



EightCAP, Inc.
GOVERNING BOARD ORGANIZATIONAL
MEETING MINUTES

Friday, January 23, 2026 @ 9:30 am (Recorded)
Greenville Area Community Foundation
225 N. Lafayette St. – Greenville, MI

Members Present:

Doug McFadden, Chairperson
 James Moreno, Treasurer
 Jennifer Cook Rondy
 David Seppala, Vice Chair

Members Joining Virtually:

Rena Caudill, Secretary
 Diana Haney
 Gordon Kelley
 Jeremy Miller
 Nancy O’Brien
 Kim Onstott
 Michele Ringle
 Chrystal Rockafellow
 Rebecca Terry

Members Absent:

Janet McCaul (Excused)
 Jessica Neff

Board Vacancy: none

Staff Present:

Sally Andreatta, Community Services & Housing Director
 Janel Boulis, HS/EHS Director
 Devin Cavendish, Energy Programs Manager
 Maureen Fleet, VP for Finance
 Lori Johnson, Agency President
 Amy O’Brien, Comm. & Develop. Director
 Stephanie Rockafellow, FG/SC Program Director

Call to Order

With a quorum present, the meeting was called to order at 9:32 am by Lori Johnson, Agency President.

Seating of 2026 Board Membership (Action Required) [Org. Standard 5.1]

The updated 2026 membership slate follows.

| Name | Sector/Representation | Term |
|-----------------|---|-------------|
| Caudill, Rena C | Montcalm/Consumer Sector* | 2026-2028 |
| Rondy, Jennifer | Gratiot/Public – Delegate for Commissioner Tim Gay | 2025-2026 |
| McCaul, Janet | Ionia/Private – Revival Church of Ionia County | 2026-2027 |
| McFadden, Doug | Montcalm/Private At-Large - Hathaway Properties | 2026-2027 |
| Miller, Jeremy | Montcalm/Public – Rep. of Montcalm Co. Board of Commissioners | 2026 |
| Moreno, James | Isabella/Public – Isabella County Commissioner | 2026 |

| Name | Sector/Representation | Term |
|--------------------------|---|-----------|
| Onstott, Kim | Isabella/Private – Gratiot-Isabella RESD | 2026-2027 |
| Ringle, Michele | Gratiot/Public At-Large – Delegate for Commissioner Jan Bunting | 2025-2026 |
| Neff, Jessica | Isabella/Consumer Sector* | 2026-2028 |
| Haney, Diana | Ionia/Consumer Sector* | 2026-2028 |
| Seppala, David | Montcalm/Private – Isabella Bank | 2026-2027 |
| Kelley, Gordon | Ionia/Public – Ionia County Commissioner | 2026 |
| Rockafellow, Chrystal | Gratiot/Consumer Sector* | 2026-2028 |
| Terry, Rebecca | Consumer Sector* At-Large/Head Start Policy Council President | 2026-2027 |
| Nancy O’Brien | Gratiot/Rep. of Ithaca Public Schools | 2026-2027 |

*Low-Income Sector

MOTION WAS MADE AND SUPPORTED TO APPROVE THE SLATE OF 2026 GOVERNING BOARD MEMBERSHIP AS PRESENTED. Motion carried unanimously.

Introductions

For the benefit of new members and staff, introductions were made.

Election of Officers (Action Required)

Board members received a document entitled “2026 Officers and Committees Worksheet” in their meeting packet. The handout provided a description of the charges (per the By-Laws) for the Governing Board Officers and Executive Committee, Human Resources Committee, Bylaws and Appeals Committee, and Audit Committee. The list also included the previous year’s Board Officers and the membership for each of the Committees.

- **Chairperson:** Mrs. Johnson called for nominations for the office of Chairperson. Doug McFadden was nominated for the office of Chairperson. Mrs. Johnson called for any other nominations from the floor. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND TO CAST A UNANIMOUS BALLOT FOR DOUG MCFADDEN AS CHAIRPERSON. Motion carried unanimously.

The Chair was turned over to Mr. McFadden.

- **Vice-Chairperson:** Chairperson McFadden called for nominations for the office of Vice-Chairperson. David Seppala was nominated for the office of Vice-Chairperson. Chairperson McFadden called for any other nominations. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND TO CAST A UNANIMOUS BALLOT FOR DAVID SEPPALA AS VICE-CHAIRPERSON. Motion carried unanimously.

- **Secretary:** Chairperson McFadden called for nominations for the office of Secretary. Renae Caudill was nominated for the office of Secretary. Chairperson McFadden called for any other nominations from the floor. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND TO CAST A UNANIMOUS BALLOT FOR RENAE CAUDILL AS SECRETARY. Motion carried unanimously.

