

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

**GOVERNING BOARD MEETING
Thursday, February 6, 2014
1:30 p.m.**

MINUTES

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

BOARD MEMBERS

Karen Wigand, Delta
Dave Moyle, Delta
Pastor Ingmar Levin, Schoolcraft
Dan LaFoilie, Schoolcraft
Doug Krienke, Menominee
John Stapleton, Schoolcraft
Walter Multerer, Menominee
Omer Doran, Schoolcraft
Mari Negro, Menominee
Lee Robbert, Schoolcraft
Ken Penokie, Delta
Julie Moberg, Delta
Susan Phillips, Schoolcraft

OTHERS

William Dubord, Executive Director
Theresa Nelson, RSVP Director
Cathy Pearson, Executive Assistant
Mary Bunnin, FGP Director
Sally Kidd, Senior Services Director
Kim Johnson, ECP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

MEMBERS ABSENT

Geri Nelson, excused
Gil Vandenhouten, excused
Tom Lippens, excused
Cathy Mercier, excused
Dave Anthony, excused
Ken Bryant, excused
Myra Croasdell, excused

The Chair introduced and welcomed new member, Lee Robbert, who is representing the Schoolcraft County Senior Companion Program PAC.

APPROVAL OF JANUARY 9, 2014 CAA GOVERNING BOARD MINUTES

Members were given a draft copy of the January 9, 2014 CAA Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

ACCEPTANCE OF SUSAN KLEIKAMP TO REPRESENT THE MENOMINEE COUNTY BOARD OF COMMISSIONERS; REPLACING BETH PLETCHER

Members received a copy of a letter from the Menominee County Board of Commissioners appointing Susan Kleikamp to represent them on our Governing Board, replacing Beth Pletcher. Bill Dubord indicated we have an employee named Susan Kleikamp and this is not her. The board asked that we ask Ms. Kleikamp if she is related to our employee just to ensure there is no conflict of interest. **MARI**

NEGRO MOVED TO ACCEPT THE APPOINTMENT OF SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie who reported that the committee met today and reviewed the December credit card charges. They also reviewed the December Accounts Payable Schedule and recommends their approval. **KEN PENOKIE MOVED TO APPROVE THE DECEMBER ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")** Mr. Penokie asked if the full membership could be provided a budget versus expenditures report. After much discussion Mr. Dubord indicated he and our Finance Director will work on a report that the members find useful. In addition, copies of the Accounts Payable Schedules will be made available to members the day of the board meeting, should they want a copy.

SAFETY COMMITTEE REPORT

The Chair called on Omer Doran who reported the committee met today to review one accident in the Early Childhood Program whereby an employee was rear-ended causing leg, arm and lower back pain. The accident was not her fault. She is still undergoing physical therapy. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. MOYLE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "B")**

EARLY CHILDHOOD PROGRAM MONTHLY REPORT DATED 1/28/14

Members received a copy of the ECP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM MR. MOYLE, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

APPROVAL OF COMMUNITY ASSESSMENT PLANNING

Members were mailed a copy of the Community Assessment Planning and **IT WAS APPROVED UPON A MOTION FROM MR. PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

APPROVAL OF 2013-14 OUTCOMES AND PLANNING ACTIVITY SCHEDULE

Members were mailed a copy of the 2013-14 Outcomes and Planning Activity Schedule for the Early Childhood Program for their review and **IT WAS APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY MR. STAPLETON; MOTION CARRIED.**

APPROVAL OF 2013-14 ANNUAL SELF-ASSESSMENT PROCEDURE

Members were mailed a copy of the 2013-14 Annual Self-Assessment Procedure for their review and **IT WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

APPROVAL OF 10/30/13 POLICY COUNCIL MINUTES

Members received a copy of the 10/30/13 Head Start Policy Council minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM MR. MOYLE, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on Executive Director, Bill Dubord, who reported that the federal budget provides for restoration of the \$150,000 cut from last year's Head Start grant due to the sequester. The Governor's budget calls for an increase in state pre-K funding of 60 million. We also are expected to receive some COLA funds for the Early Childhood Program.

