

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

**GOVERNING BOARD MEETING**

**Thursday, October 13, 2011  
511 First Ave. N., Escanaba  
1:30 p.m. (EDT)**

**MINUTES**

The meeting was called to order 1:31 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoilie, Schoolcraft  
Tom Lippens, Delta  
Mari Negro, Menominee  
Walter Multerer, Menominee  
Marv Mayer, Menominee  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Gil Vandenhouten, Menominee  
Bernie Lang, Menominee  
John Stapleton, Schoolcraft  
Karen Wigand, Delta  
Dave Rivard, Delta  
Beth Pletcher, Menominee  
Dave Anthony, Menominee  
Ken Penokie, Delta  
Brenda Moya, Menominee  
George Lyon, Schoolcraft

**MEMBERS ABSENT**

Gil Sablack, excused  
Geri Nelson, excused  
Charmaine Lehman, excused  
Pastor Levin, excused  
Dave Moyle  
Ruth Helwig  
George Arkens

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Theresa Nelson, RSVP Director  
Beau Miller, Finance Director

Members were mailed the September 8, 2011 Governing Board minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY DAVE RIVARD; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 10/11/2011 and reviewed **AND RECOMMENDS ACCEPTANCE OF THE CAA AUGUST ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE RIVARD; MOTION CARRIED.** The committee also reviewed the September Accounts Payable Schedules **AND RECOMMENDS THEIR ACCEPTANCE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED; 1 – NAY** Mr. LaFoilie noted that the committee also reviewed the Financial Procedures Manual as is required annually, and recommends no changes at this time. They also reviewed the Cost Allocation Plan as required and recommends no changes to them at this time. Mr. Multerer asked if the summary

sheets for the accounts payable schedules could be provided to the members at the board meeting. *(see attachment "A")*

### **SAFETY COMMITTEE REPORT**

Karen Wigand called on Tom Lippens who reported there was one accident involving a bus aide who hurt her thumb buckling a child into safety seat. There was no work time lost or recommendations. **MR. BRYANT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.** *(see attachment "B")*

### **NOMINATING COMMITTEE REPORT**

The Chair called on George Lyon who reported that the Nominating Committee met on 10/11/2011 to discuss the two vacancies created by the deaths of Helen Walker and Ernie Hoholik. They also noted that several board terms are due to expire in the next several months. Due to these vacancies and reduced funding it was suggested that the size of our board be discussed. Our funding requirements dictate that we have between 15-51 board members. Most CAA's throughout the state have 18 or less and those with 27 or more have a much greater number of counties they operate. There is no requirement to have equal representation by county or sector, the only stipulation that there be **at least** one third consumer representation. The committee stressed that they do not wish to force anyone off the board should the board decide to decrease its size. It was suggested that the current board roster, statement of requirements for board composition, average size in the state for CAA's, and the budget/costs to support the board be given to the Nominating Committee for their review. After much discussion Mr. Mayer called the board size issue to question. **KEN PENOKIE MOVED TO REFER THE BOARD COMPOSITION ISSUE BACK TO THE NOMINATING COMMITTEE FOR THEIR REVIEW AND RECOMMENDATION TO THE FULL BOARD, SUPPORTED BY WALTER MULTERER; MOTION CARRIED.** *(see attachment "C")*

### **APPROVAL OF PERSONNEL POLICY FINAL DRAFT**

Members were mailed a copy of the proposed Personnel Policy final draft for their review. The Chair called on Mari Negro who suggested that "handicap" be changed to "disability" on page 2 & 3. Mr. LaFoilie also suggested that we add a policy on retaining employees for a certain length of time if we pay for any classes for them, or have a payback policy if they leave within the stated timeframe.

Mr. Lyon noted that he thinks the Grievance and Appeals section should be reviewed to consider having grievances heard by a Grievance Committee rather than the full board. There was discussion on the fact that the last grievance process was cumbersome and painful for the grievant, staff and the board. It was noted that even that being said, the process seemed to work. It was suggested that a committee could be comprised of two board members chosen by management, two by the grievant and a third pulled out of a hat.

Mr. Lyon suggested that there be someone trained to guide the termination/grievance process. **MARI NEGRO MOVED TO CONTINUE THE GRIEVANCE PROCESS AS IT IS, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED, LAFOILLE & LYON – NAY.**

Ms. Wigand called on Brenda Moya who expressed some frustration that management's termination decision wasn't supported, when that's what we've hired them to do and they've studied all the facts. She also suggested that a written vote be taken in grievance decisions, rather than an oral vote. Mr. Penokie noted that whoever is hearing a grievance, it's their job to remain impartial. After much discussion **MR. LAFOILLE MOVED TO REFER THE POLICIES BACK TO THE PERSONNEL COMMITTEE, SECONDED BY MR. RIVARD; MOTION CARRIED.**

Karen Wigand thanked the members for all of their input.

