

**Community Action Board of Directors Board Meeting  
Depot Board Room, 175 Main Street Battle Creek MI  
February 22, 2016**

**Board members present:** Anne Flynn, Steve Frisbie, Jim Dull, Lisa Walker, Jim Dyer, Val Whitney, Sarah Jones, Rick Shafer, Terry Langston

**Board members present by phone:** Randall Hazelbaker

**Board members absent:** Lisa Purcell

**Staff and Others Present:** Michelle Williamson, Mackenzie Scholte, Ken Bauer, Terris Todd, Courtney lobe, Dan Hicks, Dawn McDonald, Chuck Asher

Chairperson Shaffer called the regular Board Meeting to order at 4:03 PM in the Depot Board Room.

Whitney motioned to approve the February 22, 2016 meeting agenda. Dull supported. The motion carried.

Whitney motioned to approve the January 25, 2016 meeting as recorded. Dyer supported. The motion carried.

Hazelbaker motioned to approve the 2016 Annual meeting minutes. Dull supported. The motion carried.

**Public Comment:** None.

**Board Education –** Williamson introduced Ken Bauer, the CEO of Goodwill. Bower gave an overview of the Goodsteps program and took questions from the board. There was brief discussion on the program. lobe gave background on the Community Needs Assessment and presented the questions that are currently included. There was discussion on how the survey is distributed and results are collected as well as other questions to add.

**CEO Verbal Report –**

- We had an active shooter training at the Depot this month. LT will be going over ways to improve our plan.
- Williamson handed out the CEO evaluation form. These are due back to Dawn McDonald by March 7<sup>th</sup>.
- Walk for Warmth is on Saturday. Walk across Branch County will be held on Thursday. All board members are encouraged to participate.
- As Albion and Marshall school districts continue to talk about consolidation we are working to be proactive in the event that something happens to our ability to rent the Crowell building.
- We have utility assistance available in all of our service areas. Anyone interested in making an appointment can call our 877 phone number.
- I had my first meeting as the chair of the St. Joseph County Human Service Commission.
- We have had some complaints in our housing departments. We are working to resolve these issues.

**Committee Reports**

**A. Education and Children's Services Policy Council –**

- a. **2016-2017 Slot Allocation Plan** – Todd presented the 2016-2017 Slot Allocation Plan. There was brief discussion. Langston motioned to approve the slot allocation plan. Dull supported. The motion carried.

**B. Finance Committee –**

- a. **Approval of January 2016 Financial Reports-** Whitney gave an overview of the reports for the month of January. Jones moved to approve the January 2016 financial reports. Walker supported. The motion carried.

**C. Membership Committee –** Langston gave a brief update. There is currently one pending application. A Membership Committee meeting will be held in March.

**Governance Task Force**

- a. **Updated Board Application-** The changes to the board application bring it in line with the employment application and background check requirements. Langston motioned to approve the updated board application. Frisbie supported. The motion carried.

**Other Approval Items**

- a. **United Way Basic Needs Grant Submittal** – Williamson provided background of the United Way grant. Langston motioned to approve submittal of the United Way Basic Needs grant in the amount of \$125,000. This was supported by Jones. The motion carried.
- b. **ADA Complaint Policy** – Hazelbaker moved to approve the ADA Complaint Policy. Dull supported. The motion carried.

**Board Members' Time – none**

Frisbie motioned to call the meeting to adjournment at 5:15 PM. Langston supported. Motion carried.

**Next Board Meeting date:** March 28, 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