

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, May 8, 2014
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
Doug Krienke, Menominee
Lee Robbert, Schoolcraft
Mari Negro, Menominee
Cathy Mercier, Menominee
Myra Croasdell, Delta
Karen Wigand, Delta
Dave Moyle, Delta
Geri Nelson, Delta
Susan Phillips, Schoolcraft
John Stapleton, Schoolcraft
Susan Kleikamp, Menominee

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Kris Thibeault, Finance Director
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director

MEMBERS ABSENT

Gil Vandenhouten, excused
Julie Moberg, excused
Tom Lippens, excused
Dan LaFoilie, excused
Dave Anthony, excused
Ken Bryant, excused
Pastor Levin, excused
Ken Penokie

ACCEPTANCE OF HEAD START POLICY COUNCIL APPOINTMENT, KRISTI WOOD

The Head Start Policy Council has appointed Kristi Wood to represent them on our Governing Board. The Executive Director reminded the members that Ms. Wood is replacing Walter Multerer as our by-laws do not require an equal geographic balance, even though we will try to do so as much as feasible. **MR. MOYLE MOVED TO ACCEPT THE APPOINTMENT OF KRISTI WOOD, SECONDED BY LEE ROBBERT; MOTION CARRIED; MARI NEGRO - NAY.**

ACCEPTANCE OF APRIL 10, 2014 GOVERNING BOARD MINUTES

Members received a copy of the April 10, 2014 Governing Board minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Omer Doran who asked Kris Thibeault, Finance Director, to give the report. Ms. Thibeault indicated the Finance Committee met May 6th and reviewed the CAA March Accounts Payable Schedule. **OMER DORAN MOVED TO APPROVE THE CAA MARCH ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY MARI NEGRO; MOTION CARRIED.** The March credit card charges were also reviewed. (*see attachment "A"*)

SAFETY COMMITTEE REPORT

Ms. Wigand called on Omer Doran who reported that the Safety Committee met on Tuesday and reviewed three accidents in the Early Childhood Program. One involved a sub bus driver who slipped on

the ice when going to the bus. There was no lost work time and it was recommended that staff make sure the parking lot is sanded as much as feasible. The second involved a teaching assistant who was bitten while trying to calm a disruptive child. Medical attention was sought, including a tetanus shot and antibiotics. The last accident involved an aid who was head butted by a child while trying to refrain the child from being disruptive to other children. **MYRA CROASDELL MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on John Stapleton who reported that the Personnel Committee met today to begin the process of reviewing and revising the personnel policies. In addition, as part of the new organizational standards that Bill will talk about later, the Personnel Committee will be developing a succession plan for the Executive Director. **SUSAN PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF THE EARLY CHILDHOOD REPORT DATED 4/10/14

Members received a copy of the 4/10/14 ECP report and **IT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY GERI NELSON; MOTION CARRIED.**

ACCEPTANCE OF 3/26/14 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 3/26/14 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on Bill Dubord who reported that UAW Union contract is expected to be ratified by the membership by the end of May and will be brought to the full board at the July meeting. It was noted that the Union Representative for the U.P. has been traveling a lot that's why the ratification has been delayed.

Mr. Dubord indicated he has had a request to move the board meeting time from 1:30 to 1:00 p.m. to accommodate some members getting to other meeting commitments on time. He indicated members should consider this request and we will discuss it further at the July board meeting.

Mr. Dubord also gave a draft copy of our committee assignments to the members. He noted that our by-laws state we should have five members on each committee (but this was determined back when we had a 27 member board), however it is silent on a quorum requirement for committee meetings, probably because all committee recommendations are brought before the full board for their approval/disapproval. Mr. Dubord suggested we may want to consider simply asking board members where/if they would like to serve if they are able to attend the meetings for the most part. This will be discussed further at the July meeting also.

Members will be sent a memo to see if they are interested in running for any of the offices: Chair, Vice-Chair, Secretary, and/or Treasurer which will be held at the July meeting.

PUBLIC COMMENTS/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 2:08 P.M. WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. ROBBERT; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, JULY 24, 2014 IN MANISTIQUE
AROUND NOON....MORE INFO COMING**

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE APRIL 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	\$	129,553
VOLUNTEER PROGRAMS		48,626
NUTRITION		96,371
STATE & LOCAL PROGRAMS		248,442
ENERGY AND HOUSING		17,318
ASSET & LIABILITY ACCOUNTS		51,799
TOTAL	\$	592,110

SIGNED



(TREASURER)

DATE

6/10/14

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

MINUTES

The meeting was called to order with the following in attendance: Omer Doran, Tom Lippens, Lucy Crofton, Debby Wiltzius and Pat Johnson. Excused: Mari Negro and Cathy Mercier.

