

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday May 25, 2023  
Community Action Agency  
Escanaba MI  
10:00 a.m. ET

**MINUTES**

The meeting was called to order at 10:00 am ET and a quorum noted with the following in attendance.

**MEMBERS PRESENT**

Craig Reiter, Schoolcraft  
John Malnar, Delta  
Mary Lu Gaudette, Delta  
Connie Maule, Menominee  
Marie Whitmire, Menominee  
Michael Peitsch, Schoolcraft  
Connie Westrich, Menominee  
Susan Kleikamp, Menominee  
John Stapleton, Schoolcraft  
Myra Croasdell, Delta  
Robert Petersen, Delta  
Jessica Flory Whitmer, Schoolcraft

**MEMBERS EXCUSED**

Mia Smith  
Jennifer MacDonald  
Jeff Waeghe

**APPROVAL OF AGENDA**

A motion was made by Susan Kleikamp to approve the agenda as presented with the added agenda item: **Purchase of CD's** seconded by Marie Whitmire; Motion Carried.

**APPROVAL TO PURCHASE CD'S**

The Chair called on the Finance Director, Kris Thibeault for more information. Kris informed the Board that the Finance Committee recommended purchasing two - \$250,000 CD's at the best rates available with the signor being Julie Moberg, the Executive Director. **This was approved with a motion by John Malnar, seconded by John Stapleton; Motion Carried.**

**APPROVAL OF THE CONSENT AGENDA**

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Dianne Gartland, Admin Assistant  
Doug Bovin

**ATTENDING BY ZOOM**

Kris Thibeault, Finance Director  
Hannah Micheau, Client Services  
Helen Corbett, HR Director  
Brenda Moya, Weatherization Director  
Kristie Stenlund, Sr Services Director  
Myra Smeester, HS/EHS Director

**MEMBERS EXCUSED**

Geri Alanko  
Tori DeClaire

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Robert Petersen, seconded by Connie Westrich; Motion Carried.**

- April 27, 2023 CAA Governing Board Minutes
- March 2023 CAA Accounts Payable Schedule
- HS/EHS Policy Council Minutes

### **ACCEPTANCE OF THE SAFETY COMMITTEE REPORT**

Connie Maule advised the board that the Safety Committee met on 04/02/2023 and 05/23/23 and reviewed a total of 23 accident and incident reports. Two incidents resulted in Corrective Action Plans being put in place for Head Start. It was determined that no further action or follow up was necessary for the remaining accidents and/or incidents. **A motion was made by Mary Lu Gaudette, to accept the report as presented, seconded by John Stapleton; Motion Carried.**

### **APPROVAL TO APPLY FOR THE HS/EHS FY 23-24 GRANT**

The Chair called on Myra Smeester for more information. **A motion was made by Marie Whitmire, seconded by Susan Kleikamp, to approve the request to apply for the FY 2023/2024 HS/EHS Grant; Motion Carried.**

### **APPROVAL OF THE CAA BY-LAW CHANGES**

All members received a copy of the proposed CAA By-Law changes recommended by the By-Law Committee. **A motion was made by Connie Maule to approve the CAA By-Law changes as presented seconded by Robert Petersen; Motion Carried.**

### **DISCUSSION OF THE ELECTION OF BOARD OFFICERS IN JULY**

A discussion was held regarding the July 2023 elections of Board Officers. Julie Moberg advised the board members about the process for the election of officers and that there is an open seat for the Treasurer and if anyone was interested in that position to contact either her or Craig Reiter.

### **ACCEPTANCE OF THE ECP DIRECTOR'S REPORT**

The Chair called on Myra Smeester for her report. **A motion was made by Robert Petersen, seconded by Marie Whitmire to accept the ECP Director's report as presented; Motion Carried.**

### **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Board called on Julie Moberg for her report. Julie reported that HS/EHS staff will be laid off in the summer. Myra is holding planning sessions for the 2023/2024 school year. She also indicated that as Myra is now giving an in-depth report, that there really isn't much more she can add. **A motion was made to accept the Executive Director's report as presented and that the Executive Director would no longer need to give a formal report as that the Head Start**

**Director's report was covering everything by Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

**OTHER BUSINESS**

No other business was brought before the board.

**PUBLIC COMMENT**

Doug Bovin spoke very highly about the Community Action Agency and all of the great programs that are offered and of all the good that CAA does in and for the community.

**BOARD COMMENT**

No board comments were made.

**ADJOURNMENT**

**A motion to adjourn was made by Susan Kleikamp supported by Marie Whitmire; Motion carried.**

**Meeting adjourned at 10:41 am ET**

**Next meeting is scheduled July 27, 2023 at 10:00 am ET.**