

**Community Action Board of Directors Board Meeting  
Depot Board Room, 175 Main Street Battle Creek MI  
May 23, 2016**

**Board members present:** Anne Flynn, Lisa Purcell, Jim Dyer, Jim Dull, Steve Frisbie, Lisa Walker, Valerie Whitney, Rick Shaffer, Karen Woods, Randall Hazelbaker

**Board members present by phone:** Terry Langston

**Board members absent:** Sarah Jones

**Staff and Others Present:** Michelle Williamson, Mackenzie Scholte, Terris Todd, Dawn McDonald, Courtney Iobe, Jason Pancost

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

Shaffer recommended removing item 7. d. i. CEO Contract and Compensation Review from the agenda. Langston motioned to approve the agenda as amended. Dull supported. The motion carried.

Dull motioned to approve the April 25, 2016 meeting minutes. Whitney supported. The motion carried.

**Public Comment:** None.

**Board Education** – Williamson presented a document contain highlights from the IS survey from all Michigan CAP agencies. She explained pros and cons of the way Michigan tracks programs. There was discussion surrounding the survey and databases used to collect information. Next, Williamson presented the Theory of Change infographic. There was more discussion from the board.

**CEO Verbal Report –**

- Williamson gave the final report from the 2016 Walk for Warmth. The net raised was approximately \$57,000.
- There are some opportunities for the board to be engaged in the agency in the next couple months. ECS Advisory Council meeting will be Thursday, May 26<sup>th</sup> at 9:00 AM at Hale. The Agency will hold a cookout on June 8<sup>th</sup> at 11:30 AM.
- The agency audit will be concluded soon. It will be presented to the board at the June meeting.
- The GoodSTEPS MOU has been completed. We will implement the program over the summer.
- The governance portion of Head Start monitoring will take place on June 8<sup>th</sup> at 1:00 PM. We will hold a prep meeting on May 31<sup>st</sup> at 2:00 PM.
- The Community Needs Assessment has been released this week. It will be sent to the board to complete this week.
- The agency learned at the CSBG conference that 1% could be taken back, but with carry over the agency would not be in danger if that were to happen.
- There was a potential unsupervised child incident last week, but an investigation was conducted and the incident was unfounded.
- We had a great success story out of Barry County recently. A Head Start parent did not have a high school education, but was interested in earning her GED. The Family Service Advocate helped the parent study and fund resources. That parent obtained her GED and is now employed.
- We will honor a Foster Grandparent volunteer as well as our Teacher of the Year at an upcoming board meeting.

**Committee Reports**

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

- a. Head Start/Early Head Start Grant Expansion** – Pancost presented the expansion plan and budgets for both Head Start and Early Head Start. There was discussion from the board. Langston moved to approve the Head Start/Early Head Start grant expansion plan. Frisbie supported the motion. The motion carried.
- b. COLA** – Williamson presented the information on the Cost of Living Adjustment for Head Start and Early Head Start. There was discussion from the board. Whitney moved to approve the COLA Grant for Head Start and Early Head Start. Hazelbaker supported the motion. The motion carried.
- c. Delton Corrective Action Plan** – Todd gave an overview of the corrective action plan. There was discussion from the full board about the plan and protocol. Frisbie requested that on future corrective action plans a recap of the event is included. Dull motioned to approve the corrective action plan. Purcell supported the motion. The motion carried.

**B. Finance Committee** –

- a. Approval of April 2016 Financial Reports**- Whitney gave an overview of the reports for the month of April. Whitney also made the board aware credit card fraud that the agency has experienced. Frisbie moved to approve the April 2016 financial reports. Woods supported. The motion carried.

**C. Membership Committee** – Langston reported that the board is full. There will be an upcoming vacancy in November.

**Governance Task Force** – Frisbie provided the board with an update on the governance process. A proposal was received from Larry Herman to aide in the governance process. The cost would be approximately \$2,700. There was discussion about the proposal and the continued governance work. Frisbie motioned to accept the proposal from Larry Herman. Dyer supported the motion. The motion carried.

**Conflict of Interest Update** – Conflict of Interest acknowledgement and disclosure forms were given to the board to sign. Signatures are required every two years by CSBG Organizational standards.

**Board Members' Time** – Dull appreciates the thoroughness of the Delton corrective action plan.

Frisbie motioned to call the meeting to adjournment at 5:27 PM. Langston supported. Motion carried.

**Next Board Meeting date:** June 27, 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