

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

**GOVERNING BOARD MEETING  
Thursday, April 10, 2014  
511 First Avenue North, Escanaba MI 49829  
1:30 p.m. (EDT)**

**MINUTES**

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

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Julie Moberg, Delta  
Myra Croasdell, Delta  
Lee Robbert, Schoolcraft  
Doug Krienke, Menominee  
Dan LaFoille, Schoolcraft  
Karen Wigand, Delta  
Susan Kleikamp, Menominee  
Tom Lippens, Delta  
Ken Penokie, Delta  
Geri Nelson, Delta  
Ann Jousma-Miller, Delta  
Cathy Mercier, Menominee  
John Stapleton, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Kim Johnson, ECP Director  
Kris Thibeault, Finance Director  
Naomi Fletcher, Housing Director  
Connie Maule, SCP Director  
Theresa Nelson, RSVP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Pastor Levin, excused  
Susan Phillips, excused  
Ken Bryant, excused  
Dave Moyle, excused  
Dave Anthony, excused  
Mari Negro, excused  
Gil Vandenhouten, excused

**APPROVAL OF MARCH 13, 2014 GOVERNING BOARD MINUTES**

Members received a copy of the 3/13/14 Governing Board minutes for their review. It was noted that Lee Robbert should be listed as present. **THE MINUTES WERE APPROVED WITH THE CORRECTION WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the February Accounts Payable Schedule and recommends their approval. **MR. LAFOILLE MOVED TO APPROVE THE FEBRUARY CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also reviewed two bids for the 403b audit and recommends accepting the bid from Schneider, Larche & Haapala. **MR. PENOKIE MOVED TO ACCEPT THE BID FROM SCHNEIDER, LARCHE & HAAPALA FOR THE 403b AUDIT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. THE FINANCE COMMITTEE**

**REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED. (see attachment "A")**

#### **NOMINATING COMMITTEE REPORT**

The Chair called on Omer Doran who turned the report over to Bill Dubord who reminded the members that Walter Multerer has resigned. **JOHN STAPLETON MOVED TO ACCEPT MR. MULTERER'S RESIGNATION, SECONDE BY TOM LIPPENS; MOTION CARRIED.** Mr. Dubord reminded the members that at the last board meeting he noted that the new Policy Council Chair resides in Schoolcraft County and is interested in serving. Therefore, he recommended the following: the new Policy Council representative will fill the vacancy caused by Mr. Multerer's resignation. This would mean that the board would not have to find a replacement for Mr. Multerer, eliminate a current sitting Schoolcraft County board member and eliminate the seat currently held by Policy Council. When filling future vacancies in the Public and Consumer sectors, efforts will be made to keep county balance as close to equal as feasible, but this is not mandated in our By-laws. It was noted that the Nominating Committee met without a quorum and was filled in on Mr. Dubord's recommendation. The attending members were in agreement with the recommendations. **KEN PENOKIE MOVED TO ACCEPT THE NOMINATING COMMITTEE RECOMMENDATION TO APPROVE THE HEAD START POLICY COUNCIL REQUEST, SECONDED BY JULIE MOBERG; MOTION CARRIED. (see attachment "B")**

#### **APPROVAL OF COLA FUNDING PLAN**

Ms. Wigand called on Kim Johnson, Early Childhood Director, who reported that \$28,779 has been made available in Head Start and \$10,235 in Early Head Start for a cost of living increase of 1.5-2%. This increase will get added to the base grant. Kim explained that she is proposing raising the Center Aides by 2% because of increased job requirements and a high turnover, with all other ECP employees receiving a 1.5%. **KEN PENOKIE MOVED TO APPROVE THE COST OF LIVING INCREASE AS PROPOSED, RETROACTIVE TO 11/1/13, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

#### **APPROVAL OF HS/EHS FUNDING INCREASE APPLICATION**

The Chair called on Kim Johnson who explained the plan for using the restored sequester funds of approximately \$150,000. Members were given a handout showing the planned use. **(see attachment "C") SUSAN KLEIKAMP MOVED TO APPROVE THE FUNDING INCREASE APPLICATION, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **ACCEPTANCE OF 2/26/2014 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 2/26/2014 Head Start Policy Council minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on Bill Dubord who reported that they continue to work with the bargaining unit on their contract. There are no major issues and we hope to seek board ratification soon. **OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MR. LAFOILLE; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Executive Director thanked the board members who are participating in the Early Childhood Program's self assessment process.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:10 p.m. WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, MAY 8, 2014**