- **Treasurer:** Chairperson McFadden called for nominations for the office of Treasurer. James Moreno was nominated for the office of Treasurer. Chairperson McFadden called for any other nominations from the floor. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND TO CAST A UNANIMOUS BALLOT FOR JAMES MORENO AS TREASURER. Motion carried unanimously.

| 2026 Officers - Executive Committee Membership | |
|--|--|
| Office | Members |
| Chairperson | Doug McFadden (Private Sector – Montcalm) |
| Vice-Chairperson | David Seppala (Private Sector – Montcalm) |
| Secretary | Renae Caudill (Consumer Sector – Montcalm) |
| Treasurer | James Moreno (Public Sector – Isabella) |
| Policy Council President | Rebecca Terry (Consumer Sector – Gratiot) |

Committee Appointments (Action Required)

- **Human Resources Committee:** The following slate of membership was developed.

| Human Resources Committee | |
|--------------------------------|---------------------|
| Representation | Members |
| Public Sector Representative | Jennifer Cook Rondy |
| Private Sector Representative | David Seppala |
| Consumer Sector Representative | Rebecca Terry |
| Alternate | Kim Onstott |

- **Bylaws and Appeals Committee:** The following slate of membership was developed.

| Bylaws and Appeals Committee | |
|--------------------------------|---------------------|
| Representation | Members |
| Public Sector Representative | Jennifer Cook Rondy |
| Private Sector Representative | Doug McFadden |
| Consumer Sector Representative | Rebecca Terry |
| Alternate | James Moreno |

- **Audit Committee:** The following slate of membership was developed.

| Audit Committee | |
|--------------------------------|----------------|
| Representation | Members |
| Public Sector Representative | Michele Ringle |
| Private Sector Representative | David Seppala |
| Consumer Sector Representative | Renaë Caudill |
| Alternate | Doug McFadden |

Chairman McFadden re-appointed Jennifer Rondy as Human Resources Chairperson, Jennifer Rondy as Bylaws and Appeals Committee Chairperson, and Dave Seppala as Audit Committee Chairperson (per Article VI – 6.1.2 of the By-Laws).

MOTION WAS MADE AND SUPPORTED TO ACCEPT THE SLATE OF HUMAN RESOURCES COMMITTEE MEMBERSHIP, BYLAWS AND APPEALS COMMITTEE MEMBERSHIP AND AUDIT COMMITTEE MEMBERSHIP AS PROPOSED. Motion carried unanimously.

Establish 2026 Meeting Calendar (Action Required) [Org. Standard 5.5]

The By-Laws require that the Board hold a minimum of six in-person meetings per calendar year. In 2025, the meetings were held at 9:30 am on the 4th Friday of the odd months, unless the 4th Friday fell on a holiday—the meetings were then held on the 3rd Friday, i.e., May (Memorial Day weekend) and November (Thanksgiving holiday).

MOTION WAS MADE AND SUPPORTED TO HOLD THE 2026 MEETINGS AT 9:30 AM ON THE 4TH FRIDAY OF THE ODD MONTHS, WITH THE EXCEPTION OF NOVEMBER WHEN THE MEETING WOULD BE HELD ON AN ALTERNATIVE FRIDAY DUE TO OBSERVANCE OF HOLIDAYS, WITH A ROTATING MEETING LOCATON SCHEDULE TO BE DETERMINED BY THE AGENCY PRESIDENT. Motion carried unanimously.

| 2026 MEETING CALENDAR |
|---|
| <p>January 23, 2026 - Organizational Meeting</p> <p>March 27, 2026</p> <p>May 22, 2026</p> <p>July 24, 2026</p> <p>September 25, 2026</p> <p>November 20, 2026*</p> <p>Meetings will be held at 9:30 am, with the locations to be determined by the Agency President.</p> <p><i>*Moved to 3rd Friday due to holiday</i></p> |

Review and Consider Board Member “Specialist” Designations (Action Required)

642(c)(1)(B) of the Improving Head Start for School Readiness Act of 2007 (“Act”) sets forth certain requirements pertaining to the composition of a governing body of a Head Start agency. The language of this section of the Act is found in the box below:

The governing body shall be composed as follows:

- (i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.*
- (ii) Not less than 1 member shall have a background and expertise in early childhood education and development.*
- (iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.*
- (iv) Additional members shall—*
 - (I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and*
 - (II) are selected for their expertise in education, business administration, or community affairs.*

