

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION  
HUMAN RESOURCE AUTHORITY, INC.  
BOARD OF DIRECTORS MEETING  
MARCH 29, 2023**

**MINUTES**

Members present:

John Batchelder  
Donn Riley  
Margaret Robbins  
Kathy Twardy  
Dennis Hendrickson  
Becky Davis  
Kayla Pelter  
Bill Henry

Lisa Den Boer  
Jordan Tremblay  
Scott Shackleton  
Beth Gibson  
Judy St. Louis-Scott  
Danielle Haske-Mielke  
Members Absent:  
Andrew Rubinstein

Due to COVID-19 social distancing was practiced. Staff present: Joe Nolan, Janelle Clement, Toni Phillips & Joel Amo. A quorum was met.

Ms. Twardy welcomed the members and called the meeting to order with a role call at 12:03 pm in the Avery 2<sup>nd</sup> Floor Conference Room.

**BOARD CHAIR COMMENTS**

None.

**PUBLIC COMMENT**

None.

**INTRODUCTION OF NEW BOARD MEMBERS**

Ms. Twardy welcomed our two new Board members: Ms. St. Louis-Scott, Mackinac County Commissioner and Mr. Henry, Luce County Commissioner. They both introduced themselves and shared their background and knowledge of CLMCAA.

**DEPARTMENT DIRECTOR PRESENTATION – TONI PHILLIPS, SENIOR SERVICES**

Mr. Nolan introduced Ms. Phillips and shared that one director from a different department will be presenting at meetings going forward to help our Board understand our programs more. Ms. Phillips introduced herself. She started in 2006 under Donn Riley. She shared the details of her programs including our 14 senior nutrition sites in the Eastern Upper Peninsula. She discussed our in-home aide program and that we are down to 22 in-home aides from having 45. We still serve 115 seniors with our in-home aides.

**CONSENT AGENDA**

- A. Approval of Agenda, as presented;
- B. Approval of the January 25<sup>th</sup>, 2023 Meeting Minutes;
- C. Approval of the February-March Department Reports
- D. Approval of the Consent Agenda, as presented.

Mr. Shackleton made a motion to approve the consent agenda. The motion was seconded by Ms. Pelter. The motion carried unanimously.

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**BUSINESS ITEMS**

Approval of Monthly Expenditures

The Finance Committee met before the Board meeting to review expenditures. A motion was made to approve expenditures in the amount of \$585,861.82 from January 18<sup>th</sup>, 2023, to March 22<sup>nd</sup>, 2023 by Mr. Riley. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

Approval of Employee Participation in Agency Services Policy

Mr. Nolan shared that we had a monitoring review by the MDHHS-BCAEO and they strongly recommended to adopt a policy for employee participation in our services. This policy is thorough and was adopted by other CAA's in the State. Mr. Shackleton asked what kind of services and Mr. Nolan informed that financial assistance between rent, utilities and weatherization are the most common. Ms. Pelter suggested a separate policy for Board members as well and the Board agreed. Mr. Nolan will follow up on a separate one for Board members at a following meeting. The motion was made to approve this policy by Ms. Pelter. The motion was seconded by Mr. Riley. The motion carried unanimously.

Approval of the FY 24 Transportation Waiver

Mr. Nolan shared that this is an annual waiver we apply for in our Head Start program. CLMCAA can transport no more than seven students without a second adult on the bus. Head Start requires a monitor for the entire bus route. This is not feasible in some locations such as St. Ignace, Newberry, Cedarville, and Brimley. All Head Start buses are equipped with child safety restraints. Ms. Tremblay made a motion to approve the FY 24 Transportation Waiver submission. The motion was seconded by Ms. St. Louis-Scott. The motion carried unanimously.