#### **ACCEPTANCE OF 2010-2011 PROGRAM INFORMATION REPORT**

Members were given a copy of the 2010-2011 Head Start Program Information Report for their review. The Chair called on Kim Johnson who explained that the white pages are the agency's numbers, the buff pages are our numbers compared to the rest of the state and the blue are our numbers compared to the nation. **DAVE RIVARD MOVED TO ACCEPT THE 2010-2011 PIR REPORT AND PLACE IT ON FILE, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.**

#### **ACCEPTANCE OF 8/31/11 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 8/31/11 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SECONDED BY MR. RIVARD; MOTION CARRIED.**

#### **FUNDING UPDATE**

Ms. Wigand called on Bill Dubord who reported that Head Start is operating under a Continuing Resolution until at least 11/15. They continue to be flat-funding which makes it difficult to maintain operations at the same level.

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

The Chair called on the Executive Director who noted that the Head Start classes are at full enrollment; however, there are extremely low wait lists. **GEORGE LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. MAYER SUPPORTED THE MOTION; MOTION CARRIED.**

#### **OTHER BUSINESS**

There was no other business to come before the board.

#### **ADJOURNMENT**

The meeting adjourned at 2:51 **WITH A MOTION FROM GEORGE LYON, SECONDED BY DAVE RIVARD; MOTION CARRIED. THE NEXT MEETING IS THURSDAY NOVEMBER 10, 2011**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF AUGUST 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	\$	60,055
EARLY HEAD START		61,887
EARLY-ON CHILDHOOD		16,341
GSRP		-
ASSET & LIABILITY ACCOUNTS		63,284
TOTAL	\$	<u>201,566</u>

SIGNED   
(TREASURER)

DATE 10-11-11

A Hachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF SEPTEMBER 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	\$	112,257
EARLY HEAD START		44,067
EARLY-ON CHILDHOOD		311
GSRP		-
ASSET & LIABILITY ACCOUNTS		85,831
TOTAL	\$	<u>242,465</u>

SIGNED  (TREASURER)

DATE 10-11-11

**FINANCE COMMITTEE MEETING**  
**Tuesday, October 11, 2011**  
**12:45 p.m.**

**MINUTES**

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

The committee reviewed the CAA Accounts Payable Schedules for Aug. **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee reviewed the HRA Accounts Payable Schedules for Aug. **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. DORAN, SUPPORTED BY GIL SABLACK; MOTION CARRIED.**

The committee reviewed the CAA Accounts Payable Schedules for Sept. **AND THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY GIL SABLACK; MOTION CARRIED.**

The committee reviewed the HRA Accounts Payable Schedules for Sept. **AND THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY MR. SABLACK; MOTION CARRIED.**

Members were given a copy of the Head Start credit card charges from July 27 – Aug. 24, 2011 for their review. The committee asked if they could be given the HRA credit card charges to review in the future as well.

Mr. LaFoilie asked if we have any policy whereby when schooling is paid for by the agency for an employee, they are required to stay in our employ for a certain amount of time. Mr. Dubord indicated we do not currently have a policy but will look into the matter for a future Personnel Policy revision.

Members were mailed a copy of the Financial Procedures Manual for their review as this needs to be done annually. Our Finance Director recommends no changes at this time. The committee discussed FDIC protection and the Finance Director indicated he will look into putting funds into another CD after the first of the year. **MR. LEVIN MOVED TO NOTE THAT THE FINANCIAL PROCEDURES HAVE BEEN REVIEWED AND THERE ARE NO RECOMMENDED CHANGES AT THIS TIME, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

Members were also given a copy of our Cost Allocation Plan that is to be reviewed annually as well. **BERNIE LANG MOVED TO NOTE THAT THE COST ALLOCATION PLAN HAS BEEN REVIEWED AND THERE ARE NO RECOMMENDED CHANGES AT THIS TIME, MR. SABLACK SECONDED THE MOTION; MOTION CARRIED.**