Mr. Dubord reported that currently we have one seat designated specifically to our Head Start Program and it happens to be in Delta County (it is considered a Consumer Sector Seat). The new Policy Council Chair is from Schoolcraft County and she may be interested in serving on the Governing Board. The Head Start Performance Standards dictate that the Policy Council Chair (or their designee) occupy the seat. Typically, the Chair's have been from Delta County. The other issue is that the Head Start regulations only allow for their representatives be seated for a maximum of three years, and our board terms are for five. The Head Start regulations want to ensure that there is parent representation. After much discussion it was determined that the Head Start Policy Council can petition for an additional seat on the board and retain Myra Croasdell on the board, or replace Myra with the new Policy Council Chair. **MR. MOYLE MOVED TO APPROVE THE EXECUTIVE DIRECTOR'S REPORT, OMER DORAN SUPPORTED 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 other business **THE MEETING ADJOURNED AT 2:25 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 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	\$	197,595
EARLY HEAD START		57,565
EARLY-ON CHILDHOOD		345
GSRP		65,166
ASSET & LIABILITY ACCOUNTS		65,249
TOTAL	\$	385,920

SIGNED 
(TREASURER)

DATE 2-6-14

FINANCE COMMITTEE MEETING
Thursday, February 6, 2014
12:30 p.m.

MINUTES

The following were present: Dan LaFoilie, Omer Doran, Rev. Ingmar Levin, Julie Moberg, Walter Multerer

The committee reviewed the December CAA credit card charges.

The committee reviewed the December HRA credit card charges.

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

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

Other Business: Bill informed the Finance Committee that we will be going out for bids for the 403 (b) audit since we have been with Wipfli the past three years.

There being no further business **THE MEETING ADJOURNED AT 1:03 p.m.**

**SAFETY COMMITTEE MEETING
ADMINISTRATIVE OFFICE, ESCANABA
February 6, 2014
1:00 p.m.**

MINUTES

The meeting was called to order with the following in attendance: Omer Doran, Walter Multerer, Mari Negro, Kim Johnson and Pat Johnson. Excused: Tom Lippens.
Absent: Cathy Mercier

The Committee reviewed the following accident:

- 1) (Early Childhood Program): At the end of her working day, the center manager for the Escanaba Early Childhood Program was involved in a car accident. Coming down Ludington Street a vehicle was backing out of an angle parking space and apparently didn't see her coming. To avoid an accident she stopped and the vehicle behind her rear-ended her vehicle. The employee sustained left leg, arm and lower back pain. Following the accident she saw a chiropractor but was advised to see a physician who recommended physical therapy for 4-6 weeks. She received clearance to return to work with no lost work time. Presently she is still in physical therapy and a full report of her progress will be sent to the agency, Monday 2/10/14.

It was questioned why the accident wasn't reported immediately? Kim explained it was so late in the day when the accident occurred, she perceived the accident happened on her personal time. When she realized the accident did occur on work time, she filled out an accident report.

It is recommended all accidents be reported immediately or the following working day.

Mari inquired if a drug test was performed following the accident. Kim explained random drug testing is performed on all bus drivers but it isn't a requirement for all employees. Mari would like to discuss drug testing further, but when all the members of the Safety Committee are present. Walter Multerer made a motion to table the drug testing discussion until the next Safety Committee meeting, Mari Negro supported the motion. Motion Carried.

The meeting adjourned at 1:28 p.m.

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

**GOVERNING BOARD MEETING
Thursday, February 6, 2014
1:45 p.m.**

MINUTES

Chair Karen Wigand called the meeting to order at 2:26 p.m. A quorum was noted with the following in attendance:

BOARD MEMBERS

Karen Wigand, Delta
Dave Moyle, Delta
Pastor Ingmar Levin, Schoolcraft
Dan LaFolle, Schoolcraft
Doug Krienke, Menominee
John Stapleton, Schoolcraft
Walter Multerer, Menominee
Omer Doran, Schoolcraft
Mari Negro, Menominee
Lee Robbert, Schoolcraft
Ken Penokie, Delta
Julie Moberg, Delta
Susan Phillips, Schoolcraft

OTHERS

William Dubord, Executive Director
Theresa Nelson, RSVP Director
Cathy Pearson, Executive Assistant
Mary Bunnin, FGP Director
Sally Kidd, Senior Services Director
Kim Johnson, ECP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

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Gil Vandenhouten, excused
Tom Lippens, excused
Cathy Mercier, excused
Dave Anthony, excused
Ken Bryant, excused
Myra Croasdell, excused

The Chair introduced and welcomed new member, Lee Robbert, who is representing the Schoolcraft County Senior Companion Program PAC.

