

**Menominee-Delta-Schoolcraft  
Community Action Agency**

**GOVERNING BOARD MEETING  
Thursday, March 14, 2013  
1:30 p.m.**

**MINUTES**

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

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Ken Bryant, Schoolcraft  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Gil Vandenhouten, Menominee  
Tom Lippens, Delta  
Doug Krienke, Menominee  
Myra Croasdell, Delta  
Beth Pletcher, Menominee  
Ken Penokie, Delta  
Susan Phillips, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Mary Bunnin, FGP Director  
Kim Johnson, ECP Director  
Sally Kidd, Senior Services  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant

**MEMBERS ABSENT**

Geri Nelson, excused  
Mari Negro, excused  
Dave Anthony, excused  
Eileen Martin, excused  
John Stapleton, excused  
Cathy Mercier, excused  
Julie Moberg, excused  
Dave Moyle

**APPROVAL OF JANUARY 10, 2013 GOVERNING BOARD MINUTES**

Members received a copy of the January 10, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED UPON A MOTION FROM KEN BRYANT, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 2/27 and reviewed the December and January CAA & HRA Accounts Payable Schedules. **PASTOR LEVIN MOVED TO APPROVE THE DECEMBER & JANUARY CAA/HRA ACCOUNTS PAYABLE SCHEDULES, MR. MULTERER SUPPORTED THE MOTION; MOTION CARRIED.** Mr. LaFoille told the board that the committee also met on 3/14/13 and reviewed the CAA & HRA February Accounts Payable Schedules. **MR. MULTERER MOVED TO APPROVE THE FEBRUARY CAA & HRA ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED. (see attachments "A" & "B")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met today and recommends approval of the appointment of Doug Krienke to represent the Menominee County Commissioners, replacing Bernie Lang. We will recognize Bernie's service to the board at the July annual meeting that will be held in Menominee. They were also informed that Gil Vandenhouten's term expires at the end of March, so the committee will see if the Hermansville Senior Center still want him to represent them. He also reported that Eileen Martin has indicated she is resigning due to some medical issues with her and her husband. **MR. BRYANT MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SUSAN PHILLIPS SECONDED THE MOTION; MOTION CARRIED. (see attachment "C")**

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the Safety Committee met on March 7<sup>th</sup> and reviewed one accident in the Early Childhood Program involving a teacher who tripped over a chair that a child had moved in her path. She is off work for several weeks with a broken knee – this is being handled through our Worker's Compensation. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MULTERER; MOTION CARRIED. (see attachment "D")**

**ACCEPTANCE OF JANUARY EARLY CHILDHOOD MONTHLY REPORT**

Members were mailed a copy of the January ECP monthly report for their review. **IT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL OF ECP PROGRAM OUTCOMES 2012-2013 ACTIVITY SCHEDULE**

Members were mailed a copy of the 2012-2013 ECP Outcome Activity Schedule for their review. ECP Director, Kim Johnson explained that the Governing Board and Policy Council need to approve these each year. **OMER DORAN MOVED TO APPROVE THE ECP PROGRAM OUTCOME 2012-13 ACTIVITY SCHEDULE, SUPPORTED BY KEN BRYANT; MOTION CARRIED.**

**APPROVAL OF MODIFICATION TO HS/EHS ENROLLMENT PROCEDURE**

The Chair called on Kim Johnson who explained that, although it is not required, they would like to modify the program's enrollment procedure to obtain a copy of the child's birth certificate as documentation of age eligibility. A Medicaid card will be accepted in lieu of a birth certificate until a birth certificate is provided. Ensuring families have an original birth certificate for their child(ren) will also assist the program in facilitating a smooth transition to Kindergarten (another Head Start requirement) because the public schools require an original birth certificate for Kindergarten entry. **SUSAN PHILLIPS MOVED TO APPROVE THE MODIFICATION TO THE HS/EHS ENROLLMENT PROCEDURE, SECONDED BY BETH PLETCHER; MOTION CARRIED.**

