

**Community Action Board of Directors Board Meeting
Depot Board Room, 175 Main Street Battle Creek MI
June 27, 2016**

Board members present: Sarah Jones, Anne Flynn, Lisa Walker, Steve Frisbie, Val Whitney, Jim Dyer

Board members present by phone: Randall Hazelbaker, Lisa Purcell

Board members absent: Karen Woods, Terry Langston, Jim Dull, Rick Shaffer

Staff and Others Present: Michelle Williamson, Mackenzie Scholte, Terris Todd, Dawn McDonald, Kelsey Bauer, Larry Hermen, Chuck Asher, Nate Balderman, Dan Hicks

Vice-Chairperson Frisbie called the regular Board Meeting to order at 4:12 PM in the Depot Board Room.

Jones motioned to approve the June 27, 2016 agenda. Hazelbaker supported. The motion carried.

Jones motioned to approve the May 23, 2016 meeting minutes. Whitney supported. The motion carried.

Larry Hermen introduced himself and gave a brief overview of the governance process and what to expect in the coming months.

Public Comment: None.

Board Education – Nate Balderman, of Rehman Robson, presented the FY2015 Agency Audit.

CEO Verbal Report –

- Williamson gave an update on the GoodSteps program.
- The agency received more money for senior nutrition in Branch County.
- We received a one year extension from the W.K. Kellogg Foundation for our early learning marketing grant that includes \$142,780.
- Board and Policy council members were part of the most recent round of Head Start monitoring in early June. We are waiting for the report.
- The agency insurance renewal will be July 1.
- We had a Foster Grandparent recognition dinner at Schulers. Almost 90 people attended, including Representative Bizon. The Foster Grandparent Program also received an award from United Way. We will have more information on this in July.
- Current enrollment for Head Start is 431/723. This is average for this time of year.
- We are interviewing for open positions for the upcoming school year.
- Update on the house we rent from the Mungers in Barry County.

Dan Hicks provided the board with an update on all of the upcoming maintenance and IT projects.

Committee Reports

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

a. Approval of Head Start Early Head Start Continuation Grant and Budget – Williamson presented the continuation budgets for both Head Start and Early Head Start. There

was brief discussion from the board. Whitney moved to approve the Head Start Early Head Start Continuation grant and budgets. Jones supported the motion. The motion carried.

- b. 5 Year Grant goals** – Todd gave an overview of the five year grant goals. Jones motioned to approve the five year grant goals. Whitney supported. The motion carried.

B. Finance Committee –

- a. Approval of May 2016 Financial Reports-** Whitney gave an overview of the reports for the month of May. Whitney moved to approve the May 2016 financial reports. Dyer supported. The motion carried.
- b. Approval of FY2015 Agency Wide Audit** – Dyer motioned to approve the FY2015 Agency Wide Audit. Jones supported the motion. The motion carried.

- C. Executive Committee** – Frisbie gave the board an update on the Executive Committee's last meeting.

Other Items –

- a. Approval of Aging and Adult Services Agency grant** – Williamson provided information on the grant. Dyer motioned to approve the Aging and Adult Services agency grant. Jones supported the motion. The motion carried.
- b. Closed session to discuss settlement of anticipated litigation** – Dyer motioned to go into closed session for periodic review and to discuss material exempt from discussion or disclosure by state or federal statute, per Sections 8A and 8H of the Michigan Open Meetings Act, with the presence of Michelle Williamson and Dawn McDonald. Whitney supported the motion. The board held a roll call vote and entered closed session at 5:13 PM.

A. Roll Call

- a. Jones** – yes
- b. Flynn** – yes
- c. Frisbie** – yes
- d. Whitney** – yes
- e. Dyer** – yes
- f. Walker** – yes
- g. Hazelbaker** – yes
- h. Purcell** – yes

Closed session ended at 5:35 PM and resumed the open meeting.

Dyer motioned to approve the settlement agreement with Jason Herlein. Flynn seconded the motion. The motion carried.

Whitney motioned to approve the CEO contract and terms with pay retroactive to March 2016, giving the board chair authority to sign with the terms. Dyer supported the motion. The motion carried.

Board Members' Time – Frisbie appreciates the program reports from the Leadership Team.

Whitney motioned to call the meeting to adjournment at 5:39 PM. Dyer supported. Motion carried.

Next Board Meeting date: August 22, 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

DRAFT