

ACSET COMMUNITY ACTION AGENCY (CAA) GOVERNING BOARD MEETING
Monday ▪ July 24, 2017 ▪ immediately following ACSET Governing Board
 Westside Service Center ▪ 215 Straight Avenue NW, Grand Rapids, MI 49504

MINUTES

CAA Members Present: Commissioners Lenear, Stek, Allen

CAA Members Absent: Commissioners Mast, Womack

ACSET Staff Present: Jacob Maas, Susan Cervantes, Brenda Isenhart, Laura Krist, Janette Monroe, Nancy Wiest, Melanie White, Angie Barksdale

Guests Present: None

1. Call to Order, Chairperson Senita Lenear at 9:34 a.m.
2. Public Comment – Agenda Items- None
3. Approval of the May 22, 2017 Minutes

Action Required

Motion- Com. Allen

Supported- Com. Stek

Item approved by vote- Motion Carried

4. Report on Financial Activities

- a. ACSET Financial Report- Notes to June 2017 Board Financials

Information Item

Brenda Isenhart reviewed ACSET CAA Board Financials for the year ending June 30, 2017. Brenda answered board members' questions.

5. CAA Advisory Governing Board Nominations

Action Required

Susan Cervantes, ACSET Associate Director, reported that there was an error in the agenda and that the request to approve Ms. Wende Randall's appointment to serve on the CAA Advisory Governing Board was being withdrawn because the CAA Governing Board already had approved the request at its meeting held on May 22, 2017. Susan further reported that on July 20, 2017, the CAA Advisory Governing Board reviewed and voted to approve Ms. Jessica White-Hattinger's application for appointment to the board. Susan noted that Jessica is qualified within her current position as a West Michigan Works! Service Center Manager. Jessica has been associated with CAA and its operations for over five years. Susan requested approval to appoint Jessica White-Hattinger to the CAA Advisory Governing Board as a Private Sector representative. Susan further reported that Section 3 of the Advisory Governing Board by-laws states that members will be given the opportunity to reapply for membership. Ms. Tracie Coffman has reapplied to the Advisory Governing Board as a Private Sector representative. Ms. Coffman is currently the Program Officer of W.K. Kellogg Foundation. Susan requested the CAA Governing Board's approval to appoint Tracie Coffman to the CAA Advisory Governing Board as a Private Sector representative. Discussion took place. Susan answered questions regarding possible conflicts of interest that may exist with the proposed members and what the membership of the Advisory Board might look like once the transition to Kent County takes place. Chairperson Lenear requested a list of the current CAA Advisory Governing Board members be provided at the next meeting.

Motion- Com. Stek

Supported- Com. Allen

Item approved by vote- Motion carried

6. CAA Annual Report **Action Required**
Susan Cervantes reported that according to the Organizational Standards, ACSET CAA is required to communicate its activities and results to the community. The report includes the demographics of those served, the number of partnerships entered into, the number of volunteers, and the highlights of program year October 2015 through September 30, 2016. Susan stated that the CAA Advisory Governing Board reviewed and accepted the report at its May 18, 2017 meeting. Susan requested approval of the Annual Report.

Motion- Com. Allen

Supported- Com. Stek

Item approved by vote- Motion carried

7. Report on Administrative Activities- ACSET CAA Operations Staffing **Information Item**
Laura Krist, ACSET Human Resource Director, reported that ACSET CAA currently has 21 positions of 32 filled, 11 vacancies, and 1 temporary position filled. Brief discussion took place, and Laura answered board members' questions.

8. Community Action Agency (CAA) Reorganization Update **Discussion Item**
Jacob Maas, ACSET Chief Executive Officer, reported that the reorganization plan for CAA and Kent County is moving along and is still on target for an October 1st effective date. Jacob noted that staff continues to meet regularly to stay up-to-date on any changes. Jacob noted that ACSET Legal staff has been working closely with the County and City of Grand Rapids in updating agreements and other documents. Jacob also stated that ACSET will go into union negotiations in August with SEIU.

9. Other Business- Jacob Maas requested cancellation of the September 25, 2017 ACSET CAA Governing Board meeting due to County Commissioners attending an annual conference in Traverse City. No objections.

10. Public Comment- None

11. Adjournment at 10:02 a.m. by Chairperson Senita Lenear

Recorded by: _____

Received by: _____