**CAA Governing Board Minutes**

**March 14, 2013**

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**APPROVAL OF CHANGE TO 990 FILING YEAR**

Chair Wigand called on Beau Miller who explained that years ago the CAA filing year was changed to 10/31 to match the program's fiscal year. Our auditors would like to have the filing year's the same for both CAA and HRA so we would like approval to change CAA to 9/30 – same as HRA. **KEN PENOKIE MOVED TO CHANGE THE CAA 990 FILING YEAR TO 9/30, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**ADOPTION OF PUBLIC COMMENT POLICY**

Members were mailed a draft copy of the public comment period for their review. After discussion it was decided to delete the sentence "The individual will be requested to identify his/her self but will not be required to do so." **THE PUBLIC COMMENT POLICY WAS ADOPTED WITH A MOTION FROM MR. PENOKIE, SECONDED BY BETH PLETCHER; MOTION CARRIED. (see attachment "E")**

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who informed the board that the second anonymous complaint filed with the Head Start Regional Office has been cleared. **(see attachment "F")**

The Early Childhood Program in-depth triennial review will be conducted the week of March 25<sup>th</sup>.

Although we have not received any official word regarding the budget cuts as a result of the sequester, we anticipate a 5% cut, which would be approximately \$150,000. Most expenses are in the running of the classrooms and in guidance given so far, it has been stressed that the goal is to still maintain a high quality of service and minimize disruption. We believe the best way to accommodate this large cut would be to shorten the school year, rather than having to decide which families get to keep their child enrolled and which ones don't. The budget cuts will be brought before the board and Policy Council. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINES**

There were no public comments or other business.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 2:15 WITH A MOTION FROM MR. BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.**

**THE NEXT MEETING IS THURDAY, APRIL 4<sup>TH</sup> AT 1:30**

**FINANCE COMMITTEE MEETING**  
**Thursday, February 27, 2013**  
**12:00 noon**

**MINUTES**

The following were in attendance: Dan LaFoilie, Omer Doran, Karen Wigand, Julie Moberg, Walter Multerer, Bill Dubord, Beau Miller and Cathy Pearson. Pastor Levin asked to be excused. Bill indicated that, per the committee's request, he asked Julie Moberg if she would like to be a part of the Finance Committee and she has agreed. He also asked Tom Lippens and Walter Multerer to be on the committee. Mr. Multerer would like to serve and we are waiting to hear from Mr. Lippens.

Bill reviewed the role of the Finance Committee as stated in the By-laws. He noted that they are to review all expenditures and ask any questions they may have, but they do not approve expenditures unless they're at the threshold outlined in the Financial Procedures Manual. He pointed out that budgets are approved by the board as part of the routine resubmission on a yearly basis. Bill indicated he will try to get the committee a little more involved in reviewing budgets for the Human Resources Authority programs. The Treasurer encouraged the new Finance Committee members to ask questions. Karen Wigand noted that if the committee doesn't like a fiscal practice they will make their position known to staff.

The committee reviewed the December CAA Accounts Payable Schedules **AND THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The committee reviewed the January CAA Accounts Payable Schedules **AND THEY WERE APPROVED WITH A MOTION FROM MR. MULTERER, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

The committee reviewed the December HRA Accounts Payable Schedules **AND THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

Karen asked for an update on the discussion from the last meeting regarding IT services. He indicated he has checked with other CAA's in our area and we are paying less than most of them for these services. He is gathering more information and then will let the committee know the results.

The committee reviewed the December/January CAA credit card charges and found them to be reasonable.

The committee reviewed the December/January HRA credit card charges and found them to be reasonable.

Other Business: Bill noted that we are waiting for word this Friday on whether or not the sequestration (automatic across-the-board cuts) will be put in effect. This will cause some major decision-making on how to implement the cuts with the least amount of impact to services.

