

*Menominee-Delta-Schoolcraft
Community Action Agency*

**GOVERNING BOARD MEETING
Thursday, November 6, 2014
511 First Avenue North, Escanaba
1:30 p.m. (EST)**

MINUTES

Karen Wigand called the meeting to order at 1:32 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Susan Kleikamp, Menominee
Dan LaFoilie, Schoolcraft
Mari Negro, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Susan Phillips, Schoolcraft
Omer Doran, Schoolcraft
Ann Jousma-Miller, Delta
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Pastor Ingmar Levin
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

MEMBERS ABSENT

Julie Moberg, excused
Geri Nelson, excused
Ken Bryant, excused
Doug Krienke
Dave Moyle
Cathy Mercier
Dave Anthony
John Stapleton
Kristi Wood

APPROVAL OF OCTOBER 9, 2014 GOVERNING BOARD MINUTES

Members received a draft of the October 9, 2014 Governing Board minutes for their review. They were **APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

PRESENTATION OF PLAQUE TO PASTOR INGMAR LEVIN

Chair Wigand and the Executive Director presented a plaque to Pastor Ingmar Levin for 22 years of service to the residents of Menominee, Delta and Schoolcraft Counties through his service on the Foster Grandparent Policy Advisory Council, the Finance Committee and the Governing Board. Pastor Levin thanked the board and staff for their good work in helping the less fortunate in our area.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 11/4 and reviewed the Sept. CAA Accounts Payable Schedule and recommends their approval. **SUSAN KLEIKAMP MOVED TO APPROVE THE SEPTEMBER CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY MARI NEGRO; MOTION CARRIED.** The committee also reviewed a sole source purchase to hire Donna Beagle for training of approximately 100 employees for \$9117. **KEN PENOKIE MOVED TO APPROVE THE SOLE SOURCE PURCHASE TO HIRE MS. BEAGLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Karen Wigand welcomed the following two members to the Finance Committee: Susan Kleikamp and Tom Lippens. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY LEE ROBBERT; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

The Chair called on Dan LaFoille who reported that the Nominating Committee also met on 11/4/14 to review current vacancies and upcoming term expirations. He noted that they also discussed moving from a 21 member board to 18 as it is getting more and more difficult to find members. This would be done through attrition as we do not want to remove anyone who wants to serve because we have good board members. It was noted that the By-laws will need to be changed but could be worded to the effect of board size being between 15-21 and that would keep the number fluid in the event we have difficulty finding folks that also meet the proper sector requirements (at 1/3 consumer, 1/3 elected and remainder private sector). The board directed Bill to convene the By-laws committee to draft some language to put to the full board. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "B")**

APPROVAL OF CLYDE THOUNE TO REPRESENT THE MID-COUNTY SENIOR CENTER PAC ON THE GOVERNING BOARD

The Nominating Committee also reviewed a petition from the Mid-County Senior Center appointing Clyde Thoune to represent them on our board. **MR. PENOKIE MOVED TO APPROVE THE APPOINTMENT OF CLYDE THOUNE TO REPRESENT THE MID-COUNTY SENIOR CENTER PAC ON OUR GOVERNING BOARD, SECONDED BY ANN JOUSMA-MILLER; MOTION CARRIED.** It was noted that this is a Menominee County Consumer Sector seat.

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that the Safety Committee met today and reviewed two accidents in the Early Childhood Program, the first involved a wall partition falling on an employee causing injury to her cheek & jawbone. She is still off of work. The second accident was an employee who bumped her head while cleaning the inside of a refrigerator. The committee also reviewed the accident protocol, particularly, the required use of specific occupational providers when there is a work injury. **LEE ROBBERT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF OCTOBER ECP MONTHLY REPORT

Members were mailed a copy of the October ECP report for their review. There were no questions or comments and **THEY WERE ACCEPTED UPON A MOTION FROM MS. KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF 7/30/14 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 7/30/14 Head Start Policy Council minutes and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF ANNUAL SELF-ASSESSMENT SCHEDULE

Members were given a copy of the annual self-assessment report for their review. They were told if they have questions they can feel free to call Kim Johnson. **KEN PENOKIE MOVED TO APPROVE THE ANNUAL SELF-ASSESSMENT SCHEDULE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

