

**Community Action Board of Directors Board Meeting Minutes**  
**Zoom conference call**  
**April 26, 2021**

**Board members present via Video Conference Zoom** Randall Hazelbaker, Gary Tompkins, Anne Flynn, Bruce Campbell, Kathy Pangle, Luchara Wallace, Elizabeth Garcia, Tim Reese, Juliana Hafner, Lisa Walker, LeeAnn Miller Busson, and Rick Shaffer

**Staff and Others Present:** Michelle Williamson, Charles Asher, Amber Leverette, Julie Blanchard, and Alysia Timm

**Absent:** Jim Dyer

Chair Tim Reese called the regular Board Meeting to order at 4:02pm via Zoom meeting. A quorum was present.

**Consent Agenda-** Reese presented the amended consent agenda, which added Rick Shaffer as an appointment to the treasurer position. Hazelbaker motioned to approve the amended April 26, 2021 Meeting Agenda, March 22, 2021 Board Minutes, approval of Finance Reports, approval of the Credit Card Statement, and the approval of Rick Shaffer as treasurer, Pangle Supported. The motion carried.

**Public Comment:** None

**Board Education**

- A. **Strategic Plan update:** Leverette presented the strategic plan update to the board. Shaffer motioned to approve the strategic plan update as presented. This closes the previous plan. Wallace supported. The motion carried.
- B. **Eligibility Training:** Blanchard presented the eligibility training the board. Tompkins motioned to approve the eligibility training as presented. Flynn supported. The motion carried.

**Board Decisions**

- A. **BMD-5 Global Monitoring CEO performance:** Williamson presented BMD-5-Monitoring CEO Performance report to the board. There was discussion about moving the CEO evaluation from November to September to follow other policies in place. The board was in full support of moving the CEO evaluation from November to September.
- B. **EL 1- Global Executive Constraint:** Williamson presented the EL 1- Global Executive Constraint report to the board. Pangle motioned to approve EL 1 Financial Conditions and Activities as presented. Walker supported. The motion carried.
- C. **EL 5- Financial Conditions and Activities:** Williamson presented the EL 5- Financial Conditions and Activities report to the board. Shaffer motioned to approve EL 5- Financial Conditions and Activities report to the board as presented. Walker supported. The motion carried.
- D. **Bylaws review:** Williamson presented the Bylaws with no changes to the board. This will be marked as reviewed.

**Advocacy**

- A. **New Strategic Plan 2021-2023:** Leverette presented the New Strategic Plan 2021-2023 to the board. There was board discussion. Pangle motioned to approve the New Strategic Plan 2021-2023 as presented. Garcia supported. The motion carried.

**Communications:**

Reese spoke with our attorney about the conflict of interest with a couple of board members supporting/working for the Starr Border Children Program. Until he receives more information on how to move forward with this he has asked Flynn to take a leave of absence from the board until this program is done. He has asked Hafner to remove herself from the meeting when we discuss the program. More to come from the attorney on this.

**A. CEO Verbal Report-** Presented by Williamson

- We have been fully involved in getting the staff up and running at Starr.
- I did a final review of the shelter for electrical and we are working on paying out the final amount. This shelter is providing services to the hardest to serve individuals- those that have routine substance abuse, mental health issues and other barriers.
- We have begun to process the new MSHDA CERA intakes in Calhoun and Branch.
- We have received an additional \$25,000 to spend in Battle Creek/Kalamazoo (mostly Kalamazoo) from UW for rental and mortgage assistance.
- In the City CDBG utility funding, we have spent almost \$15,000 of this funding.
- We worked with the community foundation and other partners to provide access to vulnerable populations to the vaccine through robo call messaging and transportation this past month. This occurred for certain census tracks in Battle Creek and Albion and was a result of a specific grant.
- We have had a rodent issue at the food warehouse that has caused some food loss. The State is aware and we are working on plan with the pest control company to more aggressively treat the issue.
- The engineers have been on-site to review our facilities. They will have a report and information to present to the board by the May board meeting.
- The Audit is still in the process this is taking longer since everything is virtual.
- The Line of Credit is closed for the agency and we now can access when needed.

**Public Comment:** None

**Board Process Review:** Reese wanted to commend Williamson and staff for all the hard work being put in to conduct the staffing at Starr.

Shaffer motioned to adjourned the meeting at 5:29 pm. Hazelbaker supported. The motion carried.

**Next Board Meeting date:** May 24, 2021 from 4pm to 6:00pm.

Respectfully submitted,  
Alysia Timm  
Recording Secretary for Juliana Hafner, Board Secretary