Mrs. Johnson recommended that the Board act to formally recognize:

- **David Seppala** as the member with a background and expertise in fiscal management, to satisfy paragraph *(i)*. Mr. Seppala is West Regional President – Isabella Bank, holds a Bachelor of Finance from Central Michigan University, and has 39+ years of combined banking experience. He has served as a board member and treasurer on several local boards, including United Way Montcalm – Ionia Counties, Habitat for Humanity, and Greenville Area Chamber of Commerce.
- **Michele Ringle** as the member with a background and expertise in early childhood education and development to satisfy paragraph *(ii)*. Ms. Ringle holds a B.S. in Education from CMU with an endorsement in Early Childhood Education. She is retired after 34 years working at Alma Public Schools as a classroom teacher, Literacy Specialist and Literacy Coach. She also worked for the Gratiot Isabella RESD as a Literacy Coach for a number of years.
- **Doug McFadden** as the member who is a licensed attorney familiar with issues that come before the governing body, to satisfy paragraph *(iii)*. Mr. McFadden is an attorney, licensed to practice in the state of Michigan, has 29+ years of public-sector service, and has experience working in a collaborative capacity with several area human service agencies.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE GOVERNING BOARD MEMBER SPECIALIST DESIGNATIONS AS RECOMMENDED. Motion carried unanimously.

Roll Call

Ms. O’Brien took roll call.

Approval of the Agenda (Action Required)

MOTION WAS MADE AND SUPPORTED TO APPROVE THE AGENDA. Motion carried unanimously.

Reading and Approval of Minutes (Action Required)

- **November 21, 2025, Regular Meeting**

MOTION WAS MADE AND SUPPORTED TO APPROVE THE NOVEMBER 21, 2025, REGULAR MEETING MINUTES. Motion carried unanimously.

Public Comment (three minutes per speaker)

There was no public comment.

Correspondence (Information Only)

- **Michigan Department of Health and Human Services (MDHHS)**
 - 59010 MVID 4009 EightCAP FY26 STAR Assessment
 - 59010 MVID 3851 8CAP PY25 IJA QAM Final Report
 - 59010 MVID 3847 EightCAP FY26 OS Monitoring Engagement Letter
 - 59010 MVID 3849 EightCAP FY26 Programmatic Monitoring Engagement Letter
- **U.S Department of Health and Human Services - ACF**
 - 45-Day Notification of FA2 Monitoring Review
- **Rehmann – Audit Engagement Letter – Year Ended 9/30/25**

Action on Consent Calendar [Org. Standard 5.9]

- **Community Services and Housing Programs Activity Report** (Copy on File)
- **Court Appointed Special Advocate (CASA) Activity Report** (Copy on File)
- **Weatherization Activity Report** (Copy on File)
- **Signed Contracts and Agreements (11/14/25 to 1/7/26)** (Copy on File)
- **Personnel Turnover (11/14/25 to 1/1/26)** (Copy on File)
- **Board Attendance Report (9/27/24 to 11/21/25)** (Copy on File)

MOTION WAS MADE AND SUPPORTED TO APPROVE THE CONSENT CALENDAR AS PRESENTED. Motion carried unanimously.

Reports of Officers, Boards, and Standing Committees

- **Executive Committee Report**
 - **Approval of December 18, 2025, Executive Committee Meeting Minutes and Ratification of Action Taken (Action Required)**
 - **Approved Recommendation to Proceed with the Implementation of Sage Intacct and ADP Payroll Systems:** The Board was asked to review and approve

management's recommendation to proceed with the implementation of Sage Intacct for accounting and ADP for payroll and human resources, with implementation support from Wipfli and Sage representatives.

- **Approved Proposed Head Start Amended 2025 Budget:** It is anticipated that our 2025 Head Start grant will be underspent for the grant year. The Head Start office has indicated that we will have an opportunity to request a carryover of unobligated funds for the 2026 grant year. We must submit a separate carryover budget for items budgeted but not spent in 2025. By amending our 2025 budget to include larger, one-time expenditures, we will have an opportunity to utilize our unspent grant dollars in 2026.

MOTION WAS MADE AND SUPPORTED TO RATIFY THE ACTION TAKEN BY THE EXECUTIVE COMMITTEE AND TO APPROVE THE RECOMMENDATION TO PROCEED WITH THE IMPLEMENTATION OF SAGE INTACCT AND ADP PAYROLL SYSTEMS AND TO APPROVE THE PROPOSED HEAD START AMENDED 2025 BUDGET (copy on file). Motion carried unanimously.

- **President's Report (Information Only)**

Mrs. Johnson provided updates to her written President's Report (copy on file).