The Committee reviewed the following four accidents:

- 1) (Head Start): A substitute bus driver was walking across the parking lot to his bus when he slipped and fell on the ice. His left shoulder and elbow were injured. We experienced a lot of heavy wet snow in early March which was when this accident took place. Ice melt had been placed in entrance areas but not across the parking lot. He did seek medical treatment but lost no work time. Recommendation: Distribute sand or ice melt across the parking lot and make sure staff are wearing proper footwear. Lucy noted in really bad weather a truck is hired to distribute sand/ice melt across the parking lot.
- 2) (Early Childhood Program) A teaching assistant was trying to calm down a child who was being disruptive and to redirect his attention. In the process of trying to mollify this child he/she bit the aide on her forearm. The skin was broken and the bite was right down to her muscle. She did seek medical attention, had blood tests taken, received a tetanus shot and given antibiotics. (All tests came back clean.) Lost time from work was minimal (2 hours). This is a very troubled child so an aide has been engaged to work with him one on one. All Head Start aides receive training before the school year starts and training is ongoing. Recommendation: None. This was a very unfortunate accident.
- 3) (Early Head Start Program) A child was being very aggressive towards other children. While trying to restrain the child he butted back and struck the aid with his head on her right cheek/jaw area. She went to the emergency room for medical attention and returned to work the next day. Recommendation: To try and be more cautious.
When incidents like this occurs, staff will hold a meeting to discuss on how to correct the situation and move forward.
- 4) (Personal Care Program) When entering the home of a client, the aid slipped and fell on the front porch. She was pregnant at the time and experienced spotting and cramping. She did seek medical attention, there was no lost work time. Recommendation: Be more cautious and aware of ice conditions.

Tom Lippens noted that the full Social Security number was recorded on two of accident reports. Please be more cautious and make sure everything is blacked out except the last four digits.

PERSONNEL COMMITTEE MEETING

Thursday, May 8, 2014

12:15 p.m.

MINUTES

The meeting began at 12:20 p.m. The following were present: Karen Wigand, Geri Nelson, John Stapleton, Susan Phillips, Myra Croasdell, Susan Kleikamp, Bill Dubord and Cathy Pearson.

Members were given a copy of the current personnel policies that were effective 1/1/12. Bill noted that staff will make initial recommendations and send a marked up copy to the members before the next Personnel Committee meeting. Some of the recommendations will involve the prorotation of leave, whistleblower rules in addition to changes as a result of the Affordable Care Act.

Susan Kleikamp pointed out that in our funeral leave policy there is reference to a reasonable amount of time off and she asked who would determine what's reasonable and suggested we may want to change that language.

Bill noted that new Organizational Standards have been drafted for Community Action Agencies that are to be in effect in October of 2015. Members were given a section of the policies affecting Personnel Committee responsibilities. One requirement is that the personnel policies be reviewed by an attorney within the past five years. The Michigan Community Action Agency Association (MCAAA) is checking to see if they could retain an attorney to review all policies for a reasonable rate.

Another requirement of the standards is that there be a written succession plan for the Executive Director. The members suggested that we should apply this to key management staff as well. The committee asked that Bill provide a job description for himself and the key management staff. They also asked him to list major concerns/projects that will need to be addressed over the next couple of years.

In reviewing the proposed Organizational Standards, Bill indicated he has categorized the standards as they relate to our organization as follows: 1) currently in compliance 2) in compliance but could do a better job 3) not in compliance

The committee suggested that a marked up copy of the policies and the pertinent job descriptions be sent to the Personnel Committee members in the next month or two so the committee has time to review them and then meet in August.

The meeting adjourned at 1:20 p.m.

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, May 8, 2014
1:45 p.m. (EDT)**

MINUTES

Chair Wigand called the meeting to order at 2:09 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Doug Krienke, Menominee
Lee Robbert, Schoolcraft
Mari Negro, Menominee
Cathy Mercier, Menominee
Myra Croasdell, Delta
Karen Wigand, Delta
Dave Moyle, Delta
Geri Nelson, Delta
Susan Phillips, Schoolcraft
John Stapleton, Schoolcraft
Susan Kleikamp, Menominee

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Kris Thibeault, Finance Director
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director

MEMBERS ABSENT

Gil Vandenhouten, excused
Julie Moberg, excused
Tom Lippens, excused
Dan LaFoilie, excused
Dave Anthony, excused
Ken Bryant, excused
Pastor Levin, excused
Ken Penokie

ACCEPTANCE OF HEAD START POLICY COUNCIL APPOINTMENT, KRISTI WOOD

The Head Start Policy Council has appointed Kristi Wood to represent them on our Governing Board. The Executive Director reminded the members that Ms. Wood is replacing Walter Multerer as our by-laws do not require an equal geographic balance, even though we will try to do so as much as feasible. **MR. MOYLE MOVED TO ACCEPT THE APPOINTMENT OF KRISTI WOOD, SECONDED BY MR. DORAN; MOTION CARRIED; MARI NEGRO - NAY.**

ACCEPTANCE OF APRIL 10, 2014 GOVERNING BOARD MINUTES

Members received a copy of the April 10, 2014 Governing Board minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Omer Doran who asked Kris Thibeault, Finance Director, to give the report. Ms. Thibeault indicated the Finance Committee met May 6th and reviewed the HRA March Accounts Payable Schedules. **OMER DORAN MOVED TO APPROVE THE HRA MARCH ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.** The March credit card charges were also reviewed. (see attachment "A")

