

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

**GOVERNING BOARD MEETING  
Thursday, September 6, 2012  
511 First Ave. No., Escanaba MI 49829  
1:30 p.m. (EDT)**

**MINUTES**

The meeting was called to order at 1:32 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
Eileen Martin, Schoolcraft  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Pastor Ingmar Levin, Schoolcraft  
Mari Negro, Menominee  
Geri Nelson, Delta  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Bernie Lang, Menominee  
Julie Moberg, Delta

**OTHERS PRESENT**

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

**MEMBERS ABSENT**

Gil Vandenhouten, excused  
Ken Penokie, excused  
Beth Pletcher, excused  
Dave Anthony, excused  
Dave Moyle  
Brenda Moya  
John Stapleton

**APPROVAL OF JULY 19, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the 7/19/12 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY BERNIE LANG; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the July Accounts Payable Schedules and **HE RECOMMENDED THEIR APPROVAL, SUPPORTED BY OMER DORAN; MOTION CARRIED. (see attachment "A")**

### NOMINATING COMMITTEE REPORT

Chair Wigand called on Omer Doran who reported that the Nominating Committee met today and reviewed the appointment of Susan Phillips to represent Head Start in the Consumer Sector of Schoolcraft County. Kim Johnson noted that Ms. Phillips is a social worker at Schoolcraft Memorial Hospital and very active in the community. **OMER DORAN MOVED TO APPROVE THE APPOINTMENT OF SUSAN PHILLIPS TO FILL THE VACANCY IN SCHOOLCRAFT COUNTY, MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.** The committee also considered the reappointment of Ken Penokie to represent U.P. Legal Services on our board **AND IT WAS DONE WITH A MOTION FROM TOM LIPPENS, SECONDED BY KEN BRYANT; MOTION CARRIED.** (see attachment "B")

### SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met on August 28, 2012 with our representative from the Accident Fund who reviewed a recap of accidents to date. It was noted that our accidents/claims have been reduced significantly over the past several years. When determining premium, however, it is based on payroll and a three year history. The committee will also begin doing facility checks on an annual basis. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. DORAN, SECONDED BY KEN BRYANT; MOTION CARRIED.** (see attachment "C")

### ACCEPTANCE OF 2011-12 HEAD START SELF-ASSESSMENT REPORT

Members were given a copy of the 2011-12 Head Start Self Assessment Report for their review. Mari Negro commended Kim Johnson on the thoroughness of the report. Ms. Johnson indicated that our program has been recognized nationally for the comprehensiveness of our Self-Assessment Report. **MYRA CROASDELL MOVED TO ACCEPT THE 2011-12 HEAD START SELF-ASSESSMENT REPORT, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED.** It was noted that if any members have questions regarding this report, we will follow up at the October board meeting since this is a large document to review in a short time.

### ACCEPTANCE OF 5/30 & 7/25/12 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 5/30 & 7/25/12 Head Start Policy Council minutes for their review. There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. LANG; MOTION CARRIED.**

### WAIVER FOR NON-FEDERAL SHARE UPDATE

Chair Wigand called on Kim Johnson who reported that they are continuing to gather in-kind, however, we were recently informed that parents' time in getting their child to well child appointments (dentist, doctor) can no longer be counted as in-kind. It will be an extremely labor intensive process to go through all the paperwork to pull out those types of in-kind. The fact that that activity is no longer allowed may make our request for waiver higher. Ms. Johnson told the board that the Michigan Head Start Association will present this issue to the National Head Start Association.

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported that Head Start classes begin September 19<sup>th</sup> and staff has been called back for training prior to the start of classes. We expect to be fully enrolled the first day of class (which is a grant requirement).

Mr. Dubord told the board that there has been a change to the program design that was presented at the July meeting. We will not be offering a program at North Central Menominee County (NCMC) this year as we cannot get it adequately staffed with employees with the needed credentials. There were 14 eligible families and they were all contacted to offer the option of a home based program of which only half were interested. The other option offered was to have the parents bring their child to a pick-up point to bus their child to Menominee or Escanaba (whichever was closer) since children cannot be on the bus longer than an hour. Eight of the 14 families chose this option; with 7 going to Escanaba and 1 to Menominee. Ms. Johnson explained that this center has the lowest enrollment of any of our centers (most classes are at 17, but there weren't enough eligible children at NCMC). It was noted that the building will be closed for the time being. Ms. Johnson further explained that we added a classroom in Escanaba to accommodate this change and filled the remainder of the class with children on the waiting list. **MR. LAFOILLE MOVED TO ACCEPT THE PROGRAM DESIGN CHANGE FOR 2011-12 WITH NO CLASSROOM AT NCMC, MS. CROASDELL SECONDED THE MOTION; 2 NAYES; MOTION CARRIED. MR. LAFOILLE MOVED TO HAVE STAFF PREPARE A NEWS RELEASE INDICATING WHAT STEPS WERE TAKEN TO KEEP THE CENTER OPEN, WHAT STEPS WILL BE NEEDED TO REOPEN THE CENTER NEXT YEAR IN ADDITION TO WHAT WILL HAPPEN WITH THE BUILDING, TOM LIPPENS SUPPORTED THE MOTION; 1 NAY; MOTION CARRIED.**