APPROVAL OF PROPOSED 2015 BOARD MEETING SCHEDULE

Members were mailed a proposed 2015 meeting schedule and it was noted that the proposed meeting time is an hour earlier at 12:30 eastern time. A light lunch will be offered beginning at noon. It was noted that the November date is listed as 2012 and should be 2015. **MR. LAFOILLE MOVED TO APPROVE THE 2015 BOARD MEETING SCHEDULE, SECONDED BY KEN PENOKIE; MOTION CARRIED. (see attachment "D")**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL

Members were mailed a copy of the compiled appraisals that were returned by the board. The Chair called on Mr. Dubord who thanked the board for their vote of confidence and he thanked staff who help make him perform his job better. **TOM LIPPENS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL, MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED.**

UPDATE ON ORGANIZATIONAL STANDARDS

The Chair called Bill Dubord who noted that we have been extremely busy so have been moving slowly on the items that need work for the new organizational standards that go in effect in 2016. He indicated that a review of the By-laws and Personnel Policies by an attorney are a couple of the new requirements. He noted that a first draft of the Personnel Policies will be mailed to the committee very soon and a meeting scheduled and the By-laws Committee meeting will be convened in the very near future as well.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Mr. Dubord who reported that we are still looking into the feasibility of the Catholic School property in Menominee to house our ECP and possibly other programs. We are having it inspected next week to determine an approximate cost to get all building code/systems up to par. We will update the board when we have more to report. **DAN LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. PENOKIE SUPPORTED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 2:07 WITH A MOTION FROM MR. LIPPENS, SECONDED BY MR. ROBBERT; MOTION CARRIED.**

<p>THE NEXT MEETING IS THURSDAY, JANUARY 8, 2015 AT 12:30 P.M. EST.</p> <p>LIGHT LUNCH AVAILABLE AT NOON</p>
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COMMUNITY ACTION AGENCY HUMAN RESOURCES AUTHORITY

Attachment "C"

SAFETY COMMITTEE MEETING MINUTES

Nov. 6, 2014

In attendance: Debby Wiltzius, Kim Johnson, Bill Dubord, Mari Negro, Tom Lippens, Omer Doran, Jill Johnsen.

The Safety Committee reviewed the following four accidents

- 1) **EARLY CHILDHOOD: (Kitchen Aide)** While cleaning and organizing small fridge on Oct. 6 stood up too quickly and bumped head. Received minor medical treatment at emergency department, receiving pain medication. **RECOMMENDATION: Exercise caution.**
- 2) **EARLY CHILDHOOD: (Teacher)** On Sept. 9 employee was looking into book bag on her desk chair when maintenance person was moving file cabinet, and wall partition fell on employee. Injury to left side of face, cheekbone to jawbone, close to ear. Employee visited emergency department Sept. 10. **RECOMMENDATION: Insure all partitions are properly secured at the base.**
- 3) **SENIOR SERVICES: (PCS)** Injured middle finger on right hand Oct. 4 while bending over to wipe up some mud from carpeting. Heard a cracking sound and tip of finger was bent. Received treatment at local medical clinic where it was noted she will need to follow up with hand surgeon/ortho for further evaluation. Could return to work Oct. 13 under light duty. **RECOMMENDATION: Remind employees work rules do not allow them to get on their hands and knees.**
- 4) **SENIOR SERVICES: (PCS)** Injured right rib while repositioning client with a Hoyer lift on carpeted floor on Oct. 19. No lost time. Visited local walk in clinic. **RECOMMENDATION: Questioned if employee used a gait belt. Also question if Hoyer lifts come with larger wheels that would work better on carpeting.**

Jill Johnsen reported on new accident/incident report policy that spells out employees hurt on the job must first attempt to be treated by workers' comp physician. If that doctor isn't available, employee should inform supervisor and received medical care elsewhere, with all follow-up medical appointments mandatory with workers' comp physician. **RECOMMENDATION: Give written policy to employees, have them sign they received policy, supervisors must place signature in personnel file. Also questioned if policy could be put on agency Web site.**

SCHEDULE OF 2015 CAA/HRA BOARD MEETINGS

The board of the Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority, Inc. of Escanaba announces the following schedule of regular meetings during the calendar year of 2015.

