

**ST. CLAIR COUNTY INTERVENTION ACADEMY**  
**BOARD OF DIRECTORS MEETING**  
**ST. CLAIR COUNTY INTERVENTION CENTER - TRAINING ROOM**  
**1170 MICHIGAN RD., PORT HURON, MICHIGAN 48060**  
**MINUTES**

Wednesday, November 20, 2019

The board meeting of the St. Clair County Intervention Academy Board of Directors, Port Huron, Michigan, was held on Wednesday, November 20, 2019, at the St. Clair County Intervention Center – Sheriff’s Training Room, 1170 Michigan Rd., Port Huron, Michigan 48060.

Bill Gratopp called the meeting to order at **8:59** a.m.

**MEMBERS**

**PRESENT** Bill Gratopp, Helen McCartan, Heidi Fogarty, Stephen Guilliat, Mike McMillan, H. Ron Wollen

**MEMBERS**

**ABSENT** Thomas Buckley

**INTRODUCTION  
OF GUESTS**

Kate Peternel, Tracy DeCaussin, Dan Schluckbier, Troy Peyerk, Donna Collins

**PUBLIC PARTICIPATION** – None

**ADDITIONS/DELETIONS TO THE AGENDA –**

Motion to approve the Agenda as presented.

Moved: Heidi Fogarty  
Support: H. Ron Wollen

**Motion Carried w/o dissent**

**ACTION ITEMS:**

**Approval of October 30, 2019 SCCIA Meeting Minutes:**

Motion to approve the October 30, 2019 SCCIA Meeting Minutes as presented.

Moved: Stephen Guilliat  
Support: Helen McCartan

**Motion Carried w/o dissent**

**Approval of The Romine Group Financial Report:**

Motion to accept the October 2019 Financial Report statements including check detail 11820 through 11833 including InkCard 101719 (NCS Pearson) through 101719 (Amazon) as presented by Dan Schluckbier of the Romine Group.

Moved: Mike McMillan  
Support: Stephen Guilliat

**Motion Carried w/o dissent**

**Approval of the Financial Report Statement of Revenue and Expense:**

Motion to accept the July through October 2019 Financial Report Statement of Revenue and Expense as presented by Dan Schluckbier of the Romine Group.

Moved: Heidi Fogarty  
Support: Helen McCartan

**Motion Carried w/o dissent**

**Approval of the SCCIA Emergency Operational Plan:**

Motion to accept the SCCIA Emergency Operational Plan as presented by Troy Peyerck of the Intervention Academy.

Moved: Mike McMillan  
Support: H. Ron Wollen

**Motion Carried w/o dissent**

**ADMINISTRATIVE UPDATES:**

**TRG Report-**

**Troy Peyerck Report –**

Troy reported that the SCCIA Emergency Operations Plan was reviewed as a staff. Signage of each classroom has been completed. Troy is working on emergency kits to be outfitted for each classroom as laid out in the emergency plan. The DTNW Traditional building is what the staff focused on the most. The jail side classroom is in a locked facility and follows the jail policy and procedures. A copy of this emergency plan will go to the county’s emergency manager and to the sheriff’s department to have them take a look at it and sign off on it. The template for the plan came from Genesee ISD. The effective date will be January 1, 2020.

Regarding the AHERA plan, Tracy reached out to the architect that designed the jail to obtain a statement that this building is asbestos free to be able to forgo a costly inspection for a company to ascertain that fact. Mike commented that he is reaching out to the architect of the DTNW Traditional building for the same thing.

For the December meeting, Jeff Giles will come in to speak to the Board of Directors and give an update regarding the jail side program.

**DISCUSSION ITEMS:**

**BOARD MEMBER UPDATE:**

**ANNOUNCEMENTS:**

The next board meeting is set for December 18, 2019 @ 9 am

**ADJOURNMENT:**

Moved: \_\_\_\_\_  
Support: \_\_\_\_\_

**Motion Carried w/o dissent**

The meeting adjourned at \_\_\_\_\_ a.m.  
Donna Collins, Recording Secretary

APPROVED: \_\_\_\_\_  
(Secretary)