The Executive Director told the board that he received an email late Tuesday afternoon from the Chicago Regional Head Start Office, indicating they had received an anonymous complaint about serious safety issues at the Escanaba Head Start Center. The Regional Office has directed the board to complete a thorough investigation to see whether or not there is any credence to the allegations. A member asked if we need to respond to the complaint since it was anonymous. The Executive Director noted that the Regional Office has requested a response so we will do so. Bill indicated that the Chair received a copy of the complaint as well. Bill, Kim Johnson and Karen met yesterday to develop an action plan. They came up with the following: Form a sub-committee of the board with expertise in early childhood and/or safety as the focus. This sub-committee will interview staff at the Escanaba Center and present a report to the full board at the October meeting before responding to the Regional Office. Ms. Wigand appointed the following sub-committee to investigate the allegations: Connie Martinsen, our Early Childhood Consultant to the Board, Tom Lippens (Safety Committee), July Moberg (Head Start Representative) and Karen Wigand. **MARI NEGRO MOVED TO ACCEPT THE SUB-COMMITTEE APPOINTMENTS TO INVESTIGATE THE ALLEGATIONS AT THE ESCANABA CENTER, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.**

**MR. DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MARI NEGRO SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

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

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:34 WITH A MOTION FROM KEN BRYANT, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**The next meeting is Thursday, October 11, 2012 at 1:30 p.m.**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	74,456
EARLY HEAD START		56,173
EARLY-ON CHILDHOOD		615
GSRP		2,846
ASSET & LIABILITY ACCOUNTS		77,986

TOTAL \$ 212,075

SIGNED   
(TREASURER)

DATE 8-23-12

**FINANCE COMMITTEE MEETING**  
**Thursday, August 23, 2012**  
**11:00 a.m.**

**MINUTES**

The following were in attendance: Dan LaFoille, Omer Doran, Bernie Lang, Rev. Ingmar Levin, Karen Wigand, Bill Dubord, Beau Miller, Cathy Pearson

The committee reviewed the CAA July Accounts Payable Schedule and **IT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. DORAN; MOTION CARRIED.**

The committee reviewed the HRA July Accounts Payable Schedule **AND IT WAS ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

The committee reviewed the CAA credit card charges June 26 – July 25, 2012.

The committee reviewed the HRA credit card charges June 21 – July 19, 2012.

The Executive Director reminded the committee members that last year the Area Agency on Aging had unspent funds in Medicaid waiver so they passed along a one-time increase to us to provide a bonus for in-home waiver employees. We indicated we thought the increase should go to all in-home workers, not just waiver and they agreed. We did a bonus check at the end of the year. The AAA is offering us a \$1.00/unit increase; \$.60 of which is to go to the employee, \$.25 for training and \$.15 for overhead. They believe this increase will be carried into the future. If we passed along a wage increase it would become a liability if waiver business declines. Therefore, we are looking at developing a method to distribute the increase in the form of a bonus to all in-home workers on a quarterly basis for actual hours worked. Staff will work on developing a methodology to present to the Finance Committee.

The committee reviewed the increase in health insurance premiums effective 10/1/12. Members were reminded that the agency pays 80% of premium and the employee 20%. Mr. LaFoille indicated next year we may want to consider an even higher deductible (currently \$1,500/\$3,000 with a buy-down to \$500/\$1000).

The committee was provided information on the cost to programs for a 2% wage increase for HRA non-charted employees. The committee asked about our retirement plan and were informed that we offer a 403b plan whereby the agency matches between 1-5% of wage, matching whatever percentage the employee contributes (after one year of employment). The Executive Director indicated that he feels the increase is warranted, provided the employee's job performance warrants it, and in addition, there are funds to cover the increase. After much discussion **PASTOR LEVIN MOVED TO RECOMMEND TO THE BOARD A 2% OR \$.25 INCREASE FOR NON-CHARTED HRA EMPLOYEES EFFECITVE 10/1/12, PROVIDING JOB PERFORMANCE WARRANTS.**

**Finance Committee Meeting  
August 23, 2012  
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**BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED.**

The Executive Director also recommends a \$.60 increase for the Gladstone Head Cook as her wage is significantly lower than the other head cooks for the size and scope of the kitchen she manages.

