

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday October 27, 2022
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:05 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
John Malnar, Delta
Connie Maule, Menominee
Jennifer MacDonald, Menominee
Marie Whitmire, Menominee
Myra Croasdell, Delta
Victoria DeClaire, Delta
Jessica Flory-Whitmer, Schoolcraft
Mary Lu Gaudette, Delta
John Stapleton, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant
Kelli Van Ginhoven

ATTENDING BY ZOOM

Kris Thibeault, Finance Director
Hannah Micheau, Emergency Services
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

Geri Alanko
Jerry Piche
Susan Kleikamp

MEMBERS EXCUSED

Mia Smith
Jeff Waeghe

MEMBERS ABSENT

Alan Kilar

APPROVAL OF AGENDA

A motion was made by John Malnar to add agenda item “Masking Requirements” to the agenda for discussion seconded by Myra Croasdell; 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 Marie Whitmire, seconded by Connie Maule; Motion Carried.**

- September 22, 2022 Governing Board Minutes
- August 2022 CAA Accounts Payable Schedule
- HS/EH Policy Council July 27, 2022 Minutes

- ECP Directors October 2022 Report

MASKING REQUIREMENTS DISCUSSION

A discussion was held regarding the masking requirements currently in place for HS/EHS employees and visitors. **A motion was made by Marie Whitmire seconded by Victoria DeClaire that mask wearing for all HS/EHS employees and visitors will now be optional unless there is a medical reason; Motion Carried.**

ACCEPTANCE OF THE 403(b) RETIREMENT PLAN AUDIT

Members received a copy of the 403(b) Retirement Plan audit for their review. **A motion was made to accept the 403(b) Retirement Plan Audit as recommended by the Finance Committee by John Malnar, seconded by Myra Croasdell; Motion carried.**

ACCEPTANCE OF THE 2022-2023 AGENCY WIDE BUDGET

Members received a copy of the 2022-2023 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by Johns Stapleton to accept the 2022-2023 Agency Wide Budget as recommended by the Finance Committee, seconded by Jennifer MacDonald; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The committee reported that they reviewed a total of 14 accident and incident reports. No further action was deemed necessary by the committee. **A motion to accept the Safety Committee report as presented was made by Marie Whitmire, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE UPDATED REMOTE WORK POLICY

All members received a copy of the updated Remote Work Policy for their review. **A motion was made by Jennifer MacDonald to approve the updated Remote Work Policy as presented, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE HS/EHS PROGRAM YEAR 2021-2022 SELF-ASSESSMENT REPORT

All members received a copy of the HS/EHS Self-Assessment Report for their review. The Chair called on Myra Smeester for more information. **A motion was made by Mary Lu Gaudette, seconded by Victoria DeClaire to accept the HS/EHS Program Year 2021-2022 Self-Assessment Report as presented; Motion Carried.**

ACCEPTANCE OF THE HS/EHS SELF-ASSESSMENT 2023 ACTION PLAN

All members received a copy of the HS/EHS Self-Assessment Action Plan for their review. The Chair called on Myra Smeester for more information. **A motion was made by Victoria DeClaire, seconded by Jessica Flory-Whitmer to accept the HS/EHS Self-Assessment 2023 Action Plan as presented; Motion Carried.**

HEAD START FEDERAL MONITORING - BOARD VOLUNTEERS

All members received a copy of the Head Start Federal Monitoring Schedule. A discussion was held asking for Board Volunteers that would be willing to meet with the Federal Monitors on November 8, 2002. Craig Reiter, Myra Croasdell and John Stapleton volunteered.

APPROVAL OF HS/EHS SOLE SOURCE BID

All members received a copy of the HS/EHS Sole Source bid from DS Tech for building security upgrades to the Escanaba Center in the amount of \$18,374.75. The Finance Committee approved this request and is now presenting it to the full Governing Board for final approval.

A motion was made by John Stapleton, seconded by Jennifer MacDonald to approve the HS/EHS Sole Source bid from DS Tech for security upgrades to the Escanaba Center as presented; Motion Carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Head Start staff are back to face to face classes but are still not at full enrollment yet. In Head Start we have 181 of the 246 openings filled and in Early Head Start we have 58 out of the 78 filled. We still have approximately 18 open jobs in HS/EHS. Union negotiations have begun. **A motion was made to accept the Executive Director's report as presented by John Malnar, seconded by Myra Croasdell; Motion Carried.**

OTHER BUSINESS

It was decided to move the November 17th Governing Board Meeting to December 1, 2022 at 10:00 am ET

PUBLIC COMMENT

Kelli Van Ginhoven thanked MDSCAA for all the great work that we do.

BOARD COMMENT

No board comments were made.

ADJOURNMENT

The Chair adjourned the meeting at 10:42 am ET

Next meeting is scheduled for Thursday December 1, 2022 at 10:00 am ET.