

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

GOVERNING BOARD MEETING

**Thursday, March 3, 2011
511 First Avenue North, Escanaba
1:30 p.m. (EST)**

MINUTES

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

MEMBERS PRESENT

Dan LaFoilie, Schoolcraft
Omer Doran, Schoolcraft
Karen Wigand, Delta
Ken Bryant, Schoolcraft
Ruth Helwig, Delta
Dave Schultz, Delta
Bernie Lang, Menominee
Mari Negro, Menominee
Gil Vandenhouten, Menominee
Dave Rivard, Delta
Myra Croasdell, Delta
Tom Lippens, Delta
Brenda Moya, Menominee
Geri Nelson, Delta
George Arkens, Menominee
Walter Multerer, Menominee
George Lyon, Schoolcraft
Ernest Hoholik, Schoolcraft

OTHERS PRESENT

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

MEMBERS ABSENT

Helen Walker, excused
Marv Mayer, excused
Charmaine Lehman, excused
Gil Sablack, excused
Pastor Levin, excused
Beth Pletcher, excused
John Stapleton
Dave Anthony
Ken Penokie

Mr. Schultz introduced and welcomed new board member, Mari Negro, who is representing the Menominee County Board of Commissioners.

APPROVAL OF FEBRUARY 10, 2011 GOVERNING BOARD MINUTES

Members received a copy of the February 10, 2011 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KEN BRYANT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Schultz called on Treasurer LaFoille who reported that the Finance Committee met to review the February Accounts Payable Schedule for CAA **AND MOVED FOR ACCEPTANCE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** (see attachment "A")

ACCEPTANCE OF COMMITTEE ASSIGNMENTS

Members received a copy of the committee assignments and noted that Bernie Lang was inadvertently left off of the Finance Committee. **MR. LAFOILLE MOVED TO ACCEPT THE COMMITTEE ASSIGNMENTS WITH BERNIE LANG ADDED TO THE FINANCE COMMITTEE, SECONDED BY MR. MULTERER; MOTION CARRIED.** (see attachment "B")

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR CALENDAR YEAR 2012

Mr. Dubord explained that every year we need to seek authorization to submit our regular refunding applications. **MS. WIGAND MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS FOR 2012, SECONDED BY OMER DORAN; MOTION CARRIED.**

AUTHORIZATION FOR CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING

MR. RIVARD MOVED TO AUTHORIZE THE CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING, MR. MULTERER SECONDED THE MOTION; MOTION CARRIED.

DEPT. OF HEALTH & HUMAN SERVICES FOLLOW-UP REVIEW DATED 2/11/11

Members received a copy of the report closing out the findings of the last in-depth review of our Early Childhood Program for their review. **GEORGE LYON MOVED TO ACCEPT THE REPORT AND HAVE IT PLACED ON FILE, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called upon the Executive Director who reported that the Continuing Resolution has been extended another two weeks. The President's budget calls for a \$600,000,000 increase in Head Start but the Republican's are proposing a 15% cut. This translates to around \$330,000 in Head Start and \$120,000 in Early Head Start which would cause some significant adjustments to programming and staffing. As far as the state Great Start Readiness Program (GSRP) state funds go, that is very uncertain.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported that Head Start classes are rolling along with Spring break to coincide with most of the school districts.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:52 P.M. WITH A MOTION FROM MR. LYON, SECONDED BY DAVE RIVARD; MOTION CARRIED.***

Finance Committee Meeting
Thursday, March 3, 2011
12:45 p.m.

MINUTES

The following were present: Dan LaFoille, Omer Doran, Bernie Lang and Karen Wigand. Pastor Levin and Gil Sablack asked to be excused.