The meetings are held @ 12:30 p.m. eastern time except for the July meeting (time to be announced later).

Thursday, January 8, 2015

Thursday, March 12, 2015

Thursday, April 9, 2015

Thursday, May 14, 2015

Thursday, July 23, 2015 (***Menominee mtg.***)

Thursday, September 10, 2015

Thursday, October 8, 2015

Thursday, November 12, 2015

The Governing Board meetings are held @ 511 First Avenue North in the conference room (office adjacent to our admin. office); with the exception of the July meeting that is held in either Menominee or Manistique.

Any change in the above meetings and any special meetings will be posted at least three day in advance.

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

**GOVERNING BOARD MEETING
Thursday, November 6, 2014
511 First Avenue North, Escanaba
1:45 p.m. (EST)**

MINUTES

Karen Wigand called the meeting to order at 2:08 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Susan Kleikamp, Menominee
Dan LaFoilie, Schoolcraft
Mari Negro, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Susan Phillips, Schoolcraft
Omer Doran, Schoolcraft
Ann Jousma-Miller, Delta
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Pastor Ingmar Levin
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

MEMBERS ABSENT

Julie Moberg, excused
Geri Nelson, excused
Ken Bryant, excused
Doug Krienke
Dave Moyle
Cathy Mercier
Dave Anthony
John Stapleton
Kristi Wood

APPROVAL OF OCTOBER 9, 2014 GOVERNING BOARD MINUTES

Members received a draft of the October 9, 2014 Governing Board minutes for their review. They were **APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY SUSAN KLIKAMP; MOTION CARRIED.**

PRESENTATION OF PLAQUE TO PASTOR INGMAR LEVIN

Chair Wigand and the Executive Director presented a plaque to Pastor Ingmar Levin for 22 years of service to the residents of Menominee, Delta and Schoolcraft Counties through his service on the Foster Grandparent Policy Advisory Council, the Finance Committee and the Governing Board. Pastor Levin thanked the board and staff for their good work in helping the less fortunate in our area.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 11/4 and reviewed the Sept. CAA Accounts Payable Schedule and recommends their approval. **OMER DORAN MOVED TO APPROVE THE SEPTEMBER HRA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

APPROVAL OF PROPOSED 2015 BOARD MEETING SCHEDULE

Members were mailed a proposed 2015 meeting schedule and it was noted that the proposed meeting time is an hour earlier at 12:30 eastern time. A light lunch will be offered beginning at noon. It was noted that the November date is listed as 2012 and should be 2015. **MR. LAFOILLE MOVED TO APPROVE THE 2015 BOARD MEETING SCHEDULE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL

Members were mailed a copy of the compiled appraisals that were returned by the board. The Chair called on Mr. Dubord who thanked the board for their vote of confidence and he thanked staff who help make him perform his job better. **MR. PENOKIE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL, MR. LAFOILLE SECONDED THE MOTION; MOTION CARRIED.** Mr. LaFoille thanked the Executive Director for a job well done.

ACCEPTANCE OF NATIONAL & COMMUNITY SERVICE MONITORING REPORT DATED 9/4/14

Members were mailed a copy of the monitoring report that involved the Senior Companion, Foster Grandparent & Retired & Senior Volunteer Programs. Mr. Dubord indicated several recommendations were made in the report and we have already responded and received clearance. It was noticed that a major change is the requirement of fingerprints being run on any employees who are paid out of any of their funding in addition to all of the Foster Grandparent and Senior Companion volunteers. No additional funds have been provided to meet this mandate. It was suggested that members representing their county commissions check with their local Sherriff's Dept. to see if they could do the fingerprinting at a lower cost. **KEN PENOKIE MOVED TO ACCEPT THE NATIONAL & COMMUNITY SERVICE MONITORING REPORT OF 9/4/14, SUPPORTED BY MR. LAFOILLE; MOTION CARRIED.**

UPDATE ON ORGANIZATIONAL STANDARDS

The Chair called Bill Dubord who noted that we have been extremely busy so have been moving slowly on the items that need work for the new organizational standards that go in effect in 2016. He indicated that a review of the By-laws and Personnel Policies by an attorney are a couple of the new requirements. He noted that a first draft of the Personnel Policies will be mailed to the committee very soon and a meeting scheduled and the By-laws Committee meeting will be convened in the very near future as well.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Mr. Dubord who reported that we have begun operating our deliverable fuel fund program that has a great deal more requirements tied to it. Other funds that we will be utilizing also have more requirements that make it a bit more challenging to run.