SAFETY COMMITTEE REPORT

Ms. Wigand called on Omer Doran who reported that the Safety Committee met on Tuesday and reviewed one accident in the Personal Care Program. The Aide slipped & fell at a client's home and was pregnant at the time and began spotting. There was no lost work time and the recommendation is to be more careful when it's icy. **MR. MOYLE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on John Stapleton who reported that the Personnel Committee met today to begin the process of reviewing and revising the personnel policies. In addition, as part of the new organizational standards that Bill will talk about later, the Personnel Committee will be developing a succession plan for the Executive Director. **SUSAN PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SUSAN KLEIKAMP SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received a copy of the following PAC minutes for their review:

- 3/11/14 (Delta) Foster Grandparent Program PAC minutes
- 3/20/14 (Delta) Senior Companion Program PAC minutes
- 3/11/14 (M/M) Retired & Senior Volunteer Program PAC minutes
- 1/14 & 2/11/14 (Rock) & 4/22/14 (Mid-Co.) Senior Citizen Program PAC minutes

THEY WERE ACCEPTED WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY GERI NELSON; MOTION CARRIED.

LETTER OF INTENT OT APPLY FOR FUNDING FROM THE AREA AGENCY ON AGING

Chair Wigand called on Mr. Dubord who reminded the members that every year we need board authorization to apply for funding for various senior services from the Area Agency on Aging. **JOHN STAPLETON MOVED TO APPROVE THE LETTER OF INTENT TO APPLY FOR FUNDS FROM THE AAA, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

PROPOSED CSBG ORGANIZATIONAL STANDARDS

Members were given a draft copy of the CSBG organizational standards that will be effective October, 2015. These standards are measures of effective Community Action Agencies. Mr. Dubord indicated that there are many things we are already in compliance with, some items that we are doing but that could use more work and a few items that we are not doing at all. He noted that one of the items is strategic planning. Originally he thought we would begin strategic planning in June but now he is looking at late summer or early fall. More information will be forthcoming on how we plan to proceed with meeting the standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Bill Dubord who informed the members that two of our Senior Citizen Program staff were recently honored by the Area Agency on Aging for the number of people they assisted with enrollment into the Medicaid/Medicare Assistance Program (MMAP). They are Becky Thounne from Mid-County and Judy Lauria from Rapid River. Bill commended these staff on a job well done.

Mr. Dubord announced that we have been told we will be getting \$155,000 to Weatherize 18 homes in the next fiscal year. He noted that this is not nearly enough money to run a full-year program. There is an effort to get LIHEAP assistance funds up front, which could help.

The Executive Director reported that nearly 15 years ago our board authorized us to enter into a development project to build the Thorntree housing units in Gladstone. There are only three current board members that were on the board when that whole decision-making process was handled. In the next year or two the tax credits are due to expire and our organization will be 50.1% owners of the project. There is quite a bit of work that needs to be done before we make a decision on how we would like to proceed. Mr. Dubord indicated we will have a presentation to the full board soon on the history of the project and our options. Bill noted that he and our Finance Director will be attending an informational meeting or two in Lansing to help prepare them. Additionally, we will most likely need to hire some expertise to help us in determining the best way to proceed. He noted that we have money from the \$120,000 we received in developer's fees for the project.

Mr. Dubord announced that we have been given verbal notification that we will be getting \$30,000 from Hannahville 2% money for our home delivered meal program.

Mr. Dubord indicated he has had a request to move the board meeting time from 1:30 to 1:00 p.m. to accommodate some members getting to other meeting commitments on time. He indicated members should consider this request and we will discuss it further at the July board meeting.

Mr. Dubord also gave a draft copy of our committee assignments to the members. He noted that our by-laws state we should have five members on each committee (but this was determined back when we had a 27 member board), however it is silent on a quorum requirement for committee meetings, probably because all committee recommendations are brought before the full board for their approval/disapproval. Mr. Dubord suggested we may want to consider simply asking board members where/if they would like to serve if they are able to attend the meetings for the most part. This will be discussed further at the July meeting also.

Members will be sent a memo to see if they are interested in running for any of the offices: Chair, Vice-Chair, Secretary, and/or Treasurer which will be held at the July meeting.

PUBLIC COMMENTS/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

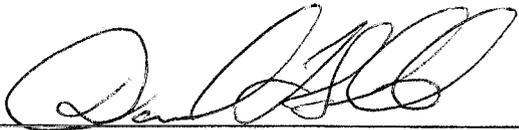
There being no further business ***THE MEETING ADJOURNED AT 2:40 P.M. WITH A MOTION FROM MR. MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, JULY 24, 2014 IN MANISTIQUE
AROUND NOON....MORE INFO COMING***

THE FINANCE COMMITTEE HAS REVIEWED THE APRIL 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	\$	216,569
EARLY HEAD START		80,022
EARLY-ON CHILDHOOD		530
GSRP		42,399
ASSET & LIABILITY ACCOUNTS		48,148

TOTAL \$ 387,668

SIGNED 
(TREASURER)

DATE 6-10-14