The committee reviewed the CAA accounts payable schedules for February and **THEY WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee also reviewed the HRA accounts payable schedules for February and **BERNIE LANG MOVED FOR THEIR ACCEPTANCE, SUPPORTED BY MS. WIGAND; MOTION CARRIED.**

The meeting adjourned at 1:05 p.m. **WITH A MOTION FROM KAREN WIGAND, SECONDED BY OMER DORAN; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF FEBRUARY 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	\$	135,894
EARLY HEAD START		32,676
ARRA HEAD START		-
ARRA EARLY HEAD START		-
EARLY-ON CHILDHOOD		917
EMERALD SCHOOL		-
GREAT PARENTS		18,833
ASSET & LIABILITY ACCOUNTS		109,785
TOTAL	\$	298,104

SIGNED 
(TREASURER)

DATE 3-3-11

STRUCTURE OF THE BOARD/COMMITTEE ASSIGNMENTS

	ELECTED	PRIVATE	CONSUMER
DELTA CO.	Karen Wigand Dave Schultz Dave Rivard	Tom Lippens Ken Penokie Geri Nelson	Ruth Helwig Helen Walker Myra Croasdell
MENOMINEE CO.	Mari Negro Bernie Lang Beth Pletcher	Marv Mayer Brenda Moya Dave Anthony	George Arkens Gil Vandenhouten Walter Multerer
SCHOOLCRAFT CO.	Ernest Hoholik Dan LaFoille Omer Doran	George Lyon Ken Bryant John Stapleton	Rev. Ingmar Levin Gilbert Sablack Charmaine Lehman

STANDING COMMITTEES

Finance	Dan LaFoille Omer Doran Karen Wigand	Bernie Lang	Rev. Ingmar Levin Gil Sablack
Nominating	Omer Doran Dan LaFoille	John Stapleton Tom Lippens George Lyon Dave Anthony	Gil Vandenhouten
By-laws	Beth Pletcher Karen Wigand	Ken Penokie Ken Bryant Marv Mayer	Walter Multerer Ruth Helwig Charmaine Lehman
Personnel	Karen Wigand Bernie Lang Ernie Hoholik	Geri Nelson Brenda Moya Ken Penokie John Stapleton	Helen Walker Myra Croasdell
Safety	Mari Negro Omer Doran *	Marv Mayer Tom Lippens	Gil Sablack George Arkens Walter Multerer
Early Childhood	Dave Rivard	Brenda Moya Geri Nelson John Stapleton	Myra Croasdell Helen Walker Gil Sablack
Development		**Ken Penokie Dave Anthony	

***Staff Safety Members: Debby Wiltzius and Pat Royer**

****Staff Development Members: Bill Dubord, Sue Rivard**

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

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Ken Bryant, Schoolcraft
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Dave Schultz, Delta
Bernie Lang, Menominee
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George Arkens, Menominee
Walter Multerer, Menominee
George Lyon, Schoolcraft
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FINANCE COMMITTEE REPORT

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ACCEPTANCE OF POLICY ADVISORY COUNCIL MINUTES

Members received copies of the following PAC minutes for their review:

➤ 1/27/11 (Menominee) & 2/25/11 (Schoolcraft) Senior Companion Program Policy Advisory Committee minutes

➤ 11/5/10 (Menominee), 1/20/11 (Delta) & 2/8/11 (Manistique) Foster Grandparent Program PAC minutes

➤ 11/10/10 (Eschana), 11/10/10 (Menominee), 12/3/10 (Mid County), 2/8/11 (Rock) Senior Citizen Policy Advisory Committee minutes

➤ 2/8/11 (Menominee/Marinette) & 2/17/11 (Delta) Retired & Senior Volunteer Program PAC minutes

There were no questions or comments **AND THE PAC MINUTES WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY DAVE RIVARD; MOTION CARRIED.**

WALK FOR WARMTH UPDATE

Mr. Schultz called on Cathy Pearson who reported that the Walk for Warmth campaigns in Delta and Menominee Counties did well even though attendance at the walks was down slightly. With the Big Brat Sale, Ride for Warmth and walk, Delta County has generated just over \$29,000 so far. The Menominee Brats for Breakfast sold nearly 1,900 brats, which is huge for that area. To date they have raised just over \$12,000.