The committee then discussed a wage increase for the Executive Director. **MR. LANG MOVED THAT A PERFORMANCE APPRAISAL FOR THE EXECUTIVE DIRECTOR BE MAILED TO THE FULL BOARD AND ONCE THOSE ARE COMPILED AND REVIEWED, THE FINANCE COMMITTEE WILL RECOMMEND THE EXECUTIVE DIRECTOR'S WAGE FOR THE UPCOMING YEAR, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

Members had been given a copy of the Financial Procedures Manual at the last meeting. Beau asked the members to review the procedures and let him know if you have any changes you would like to see made. He indicated we may want to review the purchase thresholds for price comparisons, bidding, etc.

Other Business: Bernie Lang commented on how delicious the Nutrition meals have been the times that we've had them at meetings.

The meeting adjourned at 12:40 p.m.

Attachment "A"

**Finance Committee Meeting  
Thursday, September 6, 2012  
12:45 p.m.**

**MINUTES**

The following were present: Dan LaFoilie, Omer Doran, Bernie Lang, Rev. Ingmar Levin, Bill Dubord and Beau Miller.

The Executive Director explained that we have bid out our meals for our Head Start Program for the many years and never have had any vendors interested in providing the meals, other than our Nutrition Program. Therefore, we are asking approval for the Nutrition Program to be a sole source provider. **BERNIE LANG MOVED TO APPROVE THE NUTRITION PROGRAM AS SOLE SOURCE BIDDER FOR OUR HEAD START MEALS, SECONDED BY OMER DORAN; MOTION CARRIED.**

The meeting adjourned at 1:00 p.m.

**NOMINATING COMMITTEE MEETING**  
**Thursday, September 6, 2012**  
**1:00 p.m.**

**MINUTES**

The following were in attendance: Omer Doran, Dan LaFoille, Bernie Lang, Karen Wigand, Bill Dubord and Cathy Pearson. Dave Anthony and Gil Vandenhouten asked to be excused.

We need approval of Susan Phillips to represent Head Start in the Consumer Sector of Schoolcraft County. She is a Social Worker at Schoolcraft Memorial Hospital and is very involved in the community. **DAN LAFOILLE MOVED TO APPROVE SUSAN PHILLIPS TO REPRESENT HEAD START IN THE CONSUMER SECTOR OF SCHOOLCRAFT COUNTY, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Nominating Committee also discussed the expired board terms of Ken Penokie and Brenda Moya. Ken Penokie has been reappointed to represent U.P. Legal Services on the Governing Board. **OMER DORAN MOVED TO ACCEPT THE REAPPOINTMENT OF KEN PENOKIE TO REPRESENT U.P. LEGAL SERVICES ON THE GOVERNING BOARD, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

U.P. Rural Health Services has said they will be appointing someone to replace Brenda Moya (whose term expired the end of July) but we have not received any official word yet.

The meeting adjourned at 1:15 p.m.

**Safety Committee Meeting  
August 28, 2012**

Safety Committee met August 28, beginning at 10:00 am with board members present including Tom Lippens, Omer Doran and Mari Negro. Wally Multerer was unable to attend this meeting. Staff present included Bill Dubord, Cathy Pearson, Pat Royer, Joe Dehlin and Naomi Fletcher. Mike Taylor was also present representing the Accident Fund, our Workers' Compensation Carrier.

The floor was given to Mike Taylor to discuss the Account Recap report to date for the year that ends 12/31/2012. There were 8 total injuries. Five were trip/fall, two by strain/lifting and one striking against/stepping on an obstacle.

Mike recommended looking at ways to prevent recurring injuries on the same areas of the body when more than one individual reports an accident. Develop a program to look ahead to remind staff about potential hazards, such as ice in the winter, standing water, overhead obstacles, etc.

Question: Does the insurance payout amount include only medical this go-round? Yes-Accident Fund uses the same fee-schedule as Blue Shield/Blue Cross. If an employee goes 7 days without working, then Workers' Comp pays wages, and that is counted against the claim. This year, there were only 7 medical and 1 incident only accidents-none of which had wages paid.

