

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
*Thursday, July 24, 2014
12:30 p.m. (EDT)*

MINUTES

Chair Wigand called the meeting to order at 12:33 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Pastor Ingmar Levin, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Ken Bryant, Schoolcraft
Julie Moberg, Delta
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Susan Kleikamp, Menominee
Kristi Wood, Manistique
Geri Nelson, Delta
Myra Croasdell, Delta
Susan Phillips, Schoolcraft
John Stapleton, Schoolcraft
Mari Negro, Menominee
Dave Anthony, Menominee
Ann Jousma-Miller, Delta

OTHERS PRESENT

Kris Thibeault, Finance Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Pat Johnson, Receptionist
Rick Rudden, Office/Communications Assistant
Pat Royer, Nutrition Manager
Kim Johnson, Early Childhood Director
June Chasteen, Child Development Mgr.
Theresa Nelson, RSVP Director
Don Tyrrell, Schoolcraft Client Services Worker
Mary Ciminskie, Data System Administrator
Connie Maule, SCP Director
Joe Dehlin, Weatherization/Energy Director

MEMBERS ABSENT

Doug Krienke, excused
Ken Penokie, excused
Cathy Mercier, excused
Dave Moyle

Chair Wigand introduced and welcomed new board member, Kristi Wood, who is representing the Head Start Policy Council. She called on Kim Johnson who introduced June Chasteen, Child Development Mgr. June will be retiring next month after 20 years of service as Childhood Development Manager in the Early Childhood Program.

APPROVAL OF MAY 8, 2014 GOVERNING BOARD MINUTES

Members received a draft of the May 8, 2014 Governing Board minutes for their review. There were no questions or comments and ***THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer LaFoille who reported that the Finance Committee met several times and has reviewed and recommends approval of the CAA April Accounts Payable Schedule, ***MOTION TO APPROVE BY SUSAN PHILLIPS, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

The committee also recommends approval of the CAA May A/P Schedule, ***MYRA CROASDELL MOVED TO APPROVE, GERI NELSON SUPPORTED THE MOTION; MOTION CARRIED.***

The committee also recommends approval of the CAA June A/P Schedule and it was approved **WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY SUSAN KLEIKAMP, MOTION CARRIED.**

The committee also reviewed and recommended a sole source purchase of a bus for the Early Childhood Program from the Holland Bus Company for \$47,796. *(They advertised for bids and only received one)* **TOM LIPPENS MOVED TO APPROVE THE BUS BID FROM THE HOLLAND BUS COMPANY FOR \$47,796, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

The committee reviewed and recommended a sole source purchase for repaving the parking lot at the Escanaba Head Start Center from Payne & Dolan for \$59,842. *(They advertised for bids and only received one).* **SUSAN KLEIKAMP MOTIONED TO APPROVE THE BID FOR REPAVING FROM PAYNE AND DOLAN FOR \$59,842, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The Finance Committee reviewed and recommended acceptance of the audit for the fiscal year ending 9/30/13. There were no findings. Members were sent the audit summary and if anyone wishes for a full copy of the audit, staff will be happy to provide one. **MS. MOBERG MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/13, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

Mr. LaFoille called on Kim Johnson who informed the members that the former Catholic School in Menominee is for sale and we would like to investigate the feasibility of purchasing the building for our Early Childhood Program, Client Services and Senior Services as both of our current facilities are extremely old and in disrepair.

TOM LIPPENS MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. (see attachments A-1, A-2, A-3, A-4)

SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who reported that a representative from our worker's comp. carrier reviewed our accident history since the first of the year. There were six accidents. He recommended that we refer all of our employees who have work related accidents to Occupational Health as that is all they deal with.

The committee reviewed one accident where a center aide hit her head on a fire extinguisher mount after picking up a toy. **OMER DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment B)**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the Personnel Committee had its initial meeting to begin reviewing and revising the Personnel Policies. Staff will provide the committee with an initial marked up copy by fall. The process will take several months as we are waiting for direction regarding the new operational standards requirement for policies to be reviewed by an attorney every five years. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

Ms. Wigand turned the meeting over to Mr. LaFoille to conduct the election of officers. Mr. LaFoille gave the following slate of officers and asked three times for further nominations from the floor for each office. Chair – Karen Wigand, Vice-Chair – Myra Croasdell, Treasurer – Dan LaFoille, Secretary – Ken Bryant.