Approval of FY 23 COLA & Quality Funding Application

Mr. Nolan shared the COLA & Quality increase amount being Head Start COLA \$161,498. Early Head Start COLA \$60,490. Head Start Quality Improvement \$60,000 and Early Head Start Quality Improvement \$37,106. The minimum increase must be 5.6%. Mr. Nolan expressed that we have been encouraged to use all this funding on wage and fringe increases for all staff in Early Childhood Programs, which is what we have done historically and plan on doing again. Ms. Tremblay made a motion to approve the FY 23 COLA & Quality Funding Application. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Update on Strategic Plan & Community Needs Assessment

Mr. Nolan updated the Board on the progress with following our strategic plan. There are outreach events planned throughout the summer at all of our centers as well. Mr. Nolan also shared how CLMCAA has been addressing our Community Needs Assessment from 2022.

**EXECUTIVE DIRECTOR REPORT**

Mr. Nolan first shared that CLMCAA received a donation from the E-Free Church for \$4,000 designated to our homeless fundraiser. He also shared the fundraising event that Century21 is doing to stock our pantries for clients in need of emergency food. They are doing 21 business days of giving and collecting non-perishable food donations. Mr. Nolan attended the Sault Ste. Marie Chamber Banquet with a few department directors and CLMCAA Chippewa County Board members. There he received four code to apply for Congressionally Direct Spending through Senator Stabenow's office for four different CLMCAA projects. He will be sharing information to CLMCAA Luce County Board members about the Village of

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Newberry's Chamber Banquet on April 21<sup>st</sup> and the St. Ignace one is in October. Mr. Nolan shared that he attended a recent Chippewa County and Mackinac County Commission meeting to introduce himself to the new Commissioners and he also plans on attending the Luce County Commission meeting on April 19<sup>th</sup>. Mr. Nolan applied for more FEMA money through United Way and we received roughly \$6,000 through EFSP FEMA. Mr. Nolan shared that Avery Square will be hosting an all-Executive Director meeting on May 22<sup>nd</sup>. The 27 Executive Director's of every CAA across the State have been invited for the annual U.P. in-person meeting. May is Community Action month and more outreach will be done. Mr. Nolan shared that him and Mr. Amo are attending MCA Day at the Capitol for the second year in a row in Lansing on May 11<sup>th</sup>. Mr. Nolan shared his recent experience with the Yooper Do Gooders who will be approaching the City of Sault Ste. Marie's Commission to purchase old Erickson's Furniture store and turn it into a Family Living Center. He did a walkthrough of Erickson's with Dean O'Brien, the founder of Yooper Do Gooders, and will be supporting him at the City Commission meeting as well. Ms. St Louis-Scott shared her experience with Dean as well as he is from Mackinac County. Mr. Nolan shared that UPHP is leaving this Friday and will be out of their lease by mid-April. He has met with MyMichigan health on multiple occasions as well as some of their representatives from Midland MyMichigan Health and they have shown serious interest in leasing the space. Lastly, Mr. Nolan shared that he had interest from a Joshua Hudson to sit on our Board and will add him to the list. Mr. Hendrickson requested to add Barb Bennett, who has also shown interest.

Mr. Riley asked about further clarification on some Head Start employment data which was discussed by Ms. Clement, who recently attended an Office of Head Start training in Chicago. Ms. Pelter suggested that Mr. Nolan forward along flyers and more information that she and other Board members can share whenever we have events. Ms. Haske-Mielke commented on how important the COLA increase is and that the staff more than deserve it.

**BOARD MEMBER COMMENTS**

Ms. Twardy asked about the next senior dinner dance and Ms. Robbins shared that it is on April 5<sup>th</sup> and is Easter themed.

**ADJOURNMENT**

Mr. Shackleton made a motion to adjourn. The motion was seconded by Ms. Pelter. The motion carried unanimously. The meeting adjourned at 12:56 pm.

**NEXT MEETING**

The next Board Meeting is scheduled for 12:00pm on Wednesday, May 31<sup>st</sup>, 2023 at 510 Ashmun Street, Sault Ste. Marie, MI 49783.