

*Menominee-Delta-Schoolcraft
Community Action Agency*

**GOVERNING BOARD MEETING
Thursday, March 13, 2014
1:30 p.m. (EDT)**

MINUTES

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

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Susan Kleikamp, Menominee
Karen Wigand, Delta
Tom Lippens, Delta
Walter Multerer, Menominee
Susan Phillips, Schoolcraft
Julie Moberg, Delta
Mari Negro, Menominee
Dave Anthony, Menominee
Ann Jousma-Miller, Delta
Cathy Mercier, Menominee
Doug Krienke, Menominee
Lee Robbert, Schoolcraft

OTHERS PRESENT

Bill Dubord, Executive Director
Connie Maule, SCP Director
Theresa Nelson, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Geri Nelson, excused
Gil Vandenhouten, excused
John Stapleton, excused
Dave Moyle, excused
Ken Penokie
Myra Croasdell

Karen Wigand introduced and welcomed Susan Kleikamp a new board member appointed by the Menominee County Board of Commissioners.

APPROVAL OF FEBRUARY 6, 2014 GOVERNING BOARD MINUTES

Members received a copy of the February 6, 2014 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY MARI NEGRO; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on 3/11/2014 and reviewed the CAA January Accounts Payable Schedule. **OMER DORAN MOVED TO APPROVE THE JANUARY CAA ACCOUNTS PAYABLE SCHEDULE, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed a new financial report format as requested by the full board. Kris Thibeault explained the report and indicated it can be modified as the board wishes. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED. (see attachment "A").**

ACCEPTANCE OF FEBRUARY EARLY CHILDHOOD REPORT

Members were mailed a copy of the February Early Childhood report for their review and ***IT WAS ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY MR. LIPPENS; MOTION CARRIED.***

ACCEPTANCE OF 11/20/13 & 1/29/14 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 11/20/13 & 1/29/14 Head Start Policy Council minutes for their review. There were no questions or comments and ***THEY WERE ACCEPTED UPON A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN PHILLIPS; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Bill Dubord who happily reported that we have received a COLA grant award for a 1.3% CAA cost of living raise and restoration of the sequester cut from last year. Staff is in the process of determining the best use of the funds and will present the board with a revised budget.

The Executive Director noted that the members were given a copy of a letter from the Head Start Regional Office clearing the findings from the triennial review done in the spring of 2013.

Mr. Dubord reported that there is an opening for a Child Development Manager in Head Start as June Chasteen is retiring the end of May.

There was some discussion regarding the fact that the Head Start Policy Council will be requesting an additional seat on the Governing Board. The Nominating Committee will be convened to address this request. In addition, Walter Multerer verbally indicated his intent to resign as he is moving to Wisconsin. The Nominating Committee will discuss options regarding this vacancy.

OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 1:45 P.M. WITH A MOTION FROM DAN LAFOILLE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, APRIL 10, 2014 AT 1:30 P.M. (EST)

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	\$	<u>385,920</u>

SIGNED 
(TREASURER)

DATE 2-6-14

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

MINUTES

The following were present: Dan LaFocille, 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, March 13, 2014
1:45 p.m. (EDT)*

MINUTES

The meeting was called to order at 1:46 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoilie, Schoolcraft
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Susan Kleikamp, Menominee
Karen Wigand, Delta
Tom Lippens, Delta
Walter Multerer, Menominee
Susan Phillips, Schoolcraft
Julie Moberg, Delta
Mari Negro, Menominee
Dave Anthony, Menominee
Ann Jousma-Miller, Delta
Cathy Mercier, Menominee
Doug Krienke, Menominee
Lee Robbert, Schoolcraft

OTHERS PRESENT

Bill Dubord, Executive Director
Connie Maule, SCP Director
Theresa Nelson, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Geri Nelson, excused
Gil Vandenhouten, excused
John Stapleton, excused
Dave Moyle, excused
Ken Penokie
Myra Croasdell

Karen Wigand introduced and welcomed Susan Kleikamp a new board member appointed by the Menominee County Board of Commissioners.