There were no further nominations. **DAVE ANTHONY MOVED TO APPROVE THE SLATE OF OFFICERS AS PRESENTED, SECONDED BY TOM LIPPENS; MOTION CARRIED.** Ms. Wigand congratulated the officers and thanked them for agreeing to serve.

The committee also recommended that Gil Vandenhouten's resignation be accepted with regret. Mr. Vandenhouten has some health complications that make it difficult for him to get to the meetings. Staff have been instructed to see if another representative of the senior citizens of Northern Menominee County can be appointed. **MR. LAFOILLE MOVED TO ACCEPT GIL VANDENHOUTEN'S RESIGNATION WITH REGRET, SECONDED BY JULIE MOBERG; MOTION CARRIED. (see attachment C)**

ACCEPTANCE OF HEAD START/EARLY HEAD START MAY & JUNE MONTHLY REPORTS

Members received a copy of the Head Start/Early Head Start May & June monthly reports for their review. There were no questions or comments and **THEY WERE ACCEPTED UPON A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

ACCEPTANCE OF 5/28/14 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 5/28/14 Head Start Policy Council minutes and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

APPROVAL TO SUBMIT HEAD START CONTINUATION GRANT FOR 11/1/14 – 10/31/15

The Chair informed the members that there was a meeting on Tuesday to review the HS/EHS program design and budget. She thanked the board members who participated in that process. She called on Kim Johnson who reported that fortunately, where the eligible children are this year there should be very little changes to classrooms and staffing patterns, which is great. She noted that the grant will be for five years, rather than three as was the case previously. She provided a handout for the members to review. **(see attachment D) MR. STAPLETON MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/14 – 10/31/15; SUSAN KLEIKAMP SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL TO SUBMIT EARLY HEAD START CONTINUATION GRANT FOR 11/1/14 – 10/31/15

TOM LIPPENS MOVED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/14 – 10/31/15, SECONDED BY DAVE ANTHONY; MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on Cathy Pearson to give the Executive Director's report in Bill's absence. She informed the members that Bill was unable to attend today's meeting as his wife has had some ongoing health complications following a surgery about eight weeks ago. He has a fluctuating schedule but is available to the staff and board.

She noted that several years ago when we were raising mileage from \$.45 to \$.48 cents per mile, one of our former members suggested that board members' mileage not be increased. Bill thinks the board should be reimbursed the same as everyone else. **MR. LAFOILLE MOVED TO HAVE MILEAGE REIMBURSEMENT FOR BOARD MEMBERS THE SAME AS STAFF, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.** The Chair noted that back when that decision was made we had a 27 member board, and now we are down to 21.

Ms. Pearson reminded the members that at the May board meeting Mr. Dubord reported that there are new organizational standards coming out and he reviewed the items that our agency needs to work on. Compliance for these standards has been delayed until October, 2015 but he wanted to assure the board that staff are working on these items to assure we are compliant by the due date. Staff will also be working on a success plan and completing a risk assessment. ***SUSAN KLEIKAMP MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:10 p.m. WITH A MOTION FROM MR. LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

THE NEXT MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 4, 2014

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

Attachment "A2"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 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	\$	262,596
EARLY HEAD START		77,863
EARLY-ON CHILDHOOD		214
GSRP		61,264
ASSET & LIABILITY ACCOUNTS		56,090
TOTAL	\$	<u>458,026</u>

SIGNED


(TREASURER)

DATE

6/10/17

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	\$	109,196
EARLY HEAD START		69,682
EARLY-ON CHILDHOOD		5
GSRP		19,899
ASSET & LIABILITY ACCOUNTS		69,834
TOTAL	\$	268,615

SIGNED 
(TREASURER)

DATE _____

FINANCE COMMITTEE MEETING

Tuesday, July 22, 2014

11:00 a.m.

MINUTES

The following were present: Omer Doran, Dan LaFoilie, Julie Moberg, Karen Wigand, Kris Thibeault, Kim Johnson and Cathy Pearson. Pastor Levin and Bill Dubord excused

The committee reviewed the CAA May & June credit card charges. Questions were raised about cell phones for staff and how we handle that. Currently the agency pays for the person's cell phone but it can be used as their personal phone too. The members want staff to check with the auditors to see if this is an acceptable practice. It was noted that most places have employees track their personal usage and pay a portion of the bill. The board expressed concern about grant audits and tax implications for both the Agency and the employees.

The committee reviewed the HRA May & June credit card charges.