**FINANCE COMMITTEE MEETING**  
**Thursday, April 10, 2014**  
**12:50 p.m. (EDT)**

**MINUTES**

Let it be noted that the Finance Committee met on Monday, April 7, 2014 at noon, however, there was not a quorum. Present were: Omer Doran, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault, Kim Johnson and Cathy Pearson.

Those present reviewed all of the agenda items and had any questions answered.

On April 10, 2014 the following were present: Dan LaFoille, Omer Doran, Julie Moberg, Karen Wigand, Kris Thibeault and Bill Dubord.

The members reviewed the CAA and HRA February credit card charges.

The members reviewed the CAA February Accounts Payable Schedule and **IT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The members reviewed the HRA February Accounts Payable Schedules and **THEY WERE ACCEPTED WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

The members reviewed two bids received for the 403b audit; one from Schneider, Larche & Haapla and one from WIPFLi. Our Finance Director recommended accepting the bid from S, L & H because they have experience doing 403 b audits, they are local, and they are considerably less expensive. **JULIE MOBERG MOVED TO ACCEPT THE BID FROM SCHNEIDER, LANCHE, HAAPALA FOR OUR 403b AUDIT, SECONDED BY OMER DORAN; MOTION CARRIED.**

Kim Johnson explained how the COLA funds would be used. **OMER DORAN MOVED TO ACCEPT THE COLA OF \$28,779 – HEAD START, \$10,235 - EHS TO GIVE A 1.5% - 2% WAGE INCREASE RETROACTIVE TO 11/1/13, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

Kim also reviewed the plan for utilizing the sequester funding that is being reinstated. This will be presented to the full board for approval.

The meeting adjourned at 1:15 p.m. **WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 2014 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	\$	208,405
EARLY HEAD START		64,935
EARLY-ON CHILDHOOD		355
GSRP		57,851
ASSET & LIABILITY ACCOUNTS		46,321
TOTAL	\$	<u>377,867</u>

SIGNED   
(TREASURER)

DATE 4-10-14

**NOMINATING COMMITTEE REPORT**  
**Monday, April 7, 2014**  
**1:00 p.m.**

**MINUTES**

The following were present: Omer Doran, Dave Anthony, Susan Phillips, Bill Dubord and Cathy Pearson. Dan LaFoilie, Gil Vandenhouten & John Stapleton, excused

Bill indicated that the Head Start Policy Council Chair has a designated seat on our Governing Board. For the past many years the P.C. Chair happened to reside in Delta County, but this year the Chair resides in Schoolcraft County. He noted that part of the issue with this seat is that the Head Start Policy Council can only be on the P.C. while they have a child or children in Head Start, which typically is only for a year or two and our board seats are for five years. This has caused a lot of turnover often before the person has had a good chance to learn about our operations.

Our by-laws do not stipulate that there must be geographic equity. Additionally, many of our seats are really representative of the three-county area, not just the county the board member resides in, i.e. Ken Penokie represents Legal Services of Northern Michigan, not just Delta County.

Walter Multerer has resigned and held a seat in the Consumer Sector of Menominee County. Bill recommended the following:

- Allow Head Start Policy Council to fill the vacancy caused by Mr. Multerer's resignation and rotate that seat with the changeover in future Head Start Policy Council Chairs, regardless of county.
- At the expiration of Myra Croasdell's term in January of 2016, change the affiliation of that seat to Early Childhood Representative. This designation would not necessarily be a Head Start Policy Council appointment, but could come from any number of organizations affiliated with early childhood.
- When filling future vacancies in the Public and Consumer Sectors, an effort will be made to keep county balance as close to equal as is feasible.
- If accepted we would not have to deal with expanding the number of board members which would be required if petitioned per CSBG law and our By-laws.
- Not accepting the recommendation would require finding a replacement for Mr. Multerer in the Menominee Co. Consumer Sector, eliminating a current Schoolcraft Co. Consumer Rep., and eliminating the Delta County Consumer seat currently held by Policy Council.