APPROVAL OF FEBRUARY 6, 2014 GOVERNING BOARD MINUTES

Members received a copy of the February 6, 2014 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 3/11/2014 and reviewed the HRA January Accounts Payable Schedules. **JULIE MOBERG MOVED TO APPROVE THE JANUARY HRA ACCOUNTS PAYABLE SCHEDULES, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed a new financial report format as requested by the full board. Kris Thibeault explained the report and indicated it can be modified as the board wishes. The committee also discussed a recommendation from the Executive Director to authorize a 2% or \$.25 wage increase (whichever is greater) for HRA staff

picture has been clarified Bill noted that the staff deserves this modest raise and the budgets can handle it. **MR. BRYANT MOVED TO APPROVE A 2% OR \$.25/HOUR INCREASE (WHICHEVER IS GREATER) FOR HRA EMPLOYEES RETROACTIVE TO THE FIRST FULL PAY PERIOD IN JANUARY, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.** In addition, it was recommended that the Adult Day Care Supervisor be given a parity increase to get him to \$14/hour by October (his wage is significantly below comparable positions). **MR. LIPPENS MOVED TO APPROVE THE PARITY INCREASE FOR THE ADC SUPERVISOR, SECONDED BY OMER DORAN; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.** (see attachment "A").

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed copies of the following reports: FGP & SCP Jan./Feb., 2014 Nov./Dec., 2013 RSVP, Weatherization Feb. 2014, Senior Services 2nd quarter for their review. **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 12/12/13 (Delta) Foster Grandparent Program PAC minutes
 - 2/7/14 (Menominee) & 2/28/14 (Schoolcraft) Senior Companion Program PAC minutes
- THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN PHILLIPS; MOTION CARRIED.**

ACCEPTANCE OF DHS MONITORING REPORT DATED 2/13/14

Members were mailed a copy of the DHS monitoring reported dated 2/13/14 for the monitoring that was conducted at the end of July of 2013. **THE DHS MONITORING REPORT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF TRANSPORTATION SERVICES TITLE VI PLAN

Members were mailed a copy of the draft Transportation Services Title VI Plan as required by the Michigan Dept. of Transportation. It was noted that the state has already approved the plan. **MR. ROBERT MOVED TO APPROVE THE TRANSPORTATION SERVICES TITLE VI PLAN, SECONDED BY KEN BRYANT; MOTION CARRIED.**

WALK FOR WARMTH UPDATE

The Chair called on Cathy Pearson, Executive Assistant for the update. Ms. Pearson reported that the 2014 campaign has been extremely successful and has broken records for the amount of money raised which is as follows: Delta - \$44,700 (but actually \$15,000 was raised in the Charity Golf Event from the Island Resort & Casino) which makes the total nearly \$60,000. Menominee raised \$17,400 and Schoolcraft \$9,400 to date with funds still trickling in. We just received a check from St. John

Neumann Parish in Spaulding for \$1,100 from half of the proceeds from their Mardi Gras festivities. As most members are aware, the need for assistance has been huge with the severity and length of the winter as well as the compounded problem of a propane shortage. Unfortunately we are burning through our Walk for Warmth dollars even though we believe other funds are available through the MPSC grant awards, however, some areas do not seem to have the capacity to get these funds out so folks come to us. Cathy thanked the board members for their support. Mr. Lippens complimented Cathy on a job well done and thanks to the staff that helped.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Bill Dubord who reported that the Michigan Public Service Commission (MPSC) awarded approximately 90 million dollars in heat and utility assistance grants throughout the state. We ended up spending quite a bit of our Walk for Warmth funds because some of the other entities in our geographic area did not have the capacity either in staff, volunteers and/or training to help folks in a timely manner. We went through nearly \$191,000 of deliverable fuel assistance funds from MPSC in about three weeks. We recently received another \$383,000 for deliverable fuel, however, there is no support dollars tied to this grant which makes it drain some of our other resources designated for other areas.

The President's budget proposes reducing the number of RSVP Programs by two-thirds nationally and moving FGP and SCP into the Americorps Program. Mr. Dubord noted it is unlikely this will happen but he would like to work with the Chair to voice our displeasure over this effort. **MR. LAFOILLE MOVED TO HAVE THE EXECUTIVE DIRECTOR AND CHAIR WRITE A LETTER ON BEHALF OF THE BOARD INDICATING OUR DISPLEASURE OVER THESE PROPOSED CHANGES. DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.**

The Area Agency on Aging has received a \$.75 cut per unit for Medicaid waiver due to changes in the way the program is funded. We have written to the Dept. of Community Health and our legislators advocating for a rural factor formula.

The Executive Director announced that the Strategic Planning will most likely be conducted in June since we have no board meeting that month.

The Personnel Policies also need to be revised so we will be convening the Personnel Committee soon to work on the revision as well as discuss succession planning.

Mr. Dubord thanked the board for approval of the HRA Wage increase. **THE EXECUTIVE DIRECTOR'S REPORT WAS APPROVED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. BRYANT; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:30 WITH A MOTION FROM PASTOR LEVIN, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, APRIL 10, 2014 AT 1:30 P.M. (EST)