**Finance Committee Meeting**  
**Wednesday, February 27, 2013**  
**Page 2**

Beau Miller, Finance Director, informed the members that our auditors would like us to change our filing year for the 990 for Community Action Agency from year ending 10/31 to 9/30 as it is with Human Resources Authority. This is a formality that needs to be filed with the IRS. **OMER DORAN MOVED TO CHANGE OUR CAA FILING YEAR FROM 10/31 TO 9/30, SECONDED BY JULIE MOBERG MOTION CARRIED.** This will be on the agenda for the March 14<sup>th</sup> Governing Board meeting as well.

Mr. Multerer suggested that it might be better if someone other than the Treasurer moves to approve his report at the Governing Board meeting. Mr. LaFoille will ask someone else to move to approve the report.

The meeting adjourned at 1:47 p.m. **WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG ; MOTION CARRIED.**

**THE NEXT MEETING WILL BE THURSDAY, MARCH 14<sup>TH</sup> AT NOON (PRIOR TO THE GOVERNING BOARD MEETING). LUNCH WILL BE PROVIDED.**

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2012 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	115,274
EARLY HEAD START		51,999
EARLY-ON CHILDHOOD		800
GSRP		12,742
ASSET & LIABILITY ACCOUNTS		122,545
TOTAL	\$	<u>303,360</u>

SIGNED   
(TREASURER)

DATE 2-27-13

THE FINANCE COMMITTEE HAS REVIEWED THE **JANUARY 2013** ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	208,447
EARLY HEAD START		61,592
EARLY-ON CHILDHOOD		955
GSRP		25,096
ASSET & LIABILITY ACCOUNTS		49,982
<b>TOTAL</b>	<b>\$</b>	<b>346,071</b>

SIGNED   
(TREASURER)

DATE 2-27-13

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2012 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	93,129
VOLUNTEER PROGRAMS		38,255
NUTRITION		67,462
STATE & LOCAL PROGRAMS		73,661
ENERGY AND HOUSING		84,667
ASSET & LIABILITY ACCOUNTS		47,346
<b>TOTAL</b>	<b>\$</b>	<b>404,521</b>

SIGNED

  
(TREASURER)

DATE

2-27-13

THE FINANCE COMMITTEE HAS REVIEWED THE **JANUARY 2013** ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>133,714</u>
<u>VOLUNTEER PROGRAMS</u>		<u>50,295</u>
<u>NUTRITION</u>		<u>93,452</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>108,856</u>
<u>ENERGY AND HOUSING</u>		<u>77,612</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>67,133</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>531,062</u></b>

SIGNED

  
\_\_\_\_\_  
(TREASURER)

DATE

2-27-13

Attachment "B-1"

**FINANCE COMMITTEE MEETING**  
**Thursday, March 14, 2013**  
**12:00 noon**

**MINUTES**

The meeting was called to order at noon. The following were present: Dan LaFoille, Omer Doran, Walter Multerer, Pastor Levin, Karen Wigand, Bill Dubord, Beau Miller and Cathy Pearson. Julie Moberg asked to be excused.

The committee reviewed the CAA February Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY WALTER MULTERER; MOTION CARRIED.**

The committee reviewed the HRA February Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

The committee reviewed the CAA February credit card charges and found them to be reasonable.

The committee reviewed the HRA February credit card charges and found them to be reasonable.

Other Business: Bill discussed the possible ramifications of the sequestration cuts, even though we've not received any official word from our funding sources yet.

Beau reported we should shortly receive our annual audit from Anderson Tackman. There are no findings or questioned costs. We will arrange a board presentation by the auditors for April or May.

Bill stated Tom Lippens was invited to serve on the Finance Committee. Tom declined due to his schedule.