FUNDING UPDATE

Mr. Schultz called upon the Executive Director who reported that the Continuing Resolution has been extended until March 18th. The Continuing Resolution budget calls for reductions in the Administration on Aging. We are not sure how that would affect Meals on Wheels and other senior services. The Republicans want to cut 60 billion dollars between now and October 1, 2011. The Volunteer Programs receive a blend of federal and state funds, but the federal Republican budget calls for their elimination. The Republican budget also calls for the elimination of the regular Dept. of Energy Weatherization funds. Mr. Dubord indicated that his update is as of today, March 3, 2010 and the information changes daily as negotiations go on. He will keep the Board informed as necessary.

Mr. Dubord noted that this year we have carry forward Community Services Block Grant funds that will help. In addition, as a small CAA we may still receive a minimum funding level of \$150,000 which would mean a \$40,000 cut this year, rather than much larger cuts in some CAA's that receive much larger funding levels for CSBG. The Executive Director asked the board members to write our legislators in support of CSBG as this is the glue that holds this agency together as it provides funds for fiscal and administrative accountability, supports the board activities, pays for our intake staff workers and subsidizes our Senior Volunteer Programs and other services such as heating assistance that have no administrative dollars to support them. The Executive Director will provide a sample letter to the members. **MR. RIVARD MOVED TO ASK THE COUNTY BOARDS OF COMMISSIONERS FOR THEIR SUPPORT OF CSBG IN THE FORM OF A RESOLUTION, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

On the state level the Governor's budget calls for a 9% cut to the Office of Services to the Aging which would affect our Meals on Wheels and Congregate meals programs. We have received a 25% cut in senior services over the past two years so the fact that we have senior millages in Delta and Menominee Counties is huge.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director called on Joe Dehlin for an update on the Weatherization Program.

Mr. Dehlin informed the board that in January new regulations came down providing for no work call backs on the Weatherization ARRA jobs once the reporting is finished on a job. This is posing another hurdle as typically contractors must guarantee their work for 18 mos. and often there are issues that surface after the job is done that we want to correct. The Weatherization Director indicated we are not alone in disagreeing with this new mandate and hopes that it will be changed.

Mr. Dehlin also reported that there is an effort to recapture ARRA funding for programs that are not at 60% of production. Our program is at 71% production. For regular Weatherization funds that end March 31, 2011 we have a production goal of 45 units. We have 40 completions through February and others nearly done so we will have no problem reaching that goal.

The Executive Director reported that we have shut down our Senior Center bingo in Rapid River as it has been losing money. We are carefully assessing our other bingos to determine if it is still feasible to run them.

We are in the process of bidding out Phase 2 of our Gladstone renovation project for a new stove and exhaust unit as well as electrical. We have selected a contractor for the Menominee renovations of new ceiling tiles and lighting project.

Mr. Dubord announced that his daughter is graduating from college during the time of our May board meeting so he asked if they would consider changing the date. **THERE WAS BOARD CONSENSUS TO CHANGE THE MAY BOARD MEETING FROM MAY 12TH TO MAY 19TH AT THE USUAL TIME.**

Mr. Dubord indicated that we may have an employee grievance brought to the board in April so he reviewed the following procedure as we have only had one grievance that has arisen to the board level since the Executive Director's 20 year tenure.

1. Packets with the written information from the grieving party and management's response will be mailed the week of March 7th.
2. The grieving party will also receive management's response and have until March 30, 2011 to provide any additional written information. Should this occur it will be mailed to the board.
3. Individual board members are not to investigate or contact the grieving party or management. Any questions will be addressed at the April meeting.
4. When you receive the information and the name of the grieving party, you must disclose if you think you might have a conflict of interest, i.e. relative, close friend, business relationship, etc.
5. The grievance is not a trial but an oversight of management's decision.
6. Any questions on this protocol should be directed to Dave Schultz, board Chair.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY MR. RIVARD; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 3:10 P.M. WITH A MOTION FROM OMER DORAN, SECONDED BY GEORGE LYON; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF FEBRUARY 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	\$	93,640
VOLUNTEER PROGRAMS		33,683
NUTRITION		121,419
STATE & LOCAL PROGRAMS		79,080
ENERGY AND HOUSING		278,294
ASSET & LIABILITY ACCOUNTS		28,355
TOTAL	\$	634,471

SIGNED 
(TREASURER)

DATE 3-3-11