

**Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY**

**GOVERNING BOARD MEETING
Thursday, February 10, 2011
1:30 p.m.**

MINUTES

Chairman Schultz called the meeting to order at 1:30 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
George Arkens, Menominee
Gil Sablack, Schoolcraft
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Bernie Lang, Menominee
Charmaine Lehman, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoille, Schoolcraft
Karen Wigand, Delta
David Rivard, Delta
George Lyon, Schoolcraft
Tom Lippens, Delta
Walter Multerer, Menominee
Dave Schultz, Delta
Ken Penokie, Delta
Beth Pletcher, Menominee
Ernest Hoholik, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Kim Johnson, ECP Director
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Beau Miller, Finance Director
Sally Kidd, Senior Citizen Director
Joe Dehlin, WX/Housing Director

MEMBERS ABSENT

Geri Nelson, excused
Helen Walker, excused
Ruth Helwig, excused
Mari Negro, excused
Pastor Levin, excused
Ken Bryant, excused
Marv Mayer, excused
Dave Anthony
Brenda Moya

Mr. Schultz introduced new board member Beth Pletcher who is representing the Menominee County Board of Commissioners and returning member, Dave Rivard, who is representing the Delta County Board of Commissioners.

APPROVAL OF JANUARY 13, 2011 GOVERNING BOARD MINUTES

Members received a copy of the January 13, 2011 for their review. It was noted that the first page of the minutes had February 13th for the date of the meeting. **THE MINUTES WERE ACCEPTED WITH THE DATE CORRECTION WITH A MOTION FROM OMER DORAN, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Schultz called on Treasurer Dan LaFoille who reported that the committee reviewed the January Accounts Payable Schedules and **HE MOVED FOR THEIR ACCEPTANCE, SUPPORTED BY GIL SABLACK; MOTION CARRIED. (see attachment "A")**

ACCEPTANCE OF 1/19/2011 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 1/19/2011 Head Start Policy Council minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED UPON A MOTION FROM TOM LIPPENS, SECONDED BY GEORGE LYON; MOTION CARRIED.**

ACCEPTANCE OF DECEMBER, 2010 & JANUARY, 2011 EARLY CHILDHOOD PROGRAM MONTHLY REPORTS

Members received copies of the December & January Early Childhood Program monthly reports. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

APPROVAL OF EARLY CHILDHOOD PROGRAM 2011 PLANNING POLICY PROCEDURE

The Chairman called on Kim Johnson, ECP Director, who explained that the general operating procedures must be reviewed and approved by the Governing Board. **MR. LAFOILLE MOVED TO APPROVE THE ECP 2011 PLANNING PROCEDURE AS PRESENTED, MR. ARKENS SECONDED THE MOTION; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on Bill Dubord who indicated that there very well may be some serious cuts to both our federal and state funds.

EXECUTIVE DIRECTOR'S REPORT

Mr. Dubord indicated things are going along fine in the day to day operations in the Early Childhood Program. He called on Kim Johnson who told the board that our new grantee specialist was instrumental in getting the previously disallowed in-kind to be allowed. This is especially important because it allows the utilization of parent time to be used as in-kind. **GEORGE LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Mr. Schultz announced that he has appointed Gil Sablack and Dave Rivard to the Early Childhood Committee.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:56 P.M. WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.**

The next meeting is March 3, 2011

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2011 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	\$	308,262
EARLY HEAD START		70,005
ARRA HEAD START		-
ARRA EARLY HEAD START		-
EARLY-ON CHILDHOOD		2,390
EMERALD SCHOOL		29,761
GREAT PARENTS		-
ASSET & LIABILITY ACCOUNTS		50,701

TOTAL \$ 461,119

SIGNED 
(TREASURER)

DATE 2-10-11

Attachment 1

FINANCE COMMITTEE MEETING
Thursday, February 10, 2011
12:30 p.m.

MINUTES

The following were present: Dan LaFoilie, Omer Doran, Karen Wigand, Bernie Lang, Gil Sablack – Pastor Levin, excused

The members reviewed the Early Childhood Program credit card charges for the period ending 1/26/2011. The committee accepted the charges as reasonable with a motion from Karen Wigand, seconded by Gil Sablack, motion carried.

The committee reviewed the October financial statements and they were accepted with a motion from Karen Wigand, seconded by Bernie Lange, motion carried. The committee also reviewed the November financial statements and they were accepted with a motion from Mr. Sablack, supported by Omer Doran; motion carried.

The members were given a copy of the CAA January Accounts Payables for their review. They were accepted with a motion from Karen Wigand, supported by Gil Sablack, motion carried. The committee also reviewed the HRA January Accounts Payable and they were accepted with a motion from Gil Sablack, seconded by Ms. Wigand; motion carried.

The members were mailed a copy of the proposed Senior Center Administrator wages. The Executive Director noted that we believe the staff at the larger centers have more job responsibilities and should be compensated as such. In addition, we would like to get the wages in line as there is a large difference between the various staffers. Bernie Lang moved to accept the proposed Senior Center Administrator wages, Karen Wigand seconded the motion, motion carried.

The funding update will be given at the full board meeting.

Other Business: There was discussion on the internal budget process and tracking. It was recommended that quarterly in-depth financial meetings be held with program directors.

There being no other business Karen Wigand moved to adjourn @ 1:20 p.m. seconded by Mr. Sablack, motion carried.

