

**Community Action Board of Directors Board Meeting
Depot Board Room, 175 Main Street Battle Creek MI
April 25, 2016**

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

Board members absent: Karen Woods, Terry Langston

Staff and Others Present: Michelle Williamson, Mackenzie Scholte, Terris Todd, Dawn McDonald, Chuck Asher, Jason Pancost

Chairperson Shaffer called the regular Board Meeting to order at 4:03 PM in the Depot Board Room.

Jones motioned to approve the April 25, 2016 meeting agenda. Dull supported. The motion carried.

Hazelbaker motioned to approve the March 28, 2016 meeting minutes. Dull supported. The motion carried.

A sealed envelope containing closed session minutes from March 28, 2016 was presented to Chairperson Shaffer. Copies were distributed to board members. Frisbie motioned to approve the march 28, 2016 Closed Session minutes. Whitney supported. The motion carried. All copies of the minutes were returned to the envelope.

Public Comment: None.

Board Education – A PowerPoint presentation of Year 1 Strategic Plan accomplishments was given to the board. There was time for questions from the board. There was discussion on the importance of goals in the strategic plan.

CEO Verbal Report –

- Williamson introduced Jason Pancost, the agency's new controller.
- Williamson gave an update on the WKKF early childhood marketing grant and presented the billboards that will be up in Battle Creek.
- We have had ongoing issues with parents misusing the parking lots at our centers. We will implement a new policy and rules surround parking lot use in the next school year.
- We are almost out of intake funds in our service area. There are still metered utilities available.
- Williamson made the board aware of an unsupervised child incident that happened at Delton.

Committee Reports

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

B. Finance Committee –

- a. Approval of March 2016 Financial Reports-** Whitney gave an overview of the reports for the month of March. Dull moved to approve the March 2016 financial reports. Frisbie supported. The motion carried.

C. Executive Committee –

- a. **CEO Contract and Compensation Review** – Williamson and Dyer gave updates on the process of creating a CEO Contract. Dyer expects that a contract will be ready for approval by the next board meeting.

Governance Task Force

- a. **Finance Committee Description and Purpose**- Frisbie gave an overview of the Finance Committee Description and Purpose. There was discussion about the document. Frisbie motioned to approve the Finance Committee Description and Purpose. Whitney supported the motion. The motion carried.

Board Members' Time – none

Whitney motioned to call the meeting to adjournment at 4:59 PM. Jones supported. Motion carried.

Next Board Meeting date: May 23, 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