*Finance Committee Meeting*  
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Mr. Dubord brought up the fact that our Head Start meals have been purchased through our Nutrition Program for many years. This is in part due to the fact that the Nutrition meals already meet most of the nutritional requirements of Head Start. In the past we went out for bids and never received any because it's not feasible for organizations outside of our Nutrition Program to provide what the Head Start Program requires and still make money. Our policies dictate that bidding take place due to the amount being over the \$10,000 threshold. **GIL SABLACK MOVED THAT UNLESS AND UNTIL THE LIMIT CHANGES, WE KEEP THE HEAD START MEALS WITHIN OUR NUTRITION KITCHEN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

Mr. Dubord gave the members a "heads up" that the Head Start Program may end up overspent by \$30,000-\$60,000 (approximately 1-2% of total grant) this year. We may have to cover the overage out of a combination of corporate and CSBG funds. The committee asked if measures are being taken to lessen the chances for future over expenditures. The Executive Director and Finance Director indicated that measures are being taken.

The meeting adjourned at 2:00 p.m.

**SAFETY COMMITTEE MEETING**

**October 13, 2011**

**12:45 p.m.**

**MINUTES**

The following were present: Tom Lippens, Marv Mayer, Omer Doran, Walter Multerer, Mari Negro, Kim Johnson, Debby Wiltzius and Pat Johnson.

The Committee reviewed the following two accidents:

- 1) **(EARLY CHILDHOOD PROGRAM)** A bus monitor jammed her thumb while buckling a child into his car seat. She did seek medical attention and was prescribed an anti-inflammatory medication. She lost a half day of work time. This was simply an unfortunate accident. She should be more aware of the position of her hands when buckling in children. This job can be pretty repetitious and we do things without thinking which can make us accident prone.
- 2) **(PERSONAL CARE PROGRAM)** The aide had her wheelchair client out for a walk around the block. When returning to her home and pushing the patient up the ramp she must have pulled a muscle in her leg/groin area. She didn't feel any pain until later in the evening when she was trying to sleep. Mari Negro noted that sometimes you don't feel any pain until your muscles are relaxed and warm and this may have been the case. Marv Mayer stated this accident wasn't reported in a timely manner. He had the Safety Policies booklet with him that states an accident should be reported to their supervisor as soon as possible or within 24 hours. This accident was reported after the 24 hour time period. Tom Lippens noted it is extremely hard work pushing a wheelchair up an incline. She did get medical treatment and lost time from work. Marv asked why she didn't get treatment in Menominee because that is where the accident occurred. Debbie explained she spends weekends in Escanaba with her family. This was an unfortunate accident.

Debbie addressed questions that were raised at the last Safety Committee meeting. Personal Care staff are offered both hepatitis and flu shots. Debbie also held a mandatory refresher course in proper procedures for all Personal Care aides.

The meeting adjourned at 1:00 p.m.

**NOMINATING COMMITTEE MEETING**  
**Tuesday, October 11, 2011**  
**12:00 noon**

**MINUTES**

The following were present: Omer Doran, Dan LaFolle, Tom Lippens, John Stapleton, George Lyon, Dave Anthony, Gil Vandenhouten, Bill Dubord and Cathy Pearson.

Mr. Dubord reviewed the current board vacancies of Helen Walker in the Consumer Sector of Delta County and Ernest Hoholik in the Public Sector of Schoolcraft County.

In addition, it was noted that the following members' board terms expire in the near future: Charmaine Lehman – 12/2011 (Schoolcraft Client Services PAC), Ken Bryant – 1/2012 (Germfask Area Service Club), Rev. Levin – 2/2012 (FGP PAC), Marv Mayer -2/2012 (Menominee Area Kiwanis), Ken Penokie – 2/2012 (Legal Services) & Ruth Helwig – 2/2012 (Delta Co. Client Services PAC).

The Executive Director asked the committee to consider the size of the board as our CSBG pertinent regulations stipulate that the board be tri-partate, with at least one-third consumer sector representation and consist of 15-51 members. He noted that in an informal survey of CAA's throughout the state he found the majority have 18 or less members and the few that have greater than that often cover up to ten counties.

There was discussion on the fact that there would be some cost and time savings associated with a smaller board number. The members expressed concern that no one be forced off, but there may be some members who would volunteer to come off. The members asked how we might tap into more consumer representatives and suggested we think of our service and program focus in the near future when considering new board members. It was also suggested that we re-evaluate the mission of each of our corporations.

