

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday January 25, 2024
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 9:59 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
Fran Majestic, Schoolcraft
Patricia Mueller, Menominee
Kristyn Coppock, Delta
Robin Double, Schoolcraft
Connie Maule, Delta
Jennifer MacDonald, Menominee
John Malnar, Delta
Marie Whitmire, Menominee
Susan Kleikamp, Menominee
John Stapleton, Schoolcraft
Myra Croasdell, Delta

MEMBERS EXCUSED

Jessica Flory Whitmer
Mary Lu Gaudette
Michael Peitsch
Jeff Waeghe

APPROVAL OF AGENDA

A motion was made by Susan Kleikamp to approve the agenda as presented seconded by Fran Majestic; 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 John Stapleton, seconded by Myra Croasdell; Motion Carried.**

- November 30, 2023 Governing Board Minutes
- October 2023 CAA Accounts Payable Schedule
- November 2023 CAA Accounts Payable Schedule

OTHERS PRESENT

Julie Moberg, Executive Director
Alexandria Kleikamp, Receptionist
Sarah Clark, Finance Director
Helen Corbett, HR Director

ATTENDING BY ZOOM

Peggy Ramsden, FGP Director
Linda Paulin, SCP Director
Hannah Micheau, ES Manager
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Lori Giuliani, RSVP Director
Kristie Stenlund, Sr Services Director
Myra Smeester, HS/EHS Director

MEMBERS NOT EXCUSED

Mia Smith

- HS/EH Policy Council October 25, 2023 Minutes
- CAA Governing Board By-Laws
- Strategic Planning Documents

ACCEPTANCE OF THE RESIGNATION OF ROBERT PETERSEN FROM THE DELTA COUNTY ELECTED SECTOR OF THE GOVERNING BOARD

A motion was made by Fran Majestic, to accept the resignation of Robert Petersen from the Elected Sector of the Delta County Governing Board, seconded by Myra Croasdell; Motion Carried.

ACCEPTANCE OF THE RESIGNATION OF JOHN MALNAR FROM THE SCHOOLCRAFT COUNTY ELECTED SECTOR AND APPOINTMENT TO THE DELTA COUNTY ELECTED SECTOR OF THE GOVERNING BOARD

A motion was made by John Stapleton, to accept the resignation of John Malnar from the Schoolcraft County Elected Sector and accept the appointment of John Malnar to the Delta County Elected Sector of the Governing Board replacing Robert Petersen, seconded by Marie Whitmire; Motion Carried.

ACCEPTANCE OF THE APPOINTMENT OF KRISTYN COPPOCK TO THE DELTA COUNTY CONSUMER SECTOR OF THE GOVERNING BOARD

A motion was made by Marie Whitmire, to accept the appointment of Kristyn Coppock to represent the Delta County Consumer Sector of the Governing Board replacing Victoria DeClaire, seconded by Myra Croasdell; Motion Carried.

ACCEPTANCE OF THE RESIGNATION OF CONNIE WESTRICH FROM THE MENOMINEE COUNTY ELECTED SECTOR OF THE GOVERNING BOARD

A motion was made by Marie Whitmire, to accept the resignation of Connie Westrich from the Elected Sector of the Menominee County Governing Board, seconded by Kristyn Coppock; Motion Carried.

ACCEPTANCE OF PATRICIA MUELLER TO THE MENOMINEE COUNTY ELECTED SECTOR OF THE GOVERNING BOARD

A motion was made by Marie Whitmire, to accept the appointment of Patricia Mueller to represent the Menominee County Elected Sector of the Governing Board replacing Connie Westrich, seconded by Myra Croasdell; Motion Carried.

ACCEPTANCE OF THE HS/EHS FULL ENROLLMENT IMITATIVE PLAN

The Chair called on Myra Smeester for more information. A motion was made by Marie Whitmire, to acceptance the HS/EHS Full Enrollment Imitative Plan as presented, seconded by Fran Majestic; Motion Carried.

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 17 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Fran Majestic to accept the Safety Committee report as presented, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE REHMANN ENGAGEMENT LETTER

Members received a copy of the letter from Rehmann confirming the agreement with MDSCAA regarding the process and fees of auditing the financial accounts. Julie Moberg, Finance Director was called on for more information. **A motion was made by Susan Kleikamp, to accept the Rehmann Engagement Letter as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF ECP DIRECTOR'S JANUARY 2024 REPORT

The Chair called on Myra Smeester for her report. **A motion was made to accept the ECP Director's January 2024 report as presented by Marie Whitmire, seconded by Fran Majestic; Motion Carried.**

OTHER BUSINESS

No other business was brought before the board.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Our new Finance Director Sarah was introduced.
Discussion was made to create a Board email as a way for people to contact the Board.
Discussion was had regarding some recent staff changes.

ADJOURNMENT

A motion to adjourn was made by Marie Whitmire supported by Patricia Mueller; Motion carried.

Meeting adjourned at 10:33am ET

Next meeting is scheduled March 28, 2024 at 10:00 am ET