

**Community Action Board of Directors Board Meeting
Depot Board Room, 175 Main Street Battle Creek MI
October 10, 2016**

Board members present: Steve Frisbie

Board members present by phone: Randall Hazelbaker, Terry Langston, Lisa Purcell, Anne Flynn, Valerie Whitney, Rick Shaffer, Lisa Walker

Board members absent: Karen Woods, Sarah Jones, Jim Dyer, Jim Dull

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

Vice-Chairperson Frisbie called the special Board Meeting to order at 3:04 PM in the Depot Board Room.

Langston motioned to approve the October 10, 2016 agenda. Walker supported. The motion carried.

Public Comment: None.

Approval Items –

- a. ECS Quality Improvement Plan/Child Supervision Standard Operating Procedure –**
Williamson provided information on how the document works and gave complete information of the contents of the document, how it changes the current system, and what other resources were developed as part of the QIP. There were clarifying questions from the board. Williamson then provided the ECS Work Rules and discussed the addition of the Standard of Conduct. Shaffer moved to approve both the ECS Quality Improvement Plan and the Child Supervision Standard Operating Procedure. Langston supported the motion. The motion carried.
- b. Standard of Conduct –** Williamson read the ECS Standard of Conduct. Langston motioned to approve the ECS Standard of Conduct. Whitney supported the motion. The motion carried.
- c. Employee Handbook –** Williamson read the addition to the employee handbook. Whitney motioned to approve the addition to the employee handbook. Langston supported the motion. The motion carried.
- d. ECS Work Rules -** Todd gave an overview of the ECS Work Rules. Staff are required to sign the document. The Standard of Conduct was added to the Work Rules document. Langston motioned to approve the ECS Work Rules. Hazelbaker supported the motion. The motion carried.
- e. Slots Changes –** Todd presented the proposed slot changes to the board of directors. Four slots will be taken from Hale and moved to Coburn. Two slots from Hastings and two slots from Sue Drummond will be moved to Marshall. There were questions from the board about how enrollment is reported. Langston motioned to approve the movement of slots. Shaffer supported the motion. The motion carried.
- f. Head Start Duration Grant –** The Head Start and Early Head Start duration grant were submitted together. Early Head Start was asked to remove the air conditioning from the budget. All Head Start grantees were asked to reduce their budgets by 33%.

Williamson gave an explanation of the budget changes. Shaffer motioned to approve the duration grant. Hazelbaker supported the motion. The motion carried.

Board Members' Time – none.

Langston motioned to call the meeting to adjournment at 3:38 PM. Whitney supported. Motion carried.

Next Board Meeting date: October 24, 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