Mike provided the committee with the five year summary that included indemnity payments, medical payments and incident only losses. The overall five year loss ratio is 55.4%. Mike recommended that incidents involving musculo-skeletal injuries should be reported to the Accident Fund. Incidents involving cuts/abrasions and minor bruises don't necessarily have to be reported to the Fund if not of a serious nature (require only a band-aid), however, should still be reported to the MDS CAA.

The current premium was reviewed, and is based on several factors, including a three year look-back period. The premium for 2012 looks at 2008-10, which included a large payout in 2009. The first time 2009 will not be considered in calculating premiums will be 2014. Additional factors include if wages are paid by the Fund, then ALL of the medical is counted, not just 30%. There are also several employee classes that determine different rates.

Mike did note that the agency trend is moving toward decreased injuries/severity of injury. Bill noted we are doing our best to minimize employee risk. Cathy stated we send payroll stuffers prior to winter to remind employees to be careful in icy/snowy weathers.

Cathy reviewed with the committee a facility hazards review form. Tom Lippens would like to take the Board lead and sit on a committee to do site visits. Joe Dehlin has also agreed to work with Tom. Cathy will provide Tom and Joe with a list of MDS CAA/HRA sites for site-review. Tom and Joe will work out a schedule of site-visits. Pat Royer will provide the Kitchen Safety Check that can be reviewed at the time of site-visits as well. Pat provides the various kitchens' staff with the safety check so they are aware of and may make necessary corrections on a regular basis. Cathy will determine what Head Start's licensing review information to determine if their sites need to be included in the site-visits. Tom recommended an annual review.

Question: Do we keep a compiled data list of which programs are most affected by accidents, and where the injuries occur? We don't, but most of the accidents/injuries are in Head Start and Senior Services. This is not surprising since these are our two largest programs.

Accident Review:

Accident #1: Meal Driver tripped and fell out of the meal delivery vehicle while exiting, injuring left elbow. Sought doctor's care. No injury, but did aggravate existing bursitis. No lost work time, and has not returned to doctor for follow-up. It would be difficult to determine how he tripped out of car.

COMMITTEE ACTION: Recommend caution to meal drivers as they enter/exit their vehicles.

Accident #2: Personal Care provider strained arm from wrist to elbow due to repetitive transfers throughout the course of her work-day. No lost time. No ongoing treatment. COMMITTEE ACTION: Review lifting techniques with employees on a regular basis.

It was suggested that if the committee makes a recommendation that is timely, that program directors be made aware of the recommendation(s) rather than waiting for the meeting minutes to be approved.

The Committee also reminds staff to please black out any personal information, including DOB and SSN from accident reports before providing to the Board/Committees.

Meeting adjourned: 11:10 am.

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

**GOVERNING BOARD MEETING  
Thursday, September 6, 2012  
511 First Ave. No., Escanaba MI 49829  
1:45 p.m. (EDT)**

**MINUTES**

The meeting was called to order at 2:35 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
Eileen Martin, Schoolcraft  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Pastor Ingmar Levin, Schoolcraft  
Mari Negro, Menominee  
Geri Nelson, Delta  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Bernie Lang, Menominee  
Julie Moberg, Delta

**OTHERS PRESENT**

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

**MEMBERS ABSENT**

Gil Vandenhouten, excused  
Ken Penokie, excused  
Beth Pletcher, excused  
Dave Anthony, excused  
Dave Moyle  
Brenda Moya  
John Stapleton

**APPROVAL OF JULY 19, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the 7/19/12 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY GERI NELSON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the July Accounts Payable Schedules and **HE RECOMMENDED THEIR APPROVAL, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** The Committee also reviewed a sole source bid for Head Start meals to be prepared by our Nutrition Program. We have bid this out the past several years and never have any other vendors bid to provide this service, probably because of the strict nutritional requirements. **BERNIE LANGE MOVED TO APPROVE THE SOLE SOURCE BID BY THE**

**NUTRITION PROGRAM TO PROVIDE HEAD START MEALS, SECONDED BY DAN LAFOILLE, MOTION CARRIED.** The committee also discussed wages for HRA employees not on the chart and recommends a 2% or \$.25/hour increase (whichever is greater) effective 10/1/12 provided job performance warrants. They also recommend a \$.60/hour increase for the Gladstone Head Cook as she is significantly lower than other staff with similar kitchen size and responsibilities. **PASTOR LEVIN MOVED TO SUPPORT THE RECOMMENDED WAGE INCREASE FOR HRA EMPLOYEES EFFECTIVE OCTOBER 1, 2012, SECONDED BY BERNIE LANG; MOTION CARRIED.** Chair Wigand noted that the Executive Director's wage will be reviewed upon completion of his performance appraisal and be dealt with at the October board meeting. **(see attachment "A")**