**MR. LIPPENS MOVED TO BRING THE DISCUSSION OF BOARD SIZE TO THE FULL BOARD AT THE 10/13/2011 GOVERNING BOARD MEETING, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.**

George Lyon raised the issue of the grievance process and whether a Grievance Committee could be appointed to hear grievances rather than the full board. The members discussed the fact that the last grievance process was cumbersome and confusing for the board, staff and the grievant. The Executive Director suggested that this also be discussed at the 10/13/2011 board meeting as the process is outlined in the Personnel Policies which are on the agenda.

The meeting adjourned at 12:44 p.m.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**

*Thursday, October 13, 2011  
511 First Ave. N., Escanaba  
1:45 p.m. (EDT)*

**MINUTES**

The meeting was called to order 2:52 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
George Lyon, Schoolcraft  
Mari Negro, Menominee  
Walter Multerer, Menominee  
Marv Mayer, Menominee  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Gil Vandenhouten, Menominee  
Bernie Lang, Menominee  
John Stapleton, Schoolcraft  
Karen Wigand, Delta  
Dave Rivard, Delta  
Beth Pletcher, Menominee  
Dave Anthony, Menominee  
Ken Penokie, Delta  
Brenda Moya, Menominee

**MEMBERS ABSENT**

Gil Sablack, excused  
Geri Nelson, excused  
Charmaine Lehman, excused  
Pastor Levin, excused  
Dave Moyle  
Ruth Helwig  
George Arkens

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Theresa Nelson, RSVP Director  
Beau Miller, Finance Director

Members were mailed the September 8, 2011 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE RIVARD, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 10/11/2011 and reviewed ***AND RECOMMENDS ACCEPTANCE OF THE HRA AUGUST ACCOUNTS PAYABLE SCHEDULES, SECONDED BY OMER DORAN; MOTION CARRIED.*** The committee also reviewed the HRA September Accounts Payable Schedules ***AND RECOMMENDS THEIR ACCEPTANCE, SUPPORTED BY MR. RIVARD; MOTION CARRIED; 1 – NAY.*** Mr. LaFoille noted that the committee also reviewed the Financial Procedures Manual as is required annually, and recommends no changes at this time. They also reviewed the Cost Allocation Plan as required and recommends no changes to them at this time. Mr. Multerer asked if the summary sheets for the accounts payable schedules could be provided to the members at the board meeting. (***see attachment "A"***)

### SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported there was one accident involving a Personnel Care Aide who may have pulled a muscle pushing a client in a wheelchair up an incline. The committee did note that the accident was not reported within 24 hours as it should be. As a follow-up to the July meeting where an employee received a prick from a needle, he told the members that our Personal Care staff are offered both hepatitis and flu shots and refresher training on proper procedures in this type of instance. **MR. DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

### NOMINATING COMMITTEE REPORT

The Chair called on George Lyon who reported that the Nominating Committee met on 10/11/2011 to discuss the two vacancies created by the deaths of Helen Walker and Ernie Hoholik. They also noted that several board terms are due to expire in the next several months. Due to these vacancies and reduced funding it was suggested that the size of our board be discussed. Our funding requirements dictate that we have between 15-51 board members. Most CAA's throughout the state have 18 or less and those with 27 or more have a much greater number of counties they operate. There is no requirement to have equal representation by county or sector, the only stipulation that there be **at least** one third consumer representation. The committee stressed that they do not wish to force anyone off the board should the board decide to decrease its size. It was suggested that the current board roster, statement of requirements for board composition, average size in the state for CAA's, and the budget/costs to support the board be given to the Nominating Committee for their review. After much discussion Mr. Mayer called the board size issue to question. **KEN BRYANT MOVED TO REFER THE BOARD COMPOSITION ISSUE BACK TO THE NOMINATING COMMITTEE FOR THEIR REVIEW AND RECOMMENDATION TO THE FULL BOARD, SUPPORTED BY MR. DORAN; MOTION CARRIED. (see attachment "C")**

### APPROVAL OF PERSONNEL POLICY FINAL DRAFT

Members were mailed a copy of the proposed Personnel Policy final draft for their review. The Chair called on Mari Negro who suggested that "handicap" be changed to "disability" on page 2 & 3. Mr. LaFoilie also suggested that we add a policy on retaining employees for a certain length of time if we pay for any classes for them, or have a payback policy if they leave within the stated timeframe.

Mr. Lyon noted that he thinks the Grievance and Appeals section should be reviewed to consider having grievances heard by a Grievance Committee rather than the full board. There was discussion on the fact that the last grievance process was cumbersome and painful for the grievant, staff and the board. It was noted that even that being said, the process seemed to work. It was suggested that a committee could be comprised of two board members chosen by management, two by the grievant and a third pulled out of a hat.