- **EightCAP 60th Anniversary:** 2026 marks the agency's 60th year of service. Our Communications and Development team are planning a year-long anniversary effort that will highlight our history, impact, and partnerships across the region.
- **Isabella County Office:** Our lease with the Strickler Center is up for renewal this year, and we are exploring additional space options within Mt. Pleasant. While we highly value the Strickler Center's role in supporting our mission of collaborating with partners to serve the community effectively, the space we currently lease no longer meets our needs. We toured a space this week and think it will work well for our needs. We could be moving in as early as June 1st.
- **Appropriations Update:** Appropriations discussions are progressing positively ahead of the January 31 continuing resolution deadline. Early indications suggest a \$5 million increase for CSBG, an \$85 million increase for Head Start with a modest COLA adjustment, stable funding for Weatherization and readiness funds, and a potential significant reduction to AmeriCorps Seniors funding.

- **Board Chair's Report**

Mr. McFadden reported receiving a thank-you note from employee Raelyn Alward expressing appreciation for the additional two days off during Christmas week approved by the Board in November. He noted that staff have experienced significant challenges recently and that the additional time off demonstrated the Board's appreciation for staff efforts.

He also noted that Board attendance remains strong and that recent bylaw adjustments allowing for virtual attendance continue to support participation. Additionally, Mr. McFadden shared positive feedback regarding the recent Consumers Energy Foundation check signing and volunteer event, highlighting the strong collaboration between the two organizations. He reported that Consumers Energy Foundation staff discussed potential additional funding opportunities, and that follow-up on those possibilities is planned.

Unfinished Business - none

New Business

• **Foster Grandparent Program/Senior Companion Program (FGP/SCP) Activity Report – Stephanie Rockafellow (Information Only) [Org. Standard 5.9]**

In addition to the written report (copy on file), the following information was shared.

- They prepared a bulk mailing for recruitment that went out on November 26th. They have brought on eight new volunteers, five Foster Grandparents and three Senior Companions.
- With both programs running again, they hired a Program Assistant to help with the paperwork. Denise Boyce comes from Head Start and has been with EightCAP for 31 years.

• **0-5 Head Start Report – Janel Boulis [Org. Standard 5.9]**

- **0-5 Head Start Activity Report (Information Only):** Ms. Boulis presented the program report for January 2026. In addition to the written report (copy on file), the following information was noted.
 - Ms. Boulis reported that a Focus Area 2 (FA2) Monitoring Review is scheduled for February. She also shared that the newly remodeled kitchen at the Turk Lake office is nearing completion and has received positive feedback. In addition, she reported that six new vehicles were recently purchased to replace older, unreliable vehicles.
- **0-5 Head Start 2025-2026 School Readiness Goals Reports – Fall Checkpoint – Infant/Toddler and Preschool (Information Only)**

Ms. Boulis presented the reports, which were the first ones for the school year.

• **Finance Report – Maureen Fleet**

- **Financial Report P/E 12/31/25 (Action Required) [Org. Standard 8.7]:** Ms. Fleet presented the report.
 - Three months into the fiscal year, total actual revenue was \$5,850,995, leaving 73.1% of the budget remaining.
 - There were 51 grants totaling \$28,025,264. Expenditures totaled \$19,319,333 as of 12/31/25.

Head Start Report: Members received Head Start financial reports for the months of November and December 2025 in their meeting packet.

| November and December 2025 | | | | |
|----------------------------|--------------|---------------------------|-------------------|-------------|
| Period | Budget | Year-to-Date Expenditures | Remaining Balance | % Remaining |
| 11/1/25 to 11/30/25 | \$11,801,349 | \$10,009,279 | \$1,792,070 | 15% |
| 12/1/25 to 12/31/25* | \$11,801,349 | \$11,204,803 | \$ 595,546 | 5% |

*Preliminary Report

MOTION WAS MADE AND SUPPORTED TO APPROVE THE FINANCIAL REPORT FOR THE PERIOD ENDED 12/31/25. Motion carried unanimously.