#### **NOMINATING COMMITTEE REPORT**

Chair Wigand called on Omer Doran who reported that the Nominating Committee met today and reviewed the appointment of Susan Phillips to represent Head Start in the Consumer Sector of Schoolcraft County. Kim Johnson noted that Ms. Phillips is a social worker at Schoolcraft Memorial Hospital and very active in the community. **OMER DORAN MOVED TO APPROVE THE APPOINTMENT OF SUSAN PHILLIPS TO FILL THE VACANCY IN SCHOOLCRAFT COUNTY, MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.** The committee also considered the reappointment of Ken Penokie to represent U.P. Legal Services on our board **AND IT WAS DONE WITH A MOTION FROM TOM LIPPENS, SECONDED BY KEN BRYANT; MOTION CARRIED.** **(see attachment "B")**

#### **SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the Safety Committee met on August 28, 2012 with our representative from the Accident Fund who reviewed a recap of accidents to date. It was noted that our accidents/claims have been reduced significantly over the past several years. When determining premium, however, it is based on payroll and a three year history. The committee will also begin doing facility checks on an annual basis. The Committee also reviewed two accidents, one involving a meal driver who tripped and fell out of the vehicle injuring his elbow. No work time was lost. The second involved a Personal Care Aide who strained her arm/wrist from repetitive client transfers. There was no lost work time. It was suggested that employees be reminded about proper lifting/transferring techniques. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. BRYANT, SECONDED BY MR. DORAN; MOTION CARRIED.** **(see attachment "C")**

#### **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 DAN LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

#### **ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Members received copies of the 7/27 (Mid-County) Foster Grandparent Program PAC minutes and

the 8/8 (Menominee) & 8/20/12 (Schoolcraft) Senior Companion Program PAC minutes for their review. There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. LIPPENS; MOTION CARRIED.**

#### **APPROVAL OF CSBG 2013 FUNDING APPLICATION**

Ms. Wigand called on Mr. Dubord who explained that every year we are required to get board approval for submission of our CSBG funding application. This year's initial award is \$185,000, but will most likely be revised in the Spring once actual funding and carry forward amounts are determined. **MR. DORAN MOVED TO APPROVE THE SUBMISSION OF THE CSBG 2013 FUNDING APPLICATION, SECONDED BY MR. MULTERER, MOTION CARRIED.**

#### **ACCEPTANCE OF 7/12 DOE MONITORING REPORT & 7/31/12 UPCAP MONITORING REPORT.**

Members were mailed copies of these reports for their review. There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY MR. BRYANT; MOTION CARRIED.**

#### **THORNTREE UPDATE**

The Chair called on Bill Dubord who reminded the members that we are partners with Medallion Management in a housing development called Thorntree located in Gladstone. There are 63 units with a mixture of income requirements including market rate, 50-60% of state median and units under the 50-60% of state median income. We currently have 51% of 1% ownership but in 2016 (after 16 years) we will own 51% of the development. Prior to that time we will need to decide whether we want to continue with the current arrangement or sell our portion. Karen Wigand noted that she toured one of the units and commented on how nicely they are upkept.

#### **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reminded the members that we will be putting forth our first federal RSVP application under the new recompetition requirements. He noted, however, that any new entities submitting applications must serve the exact same service area and he is doubtful another entity would want to for the small amount of money involved for such a large service area (Menominee, Delta, Schoolcraft & Luce Counties).

Mr. Dubord informed the board that we have issued lay-off letters for our Weatherization staff effective tomorrow as we have not received our next distribution of DOE ARRA funds.

The Executive Director reported that we received our new lease agreement for space at the Escanaba Civic Center. It includes new language that would require us to bar any individual who is on the sexual offender registry from entering the Civic Center for senior services. Bill noted that he has some concerns about the legality of doing this if we are the only lessee being required to do this in the City, and additionally we have concerns about how we would enforce such a mandate. We have asked for an extension of our current lease until we can get some clarification on this issue.

**KEN BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MARI NEGRO SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

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

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 3:10 p.m. WITH A MOTION FROM KEN BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.**

***The next board meeting is Thursday, October 11, 2012 at 1:30 p.m.***

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	128,105
VOLUNTEER PROGRAMS		34,719
NUTRITION		95,113
STATE & LOCAL PROGRAMS		80,316
ENERGY AND HOUSING		38,164
ASSET & LIABILITY ACCOUNTS		82,033
<b>TOTAL</b>	<b>\$</b>	<b>458,451</b>

SIGNED

  
(TREASURER)

DATE

8-23-12