Mr. Lyon suggested that there be someone trained to guide the termination/grievance process. **MARI NEGRO MOVED TO CONTINUE THE GRIEVANCE PROCESS AS IT IS, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED, 2 – NAY.**

Ms. Wigand called on Brenda Moya who expressed some frustration that management's termination decision wasn't supported, when that's what we've hired them to do and they've studied all the facts. She also suggested that a written vote be taken in grievance decisions, rather than an oral vote. Mr. Penokie noted that whoever is hearing a grievance, it's their job to remain impartial. After much discussion **MR. LAFOILLE MOVED TO REFER THE POLICIES BACK TO THE PERSONNEL COMMITTEE, SECONDED BY MS. NEGRO; MOTION CARRIED.**

Karen Wigand thanked the members for all of their input.

#### **ACCEPTANCE OF STAFF MONTHLY/YEAR END REPORTS**

Members received copies of the staff monthly/year end reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM MARV MAYER, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

#### **ACCEPTANCE OF DHS MONITORING REPORTS FROM 7/18 – 7/19 DATED 9/27/2011 & DOE QUALITY CONTROL LETTER DATED 9/26/2011**

Members received a copy of the DOE quality control letter dated 9/26/2011 & the DHS monitoring report dated 9/27/11 and **THEY WERE ACCEPTED WITH A MOTION FROM MR. RIVARD, SECONDED BY KEN BRYANT; MOTION CARRIED.**

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

Members received copies of the following PAC minutes for their review: 9/13 (Menominee/Marinette) & 9/15/11 (Delta) Retired & Senior Volunteer Program and the 8/29 (Schoolcraft) & 9/28/11 (Delta) Senior Companion Program PAC minute. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

#### **FUNDING UPDATE**

Ms. Wigand called on Bill Dubord who reported that RSVP federal funds are extended at least through 3/31/12 (they were scheduled to end 2/30/2012). He reported that we are set to receive LIHEAP deliverable fuel funds again of just over \$200,000, however, our funders expect us to do asset testing for anyone who receives the funds. We aren't allowed to use any of these funds to pay wages or anything else, and the asset testing will take a great deal more time and hassle for the customer to receive a small amount of money to help them through an emergency. It was noted that at what point do we tell our funding source that it is not feasible for us to administer funds without any support funds, particularly when all other funding is stretched.

Mr. Dubord indicated that our Client Service staff are laid off (which is not unusual this time of year). However, when they are called back it will most likely not be full-time, but part-time seasonal as they work mainly during the heating season. We continue to operate under a Continuing Resolution for our CSBG funds.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on the Executive Director who told the board that the Gladstone remodeling project is finished and it turned out very nice. The Menominee lighting project is complete and the Mid-County Senior Center lighting project has been bid out.

Mr. Dubord announced that we will be holding board training on Friday, December 16<sup>th</sup> at the Island Resort and Casino on Communication & Roles and Responsibilities in conjunction with our all staff training. The session will run in the morning with lunch to follow. In the afternoon we will have a session on "Striving and Thriving During Difficult Times" for all staff and the board is welcome to attend as well. Our presenter for both sessions is Dr. Lew Bender. More information will be forthcoming. **MR. BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.**

**OTHER BUSINESS**

Ms. Wigand called on Brenda Moya who asked about the fact that baking at the Hermansville Senior Center had to be cut back because they were making too much money. Mr. Dubord will check into this.

Marv Mayer thanked the Foster Grandparent Program for their continued involvement in their "Special Day for Special People"

**ADJOURMENT**

The meeting adjourned at 3:19 p.m. **WITH A MOTION FROM GEORGE LYON, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 10, 2011.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF AUGUST 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	\$	137,150
VOLUNTEER PROGRAMS		32,495
NUTRITION		121,193
STATE & LOCAL PROGRAMS		77,234
ENERGY AND HOUSING		221,774
ASSET & LIABILITY ACCOUNTS		43,697
TOTAL	\$	<u>633,543</u>

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

DATE \_\_\_\_\_

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF SEPTEMBER 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	\$	187,953
VOLUNTEER PROGRAMS		47,765
NUTRITION		82,152
STATE & LOCAL PROGRAMS		76,104
ENERGY AND HOUSING		246,071
ASSET & LIABILITY ACCOUNTS		70,279
TOTAL	\$	<u>710,323</u>

SIGNED   
(TREASURER)

DATE \_\_\_\_\_