

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Zoom Meeting
Thursday, March 11, 2021
Community Action Agency
Escanaba MI
12:30 p.m.
Met by Zoom

MINUTES

The meeting was held by Zoom and called to order at 12:30 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Jeff Waeghe, Delta
John Malnar, Delta
Bernie Lang, Menominee
Katherine Jinkerson, Menominee
Edie Erickson, Schoolcraft
Penny Carlson, Schoolcraft
Karen Wigand, Delta
Jennifer MacDonald, Menominee
Ken Penokie, Delta
Myra Croasdell, Delta
Autumn Morgan, Delta

MEMBERS EXCUSED

Susan Kleikamp
John Stapleton
Mia Smith
Geri Alanko

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Naomi Fletcher, Weatherization Director
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Myra Smeester, ECP Director
Dianne Gartland, Administrative Assistant
Lori Guilliani, RSVP Director
Kay Boutilier
Angie Gardner

MEMBERS ABSENT

Alan Kilar

APPROVAL OF JANUARY 14, 2021 GOVERNING BOARD MINUTES

Members received a draft of the January 14, 2021 Governing Board minutes and **they were approved with a motion from Jeff Waeghe, seconded by John Malnar; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the December 2020 CAA Accounts Payable Schedule. **This was approved with a motion from John Malnar, seconded by Katherine Jinkerson; Motion Carried.**

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

ACCEPTANCE OF RESIGNATIONS/APPOINTMENTS/REPRESENTATIVES TO THE GOVERNING BOARD

The board accepted the resignation of Paul Welch on the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

The board accepted the appointment of Allen Kilar to the Governing Board with a motion from John Malnar and seconded by Penny Carlson; Motion Carried.

The board accepted the appointment of Autumn Morgan to the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

The board accepted the appointment of Karen Wigand to the Governing Board with a motion from Jeff Waeghe and seconded by John Malnar; Motion Carried.

The board accepted the appointment of Susan Kleikamp to the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

The board accepted Myra Croasdell to the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

The board accepted Penny Carlson to the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

ACCEPTANCE OF THE 403(b) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan audit for their review. Kris Thibeault was called on for more information. A motion was made by John Malnar, seconded by Katherine Jinkerson, to accept the audit as presented. Motion Carried.

APPROVAL OF REQUEST FOR CARRY OVER OF FY20 BASE FUNDING AND CARES FUNDING

The board called on Myra Smeester for more information. A motion was made by John Malnar to approve the carryover of FY20 Base Funding and Cares Funding, seconded by Jennifer MacDonald; Motion Carried.

ACCEPTANCE OF HS/EHS CHILD OUTCOMES REPORT

Members received a copy of the HS/EHS Child Outcomes Report for their review. A motion was made by John Malnar, seconded by Bernie Lang to accept the report as presented; Motion Carried.

APPROVAL OF THE UPDATED COVID 19 RESPONSE PLAN

The board called on Julie Moberg for more information. A motion was made by John Malnar, seconded by Myra Croasdell to accept the updated COVID 19 response plan as presented; Motion Carried.

ACCEPTANCE OF DECEMBER 2020 AND JANUARY 2021 POLICY COUNCIL MINUTES

Members received copies of the December 9, 2020 and January 27, 2021 Policy Council minutes for their review. **A motion was made to accept the minutes as presented by Jeff Waeghe, seconded by Bernie Lang; Motion Carried.**

ACCEPTANCE OF THE ECP DIRECTOR'S MONTHLY REPORT

Members received a copy of the ECP Director's January 2021 and February 2021 monthly report. **John Malnar moved to accept the report as submitted. This was seconded by Katherine Jinkerson; Motion Carried.**

TRAINING: ERSEA-ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE

A training on ERSEA was presented to the board by Angie Gardner.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Head Start completed their week long federal monitoring review. Ongoing hiring continues for multiple positions.

A motion was made to accept her report as presented by John Malnar and seconded by Myra Croasdell; Motion Carried.

OTHER BUSINESS

The Board Chair indicated that a joint Finance/Personnel Committee meeting was held to discuss the Executive Director's performance review. Based on this meeting it was the committee's recommendation to bring to the full Governing Board that the Executive Director receive a 2% wage increase retroactive to January 1, 2021. **A motion was made to accept the Finance/Personnel Committee's recommendation by Jeff Waeghe, seconded by John Malnar; Motion Carried.**

PUBLIC COMMENT

No public comments were heard.

ADJOURNMENT

A motion to adjourn was made by John Malnar, supported by Jennifer MacDonald; Motion carried.

Meeting adjourned at 1:11 pm.

Next meeting is scheduled April 8, 2021 at 12:30 pm.