

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
MAY 31, 2023**

MINUTES

Members Present:

Becky Davis
Donn Riley
Margaret Robbins
Andrew Rubinstein
Dennis Hendrickson
Danielle Haske-Mielke
Scott Shackleton
Bill Henry

Lisa Den Boer
Judy St. Louis-Scott

Members Absent:

Kathy Twardy
John Batchelder
Beth Gibson
Kayla Pelter
Jordan Tremblay

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

Mr. Riley welcomed the Board members and called the meeting to order with a role call at 12:00 pm in the Avery 2nd Floor Conference Room.

BOARD CHAIR COMMENTS

Mr. Riley announced that Ms. Twardy and Mr. Batchelder cannot make it to the meeting today and gave the Board notice. He also shared that Ms. Thomas would not be in to share a program update so that item was removed from the agenda and approved by the Board chair.

PUBLIC COMMENT

None.

CONSENT AGENDA

- A. Approval of Agenda, as presented;
- B. Approval of the March 29th, 2023 Meeting Minutes;
- C. Approval of the April-May Department Reports
- D. Approval of the Consent Agenda, as presented.

Ms. St. Louis-Scott made a motion to approve the consent agenda. The motion was seconded by Mr. Shackleton. The motion carried unanimously.

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 \$723,179.94 from March 23rd, 2023, to May 23rd, 2023 by Mr. Hendrickson. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Approval of the FY 24 Head Start/Early Head Start Grant Application

Mr. Nolan shared that the award letter was received from the Administration for Children & Families, Office of Head Start, and our period of funding 11/1/23-10/31/24 is an amount of \$3,105,395 Head Start program operations, \$29,710 Head Start training and technical assistance, \$1,177,773 Early Head Start program operations, and \$22,636 Early Head Start training and technical assistance. Total grant award of

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\$4,335,514. Mr. Shackleton made a motion to approve the application for FY 24 Head Start/Early Head Start Grant. The motion was seconded by Ms. St. Louis-Scott. The motion carried unanimously.

Approval of the FY 22 Head Start/Early Head Start Annual Report

Mr. Nolan went through highlights of the report and shared that it was also presented and approved at Policy Council. Ms. Davis made a motion to approve the FY 22 Head Start/Early Head Start Annual Report. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

Approval of MSHDA Grant HML-2023-12-HPP

Mr. Nolan shared that this grant came in and stands for 'homeless prevention program'. Total allocation is \$9,347 and will be appropriated by the following: 70% rental arrears, 20% utilities and 10% administration. Ms. Davis made a motion to approve the MSHDA Grant HML-2023-12-HPP. The motion was seconded by Ms. St. Louis-Scott. The motion carried unanimously.

Review of Updated Vehicle Accessibility Plan (VAP) for CLMCAA Direct Service in Mackinac County

Mr. Nolan reviewed the plan with the Board which included LAC participation/appointment, their comments and approval, fare structure, hours of operation, etc. General information about Mackinac County Transportation was discussed by the Board. Mr. Shackleton made a motion to approve the Updated Vehicle Accessibility (VAP) for CLMCAA Direct Service in Mackinac County. The motion was seconded by Mr. Rubinstein. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Nolan shared and update on the St. Ignace building and that it should be operational around late-June. There will be an event hosted for the reopening of the site. Mr. Nolan shared that the agency will be hosting a public input session for the Council on Aging at Avery Square and Calery Center on Friday, July 21st. He will be asking Toni Phillips (CLMCAA), Jon Meade (UPCAP), and Kevin Kalchik (MyMichigan Health) to present to the Council about concerns for senior citizens and programming in our area. Mr. Nolan attended the Soo Chamber Economic Luncheon with staff where the speakers discussed childcare in the Eastern Upper Peninsula and our GSRP partnerships. Mr. Nolan shared that Head Start's FA2 monitoring went well, and he thanks Ms. Davis and Ms. Tremblay for their participation in the review as they answered questions from the monitors. Mr. Nolan and his Housing Director attended the Building Michigan Communities Conference in Lansing. Since the agency has taken on the role as co-lead for the Statewide Housing Plan, he was able to meet with the new director of MSHDA, Amy Hovie, and her staff at the conference. He also met with property developers and syndicators such as Cinnaire. After the conference, the following day was Community Action Day at the Capitol where Mr. Nolan met with fellow CAA Executive Directors, as well as House Representative David Prestin. House Representative Neil Friske cancelled his meeting at the last minute, so he only met with Prestin. Mr. Nolan shared that the agency hosted a hybrid CAA director's council at Avery Square last Monday. 10 out of 27 CAA Executive Directors attended in person and everything went well. They received a tour of our buildings and spoke highly on our atrium. The agency hosted a 'Community Action Resource Fair' on May 19th, and we had over 100 clients attend and over 40 of them received a free haircut. Our next one is on June 6th at the Kinross Rec Center, and we have two more to go in the summer. One at Newberry and one at St. Ignace. Those dates are still to be determined. We have still been working close with Yooper Do Gooders on a shelter in the area and recently applied to MSHDA for ARP Non-Congregate Shelter funding. We also were interviewed by 7&4 news on a segment for providing a homeless shelter in our area. Mr. Nolan shared that he will be attending the MCA Summer Conference with Joel Amo, Janelle Clement and

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Bobbi Palmer on July 18th and 19th. Lastly, Mr. Nolan shared that the National Community Action Partnership has announced their annual national conference to be held in Detroit in 2025, which he plans on attending.

A motion was made by Mr. Hendrickson to approve the Executive Director report. The motion was seconded by Ms. Robbins. The motion carried unanimously.

BOARD MEMBER COMMENTS

Ms. St. Louis-Scott suggested that Mr. Nolan write a letter to the Mackinac County Board of Commissioners for an ARPA funding request for our Mackinac County Transportation bus garage.

Ms. Davis opened a discussion about partnering our transportation programs with the new projects in Kinross. Discussion was held about the new project by the Board and information was given to Mr. Nolan to reach out to the Kinross Township Supervisor for more valuable information.

Mr. Hendrickson shared that he won't be able to attend the July meeting and Ms. Robbins shared that it will be on her 87th birthday!

Mr. Riley noted that Mr. Nolan has been the director now, officially, for a year. He also shared that the July meeting is the election and an important meeting to attend. He inquired about the Executive Director's evaluation and Mr. Nolan shared that it is on the tentative agenda for July with an approval needed in September.

ADJOURNMENT

Mr. Shackleton made a motion to adjourn. The motion was seconded by Ms. Robbins. The motion carried unanimously. The meeting adjourned at 12:41 pm.

NEXT MEETING

The next Board Meeting is scheduled for 12:00pm on Wednesday, July 26th, 2023, at 510 Ashmun Street, Sault Ste. Marie, MI 49783.

Signed: 

Donn Riley
Board Secretary/Treasurer