

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday January 13, 2022
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

The meeting was called to order at 12:39 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
Jeff Waeghe, Delta
Myra Croasdell, Delta
Jennifer MacDonald, Menominee
Geri Alanko, Delta
Gerald Piche, Menominee
Connie Maule, Menominee

OTHERS PRESENT IN PERSON

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

MEMBERS ATTENDING BY ZOOM

Susan Kleikamp, Menominee
Ken Penokie, Delta
Penny Carlson, Schoolcraft
Edie Erickson, Schoolcraft
John Stapleton, Schoolcraft
Alan Kilar, Schoolcraft

OTHERS ATTENDING BY ZOOM

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

MEMBERS EXCUSED

Katherine Jinkerson
Mia Smith

MEMBERS ABSENT

APPROVAL OF ADDITIONAL AGENDA ITEMS

A motion was made by John Malnar to add agenda items #4 and #5. This was seconded by Jennifer MacDonald; Motion to Add Agenda Items #4 and #5 carried.

APPROVAL OF NOVEMBER 11, 2021 GOVERNING BOARD MINUTES

Members received a draft of the November 11, 2021 CAA Governing Board minutes **John Malnar made a motion to accept the minutes as presented, seconded by John Stapleton; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the October 2021 CAA Accounts Payable Schedule. **This was approved with a motion from Jennifer MacDonald, seconded by Connie Maule; Motion Carried.**

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

ACCEPTANCE OF AUTUMN MORGAN'S RESIGNATION FROM THE GOVERNING BOARD

Autumn Morgan has informed the board that she is resigning from her appointment to the Governing Board. **A motion was made by Myra Croasdell, to accept the resignation of Autumn Morgan from the Governing Board with regrets, seconded by Geri Alanko; Motion Carried.**

ACCEPTANCE OF BERNIE LANG'S RESIGNATION FROM THE GOVERNING BOARD

Bernie Lang has resigned from his appointment to the Governing Board. **A motion was made by John Malnar, to accept the resignation of Bernie Lang from the Governing Board with regrets, seconded by Jeff Waeghe; Motion Carried.**

APPROVAL OF GERALD PICHE APPOINTMENT TO THE GOVERNING BOARD

Gerald Piche was appointed by Menominee County Board of Commissioners to represent them at our meetings. **He will be replacing Bernie Lang. A motion was made to approve Gerald Piche to the Governing Board by John Malnar, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF JENNIFER MACDONALD TO THE GOVERNING BOARD

A motion was made by John Malnar, seconded by John Stapleton; to approve another term for Jennifer MacDonald to the Governing Board.

ACCEPTANCE OF KAREN WIGAND'S RESIGNATION FROM THE GOVERNING BOARD

Karen Wigand has submitted her resignation from her appointment to the Governing Board. **A motion was made by John Stapleton, to accept the resignation of Karen Wigand from the Governing Board with regrets, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF THE REHMANN ENGAGEMENT LETTER

Members received a copy of the letter from Rehmann confirming the agreement with MDS CAA regarding the process and fees of auditing the financial accounts. **A motion was made to accept the Rehmann Engagement letter by John Stapleton, seconded by Geri Alanko; Motion Carried.**

CAA GOVERNING BOARD BY-LAWS

All members received an updated copy of the CAA Governing Board By-Laws copy for their review.

EXECUTIVE COMMITTEE ROLL CALL VOTE

An Executive Committee roll call vote was conducted by telephone on December 2, 2021. The committee approved the changing the date from 1/4/22 to 1/31/22 for HS/EHS employee's to be fully vaccinated by to coincide with the updated Head Start Standards.

Another Executive committee roll call vote was conducted by telephone on December 9th and December 14th regarding the numerous changes to the HS Vaccine Mandate policy. The Executive Committee approved the changes to the HS Vaccine Mandate Policy.

APPROVAL OF THE HEAD START VACCINE MANDATE POLICY UPDATE

All members received a copy of the updated Head Start Vaccine Mandate Policy for their review. **A motion was made by Jeff Waeghe, to accept the Head Start Vaccine Mandate Policy changes as presented, seconded by Myra Croasdell; Motion Carried. Ken Penokie – Opposed.**

APPROVAL OF AGENCY RISK ASSESSMENT PLAN

All members received a copy of the agency's proposed Risk Assessment Plan for their review. The Chair called on Julie Moberg for more information. The Risk Assessment Plan is part of the Organization Standards that we are required to do. **A motion was made by Jennifer MacDonald, to accept the Risk Assessment Plan as presented, seconded by Geri Alanko; Motion Carried.**

HEAD START/EARLY HEAD START PROGRAM PRESENTATION

Myra Smeester addressed the board with a short program presentation regarding the services that Head Start and Early Head Start have to offer.

ACCEPTANCE OF THE OCTOBER 2021 POLICY COUNCIL MINUTES

All members received a copy of the October 2021 Policy Council minutes for their review. **A motion was made to accept the October 2021 Policy Council Minutes by Susan Kleikamp, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S NOVEMBER 2021 AND DECEMBER 2021 REPORTS

All members received a copy of the ECP Director's November 2021 and December 2021 reports. **A motion was made to accept the ECP Director's November 2021 and December 2021 Reports by John Malnar, seconded by Myra Croasdell; Motion carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Head Start has a 65% enrollment while Early Head Start is at 67%. The program has been struggling with COVID closures. All staff have to be vaccinated or accommodated by 1/31/2022. Michigan is one State that has not filed a lawsuit against the mandate, so we need to proceed. **A motion was made to accept the Executive Director's report as presented by John Malnar, seconded by John Stapleton; Motion Carried.**

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

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

Meeting adjourned at 1:11 pm.

Next meeting is scheduled March 10, 2022 at 12:30 pm.