There being no further business **THE MEETING ADJOURNED AT 12:50 P.M. WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE **FEBRUARY 2013** ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	202,009
EARLY HEAD START		63,084
EARLY-ON CHILDHOOD		583
GSRP		21,259
ASSET & LIABILITY ACCOUNTS		51,573
<b>TOTAL</b>	<b>\$</b>	<b>338,508</b>

SIGNED   
(TREASURER)

DATE 3/14/13

THE FINANCE COMMITTEE HAS REVIEWED THE **FEBRUARY 2013** ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>129,716</u>
<u>VOLUNTEER PROGRAMS</u>		<u>46,094</u>
<u>NUTRITION</u>		<u>94,909</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>113,279</u>
<u>ENERGY AND HOUSING</u>		<u>38,414</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>42,413</u>
 <b>TOTAL</b>	 <u>\$</u>	 <u>464,827</u>

SIGNED   
(TREASURER)

DATE 3/14/13

**NOMINATING COMMITTEE MEETING**  
**Thursday, March 14, 2013**  
**1:00 p.m.**

**MINUTES**

The meeting was called to order at 1:00 p.m. The following were in attendance: Omer Doran, Dan LaFoilie, Tom Lippens, Gil Vandenhouten and Bill Dubord.

Mr. Dubord told the committee that Menominee County has appointed Doug Krienke to represent them, replacing Bernie Lang. **DAN LAFOILLE MOVED TO ACCEPT THE APPOINTMENT OF DOUG KRIENKE TO REPRESENT THE MENOMINEE COUNTY BOARD OF COMMISSIONERS ON OUR BOARD, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.** Bill indicated we will invite Bernie Lang to the July annual meeting that will be held in Menominee and present him with a plaque for his services.

The Executive Director also noted that Gil Vandenhouten's term expired at the end of March. He is representing the Northern Menominee County Seniors.

He also informed the committee that Eileen Martin called Cathy yesterday to say she was resigning due to medical reasons. Cathy asked her to submit a letter of resignation.

There being no further business **THE MEETING ADJOURNED AT 1:10 WITH A MOTION FROM DAN LAFOILLE SECONDED BY OMER DORAN; MOTION CARRIED.**

MDS-CAA/HRA, Inc  
Safety Committee Meeting  
Minutes of the Meeting  
March 7, 2013

**PRESENT:**

Walter Multerer

Omer Doran

Mari Negro

Tom Lippens

Staff present:

Debby Wiltzius, Pat Royer, Naomi Fletcher

Meeting called to order at 10:03 am at the offices of MDS-CAA/HRA, Inc. to review two accident reports.

Head Start was unable to attend, but did send an update on their employee accident.

Discussion revolved around the slip/fall season. Question arose if we have employees wear slip guards such as YakTrax, and do we provide them? Pat Royer stated we make sure employees are wearing appropriate footwear for the season (tracked boots), and, if necessary, provide the slip guards. If a driver appears for work with tennis shoes or a dress boot, they are required to return home and change shoes. Additional question regarding what is required of drivers, homemaker aides and personal care aides. All should be wearing appropriate footwear for the season.

**Accident Review**

Meal driver slipped and fell during route delivery. Does not remember how she got back in her van. Driver did not report accident until the end of route. Required hospital emergency room visit for xray and headscan. No broken bones. Was able to return to work next day without restrictions.

If accident was of immediate concern, driver would've called center immediately to have assistant complete route. Driver was on next to last delivery and completed route.

After review of medical release, the committee

**RECOMMENDS**

Nutrition supervisor receive a release of liability from the employee who refuses a follow-up by a doctor on an ER request for follow-up. The ER recommendation would still be covered under Worker's Comp.

**RECOMMENDATION**

If there is ANY slip/fall, the Center/Supervisor is to be called IMMEDIATELY. Any head injuries need to be reported immediately. Include this information in upcoming employee trainings/in-service.

Head Start employee sustained a broken knee. She fell over a chair that had been pushed into the pathway by a student just prior to her passing by the student. Employee is going to be out an additional 4 weeks due to complications during the healing process.

**RECOMMENDATION**

That all classrooms be reviewed for student equipment placement to make sure there are always clear pathways for employees and students to pass. It may mean moving equipment, or reconfiguring classrooms, to accomplish this task.

There being no additional business before this committee, meeting was adjourned at 10:30 am.