The Executive Director noted that more efforts are being made at regionalizing services operated by CAA's as well. It is expected that next July the refunding application for Weatherization will be for the entire U.P. Bill reminded the members that in an effort to be prepared for possible regionalization of services, the Upper Peninsula CAA's have formed a non-profit organization called UPCAN. Its board is made up of the Executive Director and a board member from each CAA. Karen Wigand indicated that if another board member would like to serve on this board, she would gladly step down. The Executive Director reported that this group has

Karen Wigand welcomed the following two members to the Finance Committee: Susan Kleikamp and Tom Lippens. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY MR. DORAN; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

The Chair called on Dan LaFoille who reported that the Nominating Committee also met on 11/4/14 to review current vacancies and upcoming term expirations. He noted that they also discussed moving from a 21 member board to 18 as it is getting more and more difficult to find members. This would be done through attrition as we do not want to remove anyone who wants to serve because we have good board members. It was noted that the By-laws will need to be changed but could be worded to the effect of board size being between 15-21 and that would keep the number fluid in the event we have difficulty finding folks that also meet the proper sector requirements (at 1/3 consumer, 1/3 elected and remainder private sector). The board directed Bill to convene the By-laws committee to draft some language to put to the full board. ***THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "B")***

APPROVAL OF CLYDE THOUNE TO REPRESENT THE MID-COUNTY SENIOR CENTER PAC ON THE GOVERNING BOARD

The Nominating Committee also reviewed a petition from the Mid-County Senior Center appointing Clyde Thoune to represent them on our board. ***ANN JOUSMA-MILLER MOVED TO APPROVE THE APPOINTMENT OF CLYDE THOUNE TO REPRESENT THE MID-COUNTY SENIOR CENTER PAC ON OUR GOVERNING BOARD, SECONDED BY SUSNA PHILLIPS; MOTION CARRIED.*** It was noted that this is a Menominee County Consumer Sector seat.

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that the Safety Committee met today and reviewed two accidents in the Personal Care Program, the first involved an aide hurting her rib while repositioning a client. The board was informed that the aides are trained on a regular basis on proper lifting techniques. The second accident was an employee who bent her finger while cleaning up mud she tracked into the home. The committee also reviewed the accident protocol, particularly, the required use of specific occupational providers when there is a work injury. ***MS. JOUSMA-MILLER MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY MR. LAFOILLE; MOTION CARRIED. (see attachment "C")***

ACCEPTANCE OF SCP MONTHLY REPORT

Members were mailed a copy of the Sept. – Oct. monthly report for their review. There were no questions or comments and ***THEY WERE ACCEPTED UPON A MOTION FROM MS. KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review: 9/29/14 (Delta) Senior Companion Program, 7/24 (Escanaba) & 9/30/14 (Mid-County) Senior Citizen PAC minutes ***AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. LAFOILLE; MOTION CARRIED.***

just recently accepted MSHDA homeless funding for ten counties in the U.P. They were asked when U.P. Child and Family Services dropped the grant on short notice.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MR. PENOKE; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair called on Ann Jousma-Miller who thanked the staff and board for making her service on the board as an alternate a good experience. (She will no longer be on the Delta Co. Board of Commissioners beginning January 1st).

Ms. Wigand called on Dan LaFoilie who strongly suggested folks get themselves educated on the electrical issue in the U.P. as it could have a huge negative effect. He also wished the board and staff a Happy Thanksgiving and Merry Christmas.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 2:45 WITH A MOTION FROM MR. DORAN, SECONDED BY MS. PHILLIPS; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, JANUARY 8, 2015 AT 12:30 P.M. EST.

LIGHT LUNCH AVAILABLE AT NOON

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 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	\$	123,124
VOLUNTEER PROGRAMS		43,822
NUTRITION		90,062
STATE & LOCAL PROGRAMS		137,760
ENERGY AND HOUSING		13,232
ASSET & LIABILITY ACCOUNTS		74,999
TOTAL	\$	483,000

SIGNED 
(TREASURER)

DATE 11-4-14