

**Community Action Board of Directors Board Meeting
Depot Board Room, 175 Main Street Battle Creek MI
November 23, 2015**

Board members present: Randall Hazelbaker, Rick Shaffer, Valerie Whitney, Steve Frisbie, Jim Dull, Lisa Walker

Board Members present by phone: Denise Jackson

Board members absent: Terry Langston, Sarah Jones, Jim Dyer

Staff and Others Present: Dawn McDonald, Dan Hicks, Courtney Iobe, Terris Todd, Michelle Williamson, Mackenzie Scholte

Chairperson Shaffer called the regular Board Meeting to order at 4:04 PM in the Depot Board Room.

Whitney motioned to approve the November 23, 2015 meeting agenda. Hazelbaker supported the motion. The motion carried.

Hazelbaker moved to approve the October 26, 2015 Board meeting minutes and place on file. Frisbie supported. The motion carried.

Public Comment: None.

CEO Verbal Report –

- Williamson and Whitney provided information on various mobile home parks in Battle Creek that are facing foreclosure.
- The All Agency meeting took place on November 20th. It went well.
- Last week McDonald conducted an investigation on a potential unsupervised child incident; it was an unfounded event.
- The next round of ECS monitoring is coming up. It will likely happen in January. It will require some time from board members.
- Mary Gehrig is retiring in December. We are thankful for the time she has spent as our Early Childhood Specialist.
- ECS received active shooter training from the Battle Creek Police Department. We have also implemented additional safety measures in some centers.
- The sale of the Branch County building was finalized on November 19th. We had about \$9,100 in profit.
- We have completed the lease with Mr. Munger for 493 W Michigan.
- Filed DBA Community Action.
- The city of Battle Creek is working to implement a Quiet Zone. This would require the agency to change the entrance to the depot. We are working with the city and will provide more information as it is available.

Board Education – Scholte presented the 2014 Annual Report. Williamson presented the 2016 Agency Wide Budget.

Committee Reports

A. Education and Children's Services Policy Council –

- a. Movement of Slots** – Williamson told the board that the agency is still struggling to fill slots in St. Joseph County, but there is a wait list in Calhoun County. Williamson proposes moving 8 slots from St. Joseph to Calhoun. 2 would be from Wood St, 2 from Shippy, and 4 from Sturgis. 5 would be moved to Hale and 3 to Coburn. Mary Gehrig has given written support. Hazelbaker motions to approve the movement of 8 slots from St. Joseph to Calhoun. Frisbie supports the motion. The motion carries.
- b. Impasse Procedure** – Williamson presented the Impasse Procedure and made the board aware that it is required by the Head Start grant. It has been reviewed by the Governance Task Force and the Executive Committee. Whitney moves to approve the Impasse Procedure as presented. Dull supports. The motion carries.

B. Finance Committee –

- a. Approval of October 2015 Financial Reports-** Whitney gave an overview of the reports for the month of October and motioned to accept the October 2015 Financial Reports. Walker supported. The motion carried.
- b. Financial Procedures Manual Updates** – Whitney presented the changes made to the Financial Procedures Manual. Frisbie motioned to approve the Financial Procedures Manual. Hazelbaker supported. The motion carried.
- c. Agency Wide Budget** – Whitney moved to approve the 2016 Agency Wide Budget. Dull supported. The motion carried.
- d. Audit Proposal Acceptance** – Whitney informed the board that two proposals were received in response to the audit RFP. The costs were similar, only a \$2,700 difference over 5 years. The finance committee recommends accepting the proposal from Raymond. Whitney motioned. Walker supported. The motion carried.
- e. Approval for purchase of 4 transportation vans** – Williamson provided the board with information on vehicles that needed to be replaced. Whitney motioned to approve purchase of 2 wheelchair vans and 2 passenger vans totaling \$130,000. Frisbie supported. The motion carried.

C. Membership Committee –

- a. Acceptance of Lisa Purcell in the role of Early Childhood Specialist** – Shaffer informed the board that the Membership Committee had met to interview Lisa Purcell and recommend accepting her to the board. Whitney motioned to accept Lisa Purcell in the role of Early Childhood Specialist. Hazelbaker supported. The motion carried.

D. Executive Committee –

- a. Bylaws** – There was discussion about the bylaws and the attorney's review. Frisbie gave an overview of the changes. There was discussion surrounding quorum. Frisbie motioned to accept the bylaws as presented with the following change:

A quorum for a regular or special meeting of the Community Action Board shall be at least fifty percent (50%) of non-vacant seats which includes members physically present as well as those who call in to the meeting. When board

membership is an odd number, quorum will be rounded up to the next whole number.

Whitney supported the motion. The motion carried.

Other Approval Items

- a. **Government Shutdown Plan**– Williamson gave an overview of the plan and explained that the details of the plan would change depending on the situation (time of year, type of shutdown, grants affected, etc.). Frisbie motioned to approve the shutdown plan as presented. Whitney supported. The motion carried.

Board Members' Time – none

Whitney motioned to call the meeting to adjournment at 5:25 PM. Jackson supported. Motion carried.

Next Board Meeting date: January 25, 2016 from 4:00pm to 6:00pm at the Community Action Depot Board Room, 175 Main Street, Battle Creek, MI

Respectfully submitted,
Mackenzie Scholte,
Recording Secretary for Sarah Jones, Board Secretary