motion was made by Mia Smith to accept the FY 2023 Early Head Start Continuation Grant as presented, seconded by Connie Maule; Motion Carried.**

APPROVAL OF THE EARLY HEAD START LOCALLY DESIGNED OPTION WAIVER

All members received a copy of the EHS Locally Designed Option Waiver for their review. The chair called on Myra Smeester for more information. **A motion was made by Jennifer MacDonald to approve the Early Head Start Locally Designed Option Waiver as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE NON-FEDERAL SHARE WAIVER REQUEST

All members received a copy of the Non-Federal Share Waiver request for their review. The chair called on Myra Smeester for more information. **A motion was made by John Stapleton to approve the Non-Federal Share Waiver as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE SELECTION CRITERIA PROCEDURE

All members received a copy of the Selection Criteria Procedure for their review. The chair called on Myra Smeester for more information. **A motion was made by John Malnar to approve the Selection Criteria Procedure as presented, seconded by Geri Alanko; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

1. The Board called on Julie Moberg for her report. Julie reported that the HS/EHS staff have been working on planning for the next school year and making adjustments to the program. We will be reducing class rooms from 15 down to 13. The Toddler room will remain as is for Early Head Start. Myra will be working on completing some building repairs including a new bathroom in Escanaba. It has been a challenging year with all of the Covid cases, class adjustments, and staff turnover. We currently have about 23 jobs open in HS-EHS. **A motion was made to accept the Executive Director's report as presented by Mia Smith, seconded by John Stapleton; Motion Carried.**

OTHER BUSINESS

The discussion regarding the upcoming September Board Meeting location was tabled until the HRA meeting.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Jeff Waeghe complimented the staff on the excellent job that they are doing.

ADJOURNMENT

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

Meeting adjourned at 10:41 am

Next meeting is scheduled September 22, 2022 at 10:00 am ET.