

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Zoom Meeting
Thursday, May 13, 2021
Community Action Agency
Escanaba MI
12:30 p.m. ET

MINUTES

The Zoom meeting was called to order at 12:35 pm and the following were in attendance:

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Ken Penokie, Delta
Bernie Lang, Menominee
Penny Carlson, Schoolcraft
Katherine Jinkerson, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Susan Kleikamp, Menominee
John Malnar, Delta
Mia Smith, Menominee
Jeff Waeghe, Delta
Autumn Morgan, Delta
Edie Erickson, Schoolcraft

MEMBERS EXCUSED

Geri Alanko
Mia Smith
Craig Reiter

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Dianne Gartland, Admin Assistant
Naomi Fletcher, Weatherization Director
Sally Kidd, Senior Services Director
Myra Smeester, HS/EHS Director
Peggy Ramsden, FGP Director

MEMBERS ABSENT

Alan Kilar
Myra Croasdell

APPROVAL OF APRIL 8, 2021 GOVERNING BOARD MINUTES

Members received a draft of the April 8, 2021 Governing Board minutes. **These were approved with a motion from Jeff Waeghe, seconded by John Malnar; Motion Carried.**

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

As Anderson, Tackman has not completed the audit at this time a **motion was made by John Malnar, to table this agenda item until the July 2021 meeting, 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 March 2021 CAA Accounts Payable Schedule. **This was approved with a motion from John Malnar, seconded by Katherine Jinkerson; Motion Carried.**

APPROVAL OF THE UPDATED COVID-19 RESPONSE PLAN

Members received a copy of the updated COVID-19 Preparedness and Response Plan changes for their review. **A motion was made to accept the changes to the plan as presented by Bernie Lang, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF MDS CAA BACKGROUND CHECK POLICY

Members received a copy of the MDS CAA Background Check Policy for their review. **A motion was made to accept the MDS CAA Background Check Policy as presented by Susan Kleikamp, seconded by Autumn Morgan; Motion Carried.**

ACCEPTANCE OF THE HS 2019-2020 GSRP MONITORING REVIEW

Members received a copy of the HS 2019-2020 GSRP Monitoring Review results for their review. **A motion to accept the monitoring review results was made by John Malnar, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF THE HS FY2021 AMERICAN RESCUE PLAN FUNDING INCREASE

All members received a copy of the HS FY2021 American Rescue Plan Funding Increase report for their review. **A motion was made to accept the Rescue Plan by Jeff Waeghe, seconded by Penny Carlson; Motion Carried.**

ACCEPTANCE OF THE HS/EHS PROGRAM PERFORMANCE SUMMARY REPORT

All members received a copy of the HS/EHS Program Performance Summary Report for their review. **A motion to accept the report was made by Susan Kleikamp, seconded by Autumn Morgan; Motion Carried.**

APPROVAL TO APPLY FOR FY2021/2022 HS/EHS GRANT

All members received a copy of the application to apply for the FY2021/2022 HS/EHS Grant. **A motion was made by John Malnar, seconded by Jeff Waeghe, to approve the request to apply for the 2021/2022 HS/EHS Grant; Motion Carried.**

APPROVAL OF THE SOLE SOURCE BID FOR ROY NESS CONSTRUCTION

All members received a copy of the Sole Source Bid from Roy Ness Construction. Myra Smeester was called upon for more information. It was noted by the Board that this bid did go out to additional vendors but no other vendor bid on it. **A motion was made by Bernie Lang, seconded by John Stapleton, to approve the Sole Source Bid from Roy Ness Construction; Motion Carried.**

ACCEPTANCE OF THE MARCH 24, 2021 POLICY COUNCIL MINUTES

All members received a copy of the March 24, 2021 Policy Council Minutes for their review. **A motion was made by John Malnar, seconded by Autumn Morgan to accept the minutes as presented; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S MONTHLY REPORT

Members received a copy of the ECP Director's April 2021 report. **A motion was made to accept the report as presented and place on file by Jeff Waeghe, seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that all Head Start classes will be done in mid-June. Head Start had a 68% enrollment for the year while Early Head Start had an 85% enrollment. Myra and staff are making plans to be fully back into the classrooms in the early fall. The program is required to provide 1020 hours of education next fall over an 8 month period for 45% of their enrollment. **A motion was made to accept the report as presented by Susan Kleikamp, seconded by Katherine Jinkerson; Motion Carried.**

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

No public comments were heard.

ADJOURNMENT

A motion to adjourn was made by John Malnar, seconded by Jeff Waeghe.

The meeting was over at 12:58 pm.

Next meeting is scheduled for July 15, 2021 at 12:30 pm.