

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCES AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
MAY 29, 2024**

MINUTES

Members Present:

Kathy Twardy
Donn Riley
Dennis Hendrickson
Jim Traynor
Melinda VanderSys
Danielle Haske-Mielke
Judy St. Louis-Scott
Alexis Miller
Becky Davis
Andrew Rubinstein
Kayla Pelter

Members Absent:

Lisa Den Boer
Bill Henry
Margaret Robbins
Bill Henry

Due to COVID-19 social distancing was practiced. Staff present: Joe Nolan, Janelle Clement, Vicki Thomas, and Heather Jackson. A quorum was met.

Ms. Twardy welcomed the Board members and called the meeting to order with a roll call at 12:01 pm in the Avery 2nd Floor Conference Room.

BOARD CHAIR COMMENTS

Moved to 7-B on the agenda.

PUBLIC COMMENT

None.

DEPARTMENT DIRECTOR PRESENTATION – VICKI THOMAS, EARLY CHILDHOOD PROGRAMS

Ms. Thomas gave us a short video with photos of our centers, children, and a parent testimonial. She is requesting four approvals from the Board today. They are currently asking for an enrollment reduction. Ms. Thomas stated that by doing this we can use the money have to increase wages to be more competitive with the school systems. Lowering enrollment right now is something that many others are doing. Mr. Nolan & Ms. Thomas are working closely on these. The Federal visit noted that all classrooms were safe and secure. Mr. Nolan indicated they had nothing but wonderful things to say about Ms. Thomas and her staff. Ms. Thomas hopes that after we get the wages under control, we can work on future needs. The Board thanked Ms. Thomas for her presentation.

CONSENT AGENDA

- A. Approval of Agenda, as presented;
- B. Approval of the March 27th, 2024 Meeting Minutes;
- C. Approval of the April-May Department Reports;
- D. Approval of the Consent Agenda, as presented.

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Mr. Rubinstein made a motion to approve the consent agenda. Ms. Haske-Mielke seconded the motion. The motion carried unanimously.

BUSINESS ITEMS

Approval of the Monthly Expenditures

The Finance Committee met before the Board meeting to review expenditures. A motion was made to approve the amount of \$972,364.90 from March 15th, 2024 – May 21st, 2024, by Mr. Riley. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

Board Seat Discussion

Ms. Twardy welcomed Ms. VanderSys to her first meeting. Mr. Shackleton is no longer a County Commissioner; therefore, he is not able to serve on our Board. The motion to accept his resignation was brought forward by Mr. Riley and seconded by Ms. Miller. Motion carried unanimously. Jim Traynor was appointed to fill his spot. Ms. Twardy read a letter sent to the County to inform them that we are not a department but rather our own Agency with federal regulations to follow. There were no questions or concerns. Mr. Riley made a motion to appoint Jim Traynor. The motion was seconded by Ms. St. Louis-Scott. The motion carried unanimously.

Approval of FY 24 Head Start/EHS COLA Submission

Approval of FY 25 Head Start/EHS Grant Submission

Approval of FY 25 Transportation Waiver

Approval of Head Start/EHS Enrollment Reduction Submission

Ms. Haske-Mielke made a motion to approve the above items C-F. This was seconded by Ms. VanderSys. Motion carried unanimously.

Approval of Organizational Chart

Mr. Nolan updated this to match the current changes; adding Housing positions, expanded Weatherization, changes for Maintenance, and outsourcing IT. Mr. Hendrickson motioned to accept the changes. Mr. Rubinstein seconded. The motion carried unanimously.

Update on Community Action Plan

Mr. Nolan handed out our updated action plan. This was reviewed with the Board and Mr. Nolan highlighted the efforts the Agency has been making towards the plan between Head Start, Housing and Transportation. Mr. Rubinstein asked why the AMI has been raised considerably for area as he has noticed the difference that it has made in grant writing and Mr. Nolan responded that this is something that we have been working on with MSHDA for a while. Mr. Nolan updated the Board on MyMichigan sharing space and cost with us at the bus garage.

Request to Change Next Board Meeting's Date

Mr. Nolan proposed having the next board meeting either on 07/24/2024 or 08/07/2024 due to the MCA Summer Conference. The Board proposed that we set the date for 08/07/2024.

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EXECUTIVE DIRECTOR REPORT

Mr. Nolan shared updates on all monitorings happenings and that we have passed 58 out of 58 standards on our organizational standards monitoring. The Agency is also undergoing current monitoring from the HUD office. Mr. Nolan shared that he has passed the CCAP exam and is currently writing his independent writing assignment. The Agency will be nationally recognized if he passes his CCAP at the conference in Seattle in August. Mr. Nolan shared that he attended the Newbery chamber event with Board members. He also shared that Newbery has received their updated phones and phone system and now all three locations are on the same extension group. He shared that Legislative Day went well for MCA and as a Board member of MCA, he had the chance to meet Governor Gretchen Whitmer and discuss Community Action with her. He also met with Rep. Dave Prestin when he was down there. Going forward, Head Start will be done so management will be focusing a lot of effort on grant writing. Mr. Nolan shared that our ballot for millage is on the August 6th, 2024, ballot. Mr. Nolan shared the professional development efforts that have been happening with all the training including LDI graduation this July with three staff members. Mr. Nolan shared that the next Board meeting will involve a Board training before the meeting and be off-site with more details to follow. Mr. Nolan shared that he has officially been accepted to LSSU for the MBA program starting this fall. Lastly, Mr. Nolan thanked Janelle Clement, Finance Director, for her time and dedication to the Community Action mission.

BOARD MEMBER COMMENTS

Ms. Haske-Mielke praised the new website stating that it was very user friendly.

Mr. Hendrickson thanked Mr. Nolan for updating the phone system in Newberry and for calling bingo for them.

Ms. VanderSys thanked us for a warm welcome.

Mr. Traynor also thanked us for welcoming him to the Board.

Mr. Riley mentioned that he and Director Toni Phillips went to Older Michiganiaan Day in Lansing last month. He urges us to reach out to the Senate to get more funding as we are the lowest in the nation.

Ms. Twardy acknowledged the partnership with the schools for the Walk for Warmth logo design.

ADJOURNMENT

Ms. St. Louis-Scott made a motion to adjourn. The motion was seconded by Ms. Haske-Mielke. The motion was carried unanimously. The meeting adjourned at 1:10 pm.

NEXT MEETING

The next Board Meeting is scheduled for 12:00 pm on Wednesday, August 7th, 2024, at 1520 Riverside Drive, Sault Ste. Marie, MI 49783.

Signed: _____

Donn Riley

Board Secretary/Treasurer