○ **Review and Consider Approval of Authorized Signers on Agency Bank Accounts and Credit Card Account (Action Required)**

As an annual housekeeping matter, it was recommended that the Board approve the Agency’s bank account signatories for its accounts at Isabella Bank as follows.

| Financial Institution Name/Address/Phone Number | Name of Account(s) | Account Number | Authorized Signers |
|---|---------------------------|----------------|--|
| Isabella Bank PO Box 337 1810 W. Washington St. Greenville, MI 48838 616-754-5100 | EightCAP General Checking | xxxx779 | <ul style="list-style-type: none"> • Doug McFadden (Chairperson) • James Moreno (Treasurer) • Lori Johnson • Maureen Fleet |
| | EightCAP Payroll Checking | xxxx761 | <ul style="list-style-type: none"> • Doug McFadden (Chairperson) • James Moreno (Treasurer) • Lori Johnson • Mauren Fleet |
| | EightCAP PayPal Checking | xxxx565 | <ul style="list-style-type: none"> • Doug McFadden (Chairperson) • James Moreno (Treasurer) • Lori Johnson • Maureen Fleet |

MOTION WAS MADE AND SUPPORTED TO APPROVE THE AUTHORIZED SIGNERS ON THE AGENCY’S BANK ACCOUNTS WITH ISABELLA BANK AS DISCUSSED. Motion carried unanimously.

It was also recommended that the Board approve the authorized signers on the Agency’s Credit Card Account with Isabella Bank as follows.

| Financial Institution Name/Address/Phone # | Authorization | Name | Title |
|---|---|---|---|
| Isabella Bank PO Box 337 1810 W. Washington St. Greenville, MI 48838 616-754-5100 | Authorized Signer <i>(have the ability to discuss any and all things credit card related)</i> | Lori Johnson Maureen Fleet Jane Russell | <ul style="list-style-type: none"> ◆ President ◆ VP for Finance ◆ Fiscal Compliance Specialist |

MOTION WAS MADE AND SUPPORTED TO APPROVE LORI JOHNSON, MAUREEN FLEET, AND JANE RUSSELL AS AUTHORIZED SIGNERS ON THE EIGHTCAP, INC. CREDIT CARD ACCOUNT WITH ISABELLA BANK AND TO

HAVE THE ABILITY TO DISCUSS ANY AND ALL THINGS CREDIT CARD RELATED. Motion carried unanimously.

- **Detailed Credit Card Statements (Information Only):** Head Start regulations require that the Governing Board and Head Start Policy Council be provided with information on agency credit card charges. Board members received copies of the Corporate Purchasing Card and MasterCard Credit Card activity for November 2025 through December 2025. There were no questioned charges.

- **Proposal Overviews (Action Required)**

- **MI CASA Pass Through Funding – 54,965.87:** The funds will be used to support the wage and fringe of the CASA Program Coordinator, and to support the program needs of Montcalm CASA for the 2026 calendar year. It will benefit 60 individuals during the period 10/1/25 to 9/30/26.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE MI CASA PASS THROUGH FUNDING IN THE AMOUNT OF \$54,853.87. Motion carried unanimously.

- **FY 25 Supportive Services for Veterans Families Amend. 2 – VA - \$387,967:** Mid-Michigan Community Action has extended this grant from ending 9/30/25 to 12/31/25 and is awarding us an additional \$40,267. \$1,800 in training/operations, \$4,800 Admin., \$27,008 in staffing and \$6,659 in Temporary Financial Assistance. The project will benefit 100 individuals during the period 9/1/25 to 12/31/25.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE SSVF AMENDMENT 2 GRANT IN THE AMOUNT OF \$387,967. Motion carried unanimously.

- **Strengthening Youth Voices & Futures with CASA – GYAC (GACF) – 10,000:** This grant funding will be used to cover part of the Program Coordinator’s wage and benefits, staff and volunteer mileage, volunteer supplies, postage, and a staff cell phone. The project will benefit 60 individuals during the period 3/31/25 to 12/31/26.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE STRENGTHENING YOUTH VOICES & FUTURES WITH CASA GRANT IN THE AMOUNT OF \$10,000. Motion carried unanimously.

- **Renewal of Authorization to Sign (Action Required)**


MOTION WAS MADE AND SUPPORTED THAT THE EIGHTCAP, INC. GOVERNING BOARD OF DIRECTORS AUTHORIZE THE CHAIRPERSON, AND/OR VICE-CHAIRPERSON, AND/OR THE AGENCY PRESIDENT, AND/OR THE INTERIM AGENCY PRESIDENT TO SIGN ANY AND ALL CONTRACTS AND PROPOSALS APPROVED BY THE EIGHTCAP, INC. GOVERNING BOARD OF DIRECTORS.
Motion carried unanimously.

Adjournment

The meeting adjourned by consensus at 10:35 am.

The next meeting will be held at 9:30 am on Friday, March 27, 2026, with the location to be

EightCAP, Inc. Governing Board Organizational Meeting Minutes
January 23, 2026
determined by the Agency President.

Respectively, 
Renae Caudill, Board Secretary