

**Community Action Board of Directors Board Meeting
Depot Board Room, 175 Main Street Battle Creek MI
September 26, 2016**

Board members present: Jim Dull, Lisa Walker, Valerie Whitney, Rick Shaffer, Steve Frisbie, Karen Woods, Jim Dyer

Board members present by phone: Randall Hazelbaker, Terry Langston, Lisa Purcell

Board members absent: Sarah Jones, Anne Flynn

Staff and Others Present: Michelle Williamson, Mackenzie Scholte, Terris Todd, Dawn McDonald, Chuck Asher, Dan Hicks, Courtney Iobe, Keri Rowley, Michelle Slaughter, Larry Hermen, Stella Ingraham, Abby Lumbard

Chairperson Shaffer called the regular Board Meeting to order at 4:05 PM in the Depot Board Room.

Langston motioned to approve the September 26, 2016 agenda with the addition of approval of September 20, 2016 Minutes and Carpet Approval. Hazelbaker supported. The motion carried.

Dull motioned to approve the September 20, 2016 meeting minutes. Whitney supported. The motion carried.

Hazelbaker motioned to approve the August 22, 2016 meeting minutes. Dull supported. The motion carried.

Public Comment: None.

Board Education – Williamson introduced the guests to the board. Michelle Slaughter spoke to the board about her experience working with Keri Rowley. Williamson and Shaffer presented Keri with a plaque to thank her for her outstanding service to Community Action and the community.

Larry Hermen presented the CCAT results to the board. There was brief discussion.

Abby Lumbard introduced Foster Grandma Stella Ingraham. Williamson and Shaffer presented Grandma Stella with a plaque thanking her for her many years of service to the community and for being part of Community Action's Foster Grandparent Program.

CEO Verbal Report –

- Williamson provided an update on the agency sewer system.
- As part of the BC Vision process we have participated in Opportunity Fairs designed to educate on hiring skills and opportunities in the community.
- The board asked that we look into the agency's ability to issue bonds. The attorney said it could be done, but if we chose to do that we should seek counsel with a bond attorney.
- The agency applied for an innovations grant with United Way. This grant would allow us to provide CDL bus driver training.
- We hope to have a policy for CSBG for the board to review in November.
- The Leadership Team is working on a weapons policy. It will be brought to the board when it is completed.

Committee Reports

A. Education and Children's Services Policy Council –

- a. **Program Information Reports** – Todd informed the board about the findings of the Program Information Reports and differences over the course of the past three years. Whitney motioned to accept the program information reports. Walker supported the motion. The motion carried.
- b. **Duration Grant Changes** – Williamson informed the board that the agency received notice that all grantees have been asked to reduce their budget by 33%.

- c. **Monitoring Reports** – Williamson provided the board with information on the governance monitoring results as well as our Quality Improvement Plan surrounding the Hastings incident from spring 2016.
- B. **Finance Committee** –
 - a. **Approval of August 2016 Financial Reports**- Whitney gave an overview of the reports for the month of August. Langton moved to approve the August 2016 financial reports. Dull supported. The motion carried.
 - b. **Pay scale** – McDonald presented the agency pay scale to the board. There was brief discussion. Dyer moved to approve the pay scale as presented. Frisbie supported. The motion carried.
 - c. **Walk for Warmth Reserve** – Williamson presented information on the Walk for Warmth reserve. It was implemented in 2004. This was presented as information for new board members who were unaware.
- C. **Governance Task Force** – Frisbie provided information on the last governance training for those who were unable to attend.

Other Items –

- a. **Limited English Proficiency Policy** – Williamson provided information on requirements. Dyer motioned to approve the LEP Policy. Dull supported. There was brief discussion on how often it will be used and any financial implications. The motion carried.
- b. **Customer Service Survey** – Williamson presented the Customer Service Survey. There was discussion of how data was obtained. Frisbie motioned to accept the Customer Service Survey. Langston supported. The motion carried.
- c. **MDOT Resolution** – The resolution gives Williamson the authority to sign MDOT contracts. Dull motioned to approve the MDOT Resolution. Dyer supported. The motion carried.
- d. **Carpet Approvals** – Dyer moved to approve the replacement of the depot carpet up to \$35,000. Langston supported. The motion carried.

Board Members' Time – none.

Langston motioned to call the meeting to adjournment at 5:58 PM. Dyer 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