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY**

**GOVERNING BOARD MEETING
Thursday, February 10, 2011
1:45 p.m.**

MINUTES

Chairman Schultz called the meeting to order at 1:30 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
George Arkens, Menominee
Gil Sablack, Schoolcraft
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Bernie Lang, Menominee
Charmaine Lehman, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoille, Schoolcraft
Karen Wigand, Delta
David Rivard, Delta
George Lyon, Schoolcraft
Tom Lippens, Delta
Walter Multerer, Menominee
Dave Schultz, Delta
Ken Penokie, Delta
Beth Pletcher, Menominee
Ernest Hoholik, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Kim Johnson, ECP Director
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Beau Miller, Finance Director
Sally Kidd, Senior Citizen Director
Joe Dehlin, WX/Housing Director

MEMBERS ABSENT

Geri Nelson, excused
Helen Walker, excused
Ruth Helwig, excused
Mari Negro, excused
Pastor Levin, excused
Ken Bryant, excused
Marv Mayer, excused
Dave Anthony
Brenda Moya

Mr. Schultz introduced new board member Beth Pletcher who is representing the Menominee County Board of Commissioners and returning member, Dave Rivard, who is representing the Delta County Board of Commissioners.

APPROVAL OF JANUARY 13, 2011 GOVERNING BOARD MINUTES

Members received a copy of the January 13, 2011 for their review. **THE MINUTES WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Schultz called on Treasurer Dan LaFoille who reported that the committee reviewed the January Accounts Payable Schedules and **HE MOVED FOR THEIR ACCEPTANCE, SUPPORTED BY KAREN WIGAND; MOTION CARRIED. (see attachment "A")**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the staff monthly reports for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM ERNEST HOHOLIK, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF VEHICLE MAINTENANCE PLAN

The Chairman called on Sally Kidd who reported that as part of the MI Dept. of Transportation (MDOT) audit it was recommended that a written vehicle maintenance plan be put in place and approved by the board. John Stapleton cautioned that the policy should state that an outside source will do the vehicle maintenance and suggested we do the safety inspection at the same time as the maintenance checks. **KEN PENOKIE MOVED TO APPROVE THE VEHICLE MAINTENANCE PLAN WITH THE RECOMMENDED CHANGES, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF DHS PROGRAMMATIC MONITORING REPORT FROM AUGUST 9-11, 2010

Members were sent a copy of the DHS programmatic monitoring report from August 9-11, 2011 for their review. Mr. Schultz called on Bill Dubord who noted that there was one finding that has already been cleared. It involved an employee file that did not have a criminal background check on an employee that began long before background checks were required. The check was subsequently completed and the finding cleared. **MR. LAFOILLE MOVED TO ACCEPT THE DHS PROGRAMMATIC MONITORING REPORT FROM AUGUST 9-11, 2011, SECONDED BY MR. DORAN; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on Bill Dubord who reported that in late January the State attempted to recapture approximately \$200,000 in LIHEAP Deliverable Fuel funds from our organization (and other CAA's in the state) as the State received 49,000,000 less than they expected for programs such as: SER, Earned Income Tax Credits and Weatherization. After getting news releases in the newspapers, radio and television, the decision was rescinded. Through the efforts of our lobbyist he discovered that the Midwest allocations were not based on the correct formula and thus forced the rescission.

The Executive Director reported that the Republican Study Group is recommending the elimination of the Senior Volunteer Corps Programs, Weatherization, Legal Services, Community Development Block Grant funds among many others. It is uncertain if these recommended cuts are for this current fiscal year or next year. Community Action Agencies were singled out in the President's State of the Union address. We are now hearing that the President is proposing a 50% reduction in CSBG funding and proposing a different delivery system of the remaining funds that would open competition for the funds to faith based organizations. Mr. Dubord stressed that the Community Services Block Grant (CSBG) funds are imperative to our organization for administration, board expenses, to fund our Outreach staff and fill in for programs that cannot afford their space and administrative allocations. It also allows us to provide Walk for Warmth, LIHEAP Deliverable Fuel, THAW and FEMA funds that provide no administrative dollars with which to operate.

Mr. Dubord indicated we will need board support and will be developing strategies to advocate for funding. The board indicated they be sent an action plan of how they can help. Mr. LaFoille also suggested that presentations be made about CAA to the county boards.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on Mr. Dubord who indicated that we have completed Phase one of the renovations at the Gladstone Senior Center that are a result of the \$81,000 that was bequeathed to the Gladstone Senior Center. The walk-in cooler, freezer and hood unit have been installed. We are in the process of bidding out the new lighting for the Menominee Senior Center and have begun some renovations to the ceiling.

The Executive Director informed the members that the Bureau of Community Action is concerned that the ARRA funds and projected number of homes may not be met by all CAA's which could result in the recapture and redistribution of these funds. Our Weatherization ARRA projects are on target.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. LYON; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Executive Director reported that he and Jeff Heino (the Dickinson-Iron CAA Director) met with Representative Ed McBroom to explain our programs and what we do. Mr. Dubord thanked Dave Anthony for meeting with him regarding his thoughts on the new legislators and funding issues.

Dan LaFoille asked why we don't hold a Walk for Warmth campaign in Schoolcraft County. Staff explained that the amount of labor expended for the amount of funds raised (approximately \$2,500) made it seem not feasible. Staff said they will consider holding some kind of campaign next year.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:45 P.M. WITH A MOTION FROM MR. LYON, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED.***

The next meeting is March 3, 2011

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2011 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	\$	127,599
VOLUNTEER PROGRAMS		48,475
NUTRITION		116,942
STATE & LOCAL PROGRAMS		114,076
ENERGY AND HOUSING		228,962
ASSET & LIABILITY ACCOUNTS		73,615
TOTAL	\$	<u>709,669</u>

SIGNED


(TREASURER)

DATE

2-10-11