**CAA/HRA GOVERNING BOARD PUBLIC COMMENT POLICY**

1. An individual wishing to make public comment must be recognized by the Chair before beginning.
2. Public comment shall be limited to three minutes per speaker.
3. There will be no question and answer period.
4. A speaker cannot exceed the three minute limit by using someone else's time.
5. Written materials may only be distributed at the approval of the Chair.

**Bill Dubord**

**From:** Kim Johnson [kjohnson@mdsecp.org]  
**Sent:** Friday, February 22, 2013 11:29 AM  
**To:** B Dubord  
**Subject:** Fwd: RE: Complaint status

Yay!  
Kim Johnson, Director  
MDS CAA Early Childhood Program

-----Original Message-----  
**From:** "Burns, Martha (ACF) (CTR)" <Martha.Burns@ACF.hhs.gov>  
**To:** Kim Johnson <kjohnson@mdsecp.org>  
**Cc:** B Dubord <bdubord@mdscaa.org>  
**Date:** Fri, 22 Feb 2013 16:15:23 +0000  
**Subject:** RE: Complaint status

Good morning, Kim---

Happy Friday!!

I do apologize for the lack of response. I'm not sure why an official closure letter wasn't sent as with the first situation. Be assured, the second issue is also considered closed.

Hope you have a wonderful weekend too!  
-Martha

**From:** Kim Johnson [mailto:kjohnson@mdsecp.org]  
**Sent:** Friday, February 22, 2013 10:12 AM  
**To:** Burns, Martha (ACF) (CTR)  
**Cc:** B Dubord  
**Subject:** Complaint status

Hi Martha,

Well, it's another snowy day in the U.P. :) Just wondering if you have heard any response from OHS re: the anonymous complaint against our program that is still "open"? Thank you for any assistance you can provide. Hope you have a very nice weekend.

Kim Johnson, Director  
MDS CAA Early Childhood Program

**Menominee-Delta-Schoolcraft  
Human Resources Authority**

**GOVERNING BOARD MEETING  
Thursday, March 14, 2013  
1:30 p.m.**

**MINUTES**

Karen Wigand called the meeting to order at 2:16 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoilie, Schoolcraft  
Ken Bryant, Schoolcraft  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Gil Vandenhouten, Menominee  
Tom Lippens, Delta  
Doug Krienke, Menominee  
Myra Croasdell, Delta  
Beth Pletcher, Menominee  
Ken Penokie, Delta  
Susan Phillips, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Mary Bunnin, FGP Director  
Kim Johnson, ECP Director  
Sally Kidd, Senior Services  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant

**MEMBERS ABSENT**

Geri Nelson, excused  
Mari Negro, excused  
Dave Anthony, excused  
Eileen Martin, excused  
John Stapleton, excused  
Cathy Mercier, excused  
Julie Moberg, excused  
Dave Moyle

**APPROVAL OF JANUARY 10, 2013 GOVERNING BOARD MINUTES**

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**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 2/27 and reviewed the December and January CAA & HRA Accounts Payable Schedules. **OMER DORAN MOVED TO APPROVE THE DECEMBER & JANUARY CAA/HRA ACCOUNTS PAYABLE SCHEDULES, SUSAN PHILLIPS SUPPORTED THE MOTION; MOTION CARRIED.** Mr. LaFoilie told the board that the committee also met on 3/14/13 and reviewed the CAA & HRA February Accounts Payable Schedules. **MR. MULTERER MOVED TO APPROVE THE FEBRUARY CAA & HRA ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY OMER DORAN; MOTION CARRIED. (see attachments "A" & "B")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met today and recommends approval of the appointment of Doug Krienke to represent the Menominee County Commissioners, replacing Bernie Lang. We will recognize Bernie's service to the board at the July annual meeting that will be held in Menominee. They were also informed that Gil Vandenhouten's term expires at the end of March, so the committee will see if the Hermansville Senior Center still want him to represent them. He also reported that Eileen Martin has indicated she is resigning due to some medical issues with her and her husband. **MR. BRYANT MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, BETH PLETCHER SECONDED THE MOTION; MOTION CARRIED. (see attachment "C")**