APPROVAL OF JANUARY 9, 2014 HRA GOVERNING BOARD MINUTES

Members were given a draft copy of the January 9, 2014 HRA Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

ACCEPTANCE OF SUSAN KLEIKAMP TO REPRESENT THE MENOMINEE COUNTY BOARD OF COMMISSIONERS; REPLACING BETH PLETCHER

Members received a copy of a letter from the Menominee County Board of Commissioners appointing Susan Kleikamp to represent them on our Governing Board, replacing Beth Pletcher. Bill Dubord indicated we have an employee named Susan Kleikamp and this is not her. The board asked that we ask Ms. Kleikamp if she is related to our employee just to ensure there is no conflict of interest. **MARI**

NEGRO MOVED TO ACCEPT THE APPOINTMENT OF SUSAN KLEIKAMP, SECONDED BY MR. STAPLETON; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the committee met today and reviewed the December credit card charges. They also reviewed the December Accounts Payable Schedules and recommends their approval. **KEN PENOKIE MOVED TO APPROVE THE DECEMBER ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A")** Mr. Penokie asked if the full membership could be provided a budget versus expenditures report. After much discussion Mr. Dubord indicated he and our Finance Director will work on a report that the members find useful. In addition, copies of the Accounts Payable Schedules will be made available to members the day of the board meeting, should they want a copy.

APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the 10/8/13 (Rock) and 1/13/14 (Hermansville) PAC minutes for their review. There were no questions or comments and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

WALK FOR WARMTH

The Chair called on Cathy Pearson who reminded the members that Walk for Warmth is the agency's only major fund-raiser so any support is greatly appreciated. She also noted the need is great with the extreme cold temperatures, the propane shortage, and the fact that our organization has been the main provider of heat assistance as some of the other entities that received MPSC grant funds are either not up and running yet or they are not able to handle requests in a timely manner. She told the members that walks will be held in Escanaba, Manistique and Menominee on Saturday, February 22, 2014. In addition the Big Brat Sale will be held in Escanaba on Thursday, February 13th and the Brats for Breakfast will be held in Menominee on Tuesday, February 18th.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Bill Dubord who told the members that between January 6 – 31, our agency spent approximately \$191,000 in deliverable fuel funds. In addition, we have spent approximately \$50,000 out of Walk for Warmth. Although the Michigan Public Service Commission has issued grants to several entities in our service area, they either have not been up and running, or not servicing customers in a timely manner which has made our agency the "go to" folks for heat. We are extremely proud of our intake staff who are helping out of lot of folks and hearing a lot of desperate situations.

The Executive Director noted that the Governor's budget provides for a funding increase in senior programs.

HRA Governing Board Minutes
Thursday, February 6, 2014
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Mr. Dubord indicated that the new standards require that CAA organizations do a strategic plan at least every five years and it has been longer than that since ours was last done. We would like to have the board and key management staff participate. Members were given a questionnaire to see if they would be willing to attend and what might work best for most of the members wishing to be involved. Members are asked to return the questionnaire by the March 13th board meeting.

PUBLIC COMMENTS/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 3:05 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY JULIE MOBERG; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, MARCH 13, 2014

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

SENIOR CITIZENS	\$	125,467
VOLUNTEER PROGRAMS		42,902
NUTRITION		78,486
STATE & LOCAL PROGRAMS		60,139
ENERGY AND HOUSING		32,729
ASSET & LIABILITY ACCOUNTS		53,207
TOTAL	\$	<u>392,931</u>

SIGNED



(TREASURER)

DATE

2-6-14