

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

**Board members present:** Anne Flynn, Jim Dull, Lisa Walker, Steve Frisbie, Jim Dyer, Rick Shaffer

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

**Board members absent:** Karen Woods, Terry Langston, Sarah Jones, Valerie Whitney, Lisa Purcell

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

Chairperson Shaffer called the regular Board Meeting to order at 4:14 PM in the Depot Board Room.

Frisbie motioned to approve the August 22, 2016 agenda. Walker supported. The motion carried.

Frisbie motioned to approve the June 27, 2016 meeting minutes. Dull supported. The motion carried.

A sealed envelope containing the closed session minutes from June 27, 2016 was presented to Chairperson Shaffer. The envelope was opened and copies were presented to all board members. Hazelbaker motioned to approve the closed session minutes from June 27, 2016. Dyer supported the motion. The motion carried. The printed minutes were collected and returned to the envelope.

**Public Comment:** None.

**Board Education** – Scholte presented the 2015 Annual Report to the board of directors. There was time for questions and comments. Williamson presented the 2015 990 Report. There were questions and brief discussion.

**CEO Verbal Report –**

- Williamson made the board aware that the agency is in the process of updating the website.
- We have installed cameras in almost all of our Head Start locations. We are still working on getting them installed in Marshall and Albion.
- We were told by Marshall Public Schools that they do not wish to have Foster Grandparents in Albion. We have 3 Foster Grandparents there and are working to find a solution.
- We have seen an increase in vandalism at the Albion location.
- The Department of Labor has changed the qualifications for exempt staff. This will affect the agency moving forward.
- Head Start Regional Office has been disallowing the holding of health benefits to staff when they are on lay off. We do not know if this will impact us.
- We received more funding for Meals on Wheels and Congregate. We took 4 people off the waitlist. The waitlist is now at 11.
- DOE and LIHEAP ended June 30<sup>th</sup>. It was overspent by about \$50,000. This cost was absorbed by other grants.
- We applied for a financial opportunity grant. This would allow for training for intake to help them provide more financial guidance to clients.
- The banned client policy has been updated. The agency now has a probationary period for clients who wish to come off the banned clients list.
- Final insurance information for the year has been included in the board packet.
- We received the official provisional license for Delton. This is in effect until December.
- 401k audit has been completed. The official report should be completed in a couple month.
- There have been changes to MEAP funding going forward.

There was discussion from the board and Leadership Team about whether the agency should provide services if we cannot interact with clients in the same way. How do grants meet the agency mission? The board will write a resolution to send to the State surrounding MEAP and other funding in the future.

### **Committee Reports**

#### **A. Education and Children's Services Policy Council** – Flynn gave updates from the last Policy Council meeting.

- a. Slot Changes** – Todd informed the board that 2 slots are going to be moved from Wood Street and 2 from Hastings; all 4 slots will be added at Coburn. Dull motioned to approve the slot changed. Walker supported the motion. The motion carried.
- b. Self-Assessment** – Todd gave an overview and highlights of the self-assessment. Dull motioned to approve the self-assessment. Hazelbaker supported. The motion carried.
- c. Early Head Start Program Changes** – Todd presented the changes to the early head start program to the board. These include changes in dates of service to meet grant requirements.

#### **B. Finance Committee** –

- a. Approval of June and July 2016 Financial Reports-** Frisbie gave an overview of the reports for the months of June and July. Flynn moved to approve the June and July 2016 financial reports. Walker supported. The motion carried.
- b. Acceptance of 990** – Frisbie motioned to accept the FY2015 Agency 990. Dull supported the motion. The motion carried.
- c. Investment Policy** – Williamson presented the investment policy to the board. Frisbie motioned to approve the investment policy. Flynn supported the motion. The motion carried.
- d. Approval of FY2017 grant application to MDHHS for CSBG Funding-** Frisbie motioned to approve the submittal of the grant application for FY2017 CSBG funding. Dyer supported the motion. The motion carried.

#### **C. Governance Task Force** – There will be a governance meeting for the full board on Tuesday, September 20<sup>th</sup> from 7:30 AM – 9:00 AM in the Depot Board Room. Breakfast will be provided.

### **Other Items** –

- a. Carpet Approvals** – Hicks provided information on the sewage problem that has been happening at the Depot over the last couple months. In light of the urgency of the sewage issues that need to be take care of, discussion on the replacement of carpet in the Depot will be tabled.
- b. Annual Report** – Dyer motioned to accept the 2015 Annual Report. Dull supported the motion. The motion carried.

### **Board Members' Time** – none.

Dyer motioned to call the meeting to adjournment at 5:47 PM. Dull supported. Motion carried.

**Next Board Meeting date:** September 26, 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