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the Safety Committee met on March 7<sup>th</sup> and reviewed one accident involving a meal deliverer who slipped on the ice, hit her head and suffered a mild concussion. The employee did not want to go to the emergency room but the committee agreed that anytime an employee has a head injury, they must go to the doctor or emergency room. Staff have been reminded to be careful during the slippery season and to be sure to wear proper footwear. **OMER DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, KEN BRYANT SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "D")**

**ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Members received copies of the following Policy Advisory Committee minutes for their review:

- 12/10/12 (Delta) & 12/17/12 (Menominee) Foster Grandparent Program PAC minutes
- 1/8/13 (Menominee) & 1/16/13 (Delta) Retired & Senior Volunteer Program PAC minutes
- 1/24/13 (Escanaba) & 1/29/13 (Mid-County) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY MS. PLETCHER; MOTION CARRIED.**

**ACCEPTANCE OF MONTHLY PROGRAM REPORTS**

Members received copies of the monthly program reports and **THEY WERE ACCEPTED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**ADOPTION OF PUBLIC COMMENT POLICY**

Members were mailed a draft copy of the public comment period for their review. After discussion it was decided to delete the sentence "The individual will be requested to identify his/her self but will not be required to do so." **THE PUBLIC COMMENT POLICY WAS ADOPTED WITH A MOTION FROM MR. PENOKIE, SECONDED BY MR. MULTERER; MOTION CARRIED. (see attachment "E")**

**WALK FOR WARMTH**

The Chair called on Cathy Pearson who reported that the 2013 Walk for Warmth campaigns did very well with the following being raised to date: Delta Co. – just under \$38,000, Menominee – just over \$19,000 (a new record) and Schoolcraft - \$4,500. She noted that although the number of walkers was down slightly in Menominee and Delta Counties – the dollar amounts raised were still very good, particularly in these extremely tough economic times. She indicated that the Schoolcraft Co. campaign had good community-wide support with lots of ideas and enthusiasm for making it even stronger next year. Ms. Pearson thanked the board for their support. Mr. Lippens commended Ms. Pearson for her efforts with the Walk for Warmth campaigns. Bill Dubord gave kudos to board member Geri Nelson, who helped out at all three Delta County events (Big Brat Sale, Walk for Warmth and Ride for Warmth).

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who outlined what a 5% sequester might mean to our HRA programs:

- Approximately \$17,000 in congregate meal funds  
Approximately \$3,500 for Nutrition in-home meals
- Approximately \$9,000 in Community Services Block Grant (CSBG) funds
- “ “ \$5,000 for the Senior Companion Program
- “ “ \$ 850 for the Foster Grandparent Program

The Retired & Senior Volunteer Program may not be subject to this year's sequester. RSVP was the first of our programs to go through recompetition and we are happy to report that they were awarded the grant.

As far as Weatherization goes it's all a big mess and very confusing on funding years, funding levels, etc. as we are still awaiting some contracts.

Ms. Wigand suggested Bill do a news article on the impact of the cuts, once the sequester decisions have been made.

Karen Wigand called on the Executive Director who told the members that there may be more Foster Grandparent stipend money available, which would allow us to add a few more hours to current Foster Grandparent's schedules if they want them.

Mr. Dubord indicated that Bishop Noa Home is expanding their rehabilitation facility and they would like to add a "Memory Clinic". They discussed the possibility of incorporating our Perspectives Adult Day Care into their building. We will check into the pros and cons of such a move should it become a legitimate possibility. **MR. BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, BETH PLETCHER SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no other business ***THE MEETING ADJOURNED AT 2:45 WITH A MOTION FROM MR. BRYANT, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**THE NEXT MEETING IS THURSDAY, APRIL 4<sup>TH</sup> AT 1:30.**