Dave Anthony noted that we have not had close votes dictated by geographic area. He also feels it's a good idea to have additional Early Childhood representation on the board.

There was a consensus of members present to accept Bill's recommendations and have them brought before the full board this Thursday.

The meeting adjourned at 1:25 p.m.

## Proposed Plan for 2013-14 HS/EHS COLA

COLA Allocation	Proposed 1.5-2% Wage Increases (plus add'l fringe)	Difference (to be covered by or added to Gen.Op.Budget)
HS: \$28,779	\$29,039	-\$260
EHS: \$10,235	\$ 8,970	+\$1,265

## Proposed Plan for "Permanent" Funding Increase (restoration of 2012-13 funding reduction-sequester)

2013-14 HS	\$116,666		2013-14 EHS	\$ 41,491
10 Days Summer PD	\$ 80,000		Add 6 EHS Children 5/1/14 = PT HV @ 25 hr.wk	\$ 13,000
Purchase 1 Bus (with add'l \$10,000 from EHS and \$6,400 from HS Gen.Op.Budget)	\$ 36,666		Begin transition services to children transitioning into the Toddler room early (July/Aug)	\$ 5,300
			3 Days Curriculum Training provided by Partners for a Health Baby-certified trainers to Escanaba	\$ 13,191
			Cost allocation for new bus purchase	\$ 10,000
<b>TOTAL</b>	<b>\$116,666</b>		<b>TOTAL</b>	<b>\$41,491</b>
2014-15 HS			2014-15 EHS	
Add 1 preschool class of 14-16 students	\$ 60,000		Add'l PT HV @ 25 hr.wk	\$21,000
Add 3 "Snow Days" to school calendar	\$ 25,000		Begin transition services to children transitioning into the Toddler room early (July/Aug)	\$ 5,300
Add 3 PD Days to school calendar	\$ 25,000		Installation of a bike path in the Toddler Playground – Escanaba Center	\$ 3,500
Misc Increased Operating Costs	\$ 6,666		Misc Increased Operating Costs	\$11,691
<b>TOTAL</b>	<b>\$116,666</b>		<b>TOTAL</b>	<b>\$41,491</b>

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

**GOVERNING BOARD MEETING  
Thursday, April 10, 2014  
511 First Avenue North, Escanaba MI 49829  
1:45 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 2:11 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Julie Moberg, Delta  
Myra Croasdell, Delta  
Lee Robbert, Schoolcraft  
Doug Krienke, Menominee  
Dan LaFoille, Schoolcraft  
Karen Wigand, Delta  
Susan Kleikamp, Menominee  
Tom Lippens, Delta  
Ken Penokie, Delta  
Geri Nelson, Delta  
Ann Jousma-Miller, Delta  
Cathy Mercier, Menominee  
John Stapleton, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Kim Johnson, ECP Director  
Kris Thibeault, Finance Director  
Naomi Fletcher, Housing Director  
Connie Maule, SCP Director  
Theresa Nelson, RSVP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Pastor Levin, excused  
Susan Phillips, excused  
Ken Bryant, excused  
Dave Moyle, excused  
Dave Anthony, excused  
Mari Negro, excused  
Gil Vandenhouten, excused

**APPROVAL OF MARCH 13, 2014 GOVERNING BOARD MINUTES**

Members received a copy of the 3/13/14 Governing Board minutes for their review. It was noted that Lee Robbert should be listed as present. **THE MINUTES WERE APPROVED WITH THE CORRECTION WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the February Accounts Payable Schedules and recommends their approval. **MR. LIPPENS MOVED TO APPROVE THE FEBRUARY HRA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** The committee also reviewed two bids for the 403b audit and recommends accepting the bid from Schneider, Larche & Haapala. **MR. PENOKIE MOVED TO ACCEPT THE BID FROM SCHNEIDER, LARCHE & HAAPALA FOR THE 403b AUDIT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. THE FINANCE COMMITTEE**

**REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED. (see attachment "A")**

**NOMINATING COMMITTEE REPORT**

The Chair called on Omer Doran who turned the report over to Bill Dubord who reminded the members that Walter Multerer has resigned. **JOHN STAPLETON MOVED TO ACCEPT MR. MULTERER'S RESIGNATION, SECONDED BY TOM LIPPENS; MOTION CARRIED.** Mr. Dubord reminded the members that at the last board meeting he noted that the new Policy Council Chair resides in Schoolcraft County and is interested in serving. Therefore, he recommended the following: the new Policy Council representative will fill the vacancy caused by Mr. Multerer's resignation. This would mean that the board would not have to find a replacement for Mr. Multerer, eliminate a current sitting Schoolcraft County board member and eliminate the seat currently held by Policy Council. When filling future vacancies in the Public and Consumer sectors, efforts will be made to keep county balance as close to equal as feasible, but this is not mandated in our By-laws. It was noted that the Nominating Committee met without a quorum and was filled in on Mr. Dubord's recommendation. The attending members were in agreement with the recommendations. **KEN PENOKIE MOVED TO ACCEPT THE NOMINATING COMMITTEE RECOMMENDATION TO APPROVE THE HEAD START POLICY COUNCIL REQUEST, SECONDED BY JULIE MOBERG; MOTION CARRIED. (see attachment "B")**

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH DELTA COUNTY TO ADMINISTER THE CDBG HOUSING REHABILITATION GRANT**

The Chair called on Naomi Fletcher, Housing Manager, who reported we would like to apply for another \$200,000 grant for Delta County. She passed out a report on the Housing Program and explained that although many people may apply for help through this program, there are several things that have to occur in order for them to qualify, their property taxes must be paid up and if they own a trailer it must be on an approved foundation. **MR. PENOKIE MOVED TO AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH DELTA COUNTY TO ADMINISTER THE CDBG HOUSING REHABILITATION GRANT, SUPPORTED BY MR. LAFOILLE; MOTION CARRIED.**

**ADOPTION OF FAIR HOUSING RESOLUTION**

One of the requirements of the grant is that the board adopt a fair housing resolution. **KEN PENOKIE MOVED TO ADOPT THE FAIR HOUSING RESOLUTION, ANN JOUSMA-MILLER SECONDED THE MOTION; MOTION CARRIED.**

**APPROVAL OF CSBG DISCRETIONARY GRANT**

The Chair called on the Executive Director who reported that we would like to submit a proposal for a CSBG Discretionary Grant for \$20,000 to pay for some staff support for our heat assistance programs since most of them do not have any support dollars associated with them. **MR. LAFOILLE MOVED TO APPROVE THE CSBG DISCRETIONARY GRANT SUBMISSION, SECONDED BY ANN JOUSMA-MILLER; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on Bill Dubord who indicated members have before them a copy of the CSBG-IS report showing how we compare to other organizations in the state. He announced that the Area Agency on Aging is restoring the sequester funds that were cut, which is a very good thing with raw food costs skyrocketing.

The Executive Director reported that so far this winter we have given out approximately \$632,000 in heat assistance from the following sources: LCA-MEAP - \$190,000, LIHEAP Del. Fuel - \$243,000, THAW - \$104,000, MCAAAA-MEAP (heat & utilities for H.S. families) - \$25,000 and \$70,000 out of Walk for Warmth. We just received another award for deliverable fuel for \$218,000 through efforts from the MI State Legislature. These funds are for a very targeted income group (between 150% - 187% of poverty) to reimburse customers who paid for deliverable fuel between January 1 – March 31, 2014. **MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair called on Tom Lippens who told the board that the Delta County RSVP Recognition Dinner was excellent and it was impressive to see the number of volunteers in our community.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:35 P.M. WITH A MOTION FROM MR. LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, MAY 8, 2014**

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 2014 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	120,277
VOLUNTEER PROGRAMS		40,969
NUTRITION		91,458
STATE & LOCAL PROGRAMS		192,364
ENERGY AND HOUSING		9,513
ASSET & LIABILITY ACCOUNTS		53,212
TOTAL	\$	<u>507,793</u>

SIGNED



(TREASURER)

DATE

4-10-14