The committee reviewed the CAA May and June Accounts Payable Schedules. After some discussion it was noted that a large amount of expenditures were for training and tuition reimbursement, which is mandated by the cost of living grant. **THE MAY CAA A/P SCHEDULE WAS APPROVED WITH A MOTION FROM OMER DORAN; SECONDED BY JULIE MOBERG; MOTION CARRIED. THE JUNE CAA A/P SCHEDULE WAS APPROVED WITH A MOTION FROM MS. MOBERG; SECONDED BY OMER DORAN; MOTION CARRIED.** The members asked if paid checks ever leave the Finance Dept. Kris explained that typically program directors or other staff needing have a paid bill pulled, it is done by the Finance Dept. staff and is usually looked at while in the Finance Dept.

Ms. Wigand asked how often we look at engineering firms when deciding to utilize one, or do we always use the same company? Ms. Johnson indicated she is not sure but she will check. Often there is an advantage to utilizing a company that's familiar with your property(ies), however, it was suggested that we should periodically do a cost check to ensure we are getting the best value.

Kim Johnson informed the members that we advertised for bids for a bus but only received one from the Holland Bus Company for \$47,796. **JULIE MOBERG MOVED TO RECOMMEND APPROVAL OF THE BUS BID FROM THE HOLLAND BUS COMPANY TO THE FULL BOARD, SECONDED BY OMER DORAN; MOTION CARRIED.**

Kim also told the committee that they advertised for bids to repave the parking lot at the Escanaba Head Start Center and received one bid from Payne & Dolan for \$59,842. **MR. DORAN MOVED TO RECOMMEND TO THE BOARD APPROVAL OF THE BID FROM PAYNE AND DOLAN TO REPAVE THE ESCANABA HEAD START PARKING LOT; JULIE MOBERG SUPPORTED THE MOTION; MOTION CARRIED.**

Treasurer LaFoilie called on Kim Johnson who explained that there may be an opportunity for us to purchase the former Catholic School in Menominee for our Early Childhood Program and possibly Client Services which are currently housed in the very old Evergreen School. It would also be beneficial if we could move our Senior Center into that facility as the current building is also very old. It was noted that staff will investigate the feasibility of a possible purchase but would not do so without Finance and Board approval. Ms. Wigand asked that staff get current space cost information for them to compare against if we decide to put an offer in.

Due to another committee meeting scheduled for noon, the Finance Committee moved to table the remainder of the business until Thursday, July 24, 2014 at 11:00 a.m.

The meeting adjourned at noon **WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

Those present: Julie Moberg, Dan LaFoilie, Omer Doran, Pastor Levin, Karen Wigand, Kris Thibeault, Sally Kidd and Cathy Pearson

The committee reviewed the HRA May and June Accounts Payable Schedules. **THE MAY HRA A/P SCHEDULES WERE APPROVED WITH A MOTION FROM OMER DORAN; SECONDED BY PASTOR LEVIN; MOTION CARRIED. THE JUNE HRA A/P SCHEDULES WERE APPROVED WITH A MOTION FROM OMER DORAN; SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

Sally informed the members about an offer from Patt Besse to purchase a building to house the Perspectives Adult Day Care. Mrs. Besse had a son with dementia issues so this program is very near and dear to her heart. She is interested in purchasing a building next to the Penstar Building, including any renovations that may be needed. We currently lease space next to the Penstar Building for \$1,200/month. Mrs. Besse makes the offer with no strings attached other than to have the building named after her son Gary Abrahamson. If the program ends up folding in a few years the building would be ours. The committee suggested Sally check on whether there might be any tax issues, estimate the amount of utilities and have an inspector check out the building. **JULIE MOBERG MOVED TO HAVE STAFF PROCEED WITH FURTHER INVESTIGATION FOR OBTAINING A BUILDING PURCHASED BY PATT BESSE, SECONDED BY OMER DORAN; MOTION CARRIED.**

Cathy indicated that a few years ago when we were reviewing mileage reimbursement and raising from \$.45 to \$.48/mile a board member suggested that the board rate stay and \$.45 and the members concurred. Bill recommends that the board mileage reimbursement rate be the same as staff's. **JULIE MOBERG MOVED TO RECOMMEND TO THE MEMBERS THAT THE BOARD MILEAGE RATE BE THE SAME AS STAFF MILEAGE REIMBURSEMENT, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

The meeting adjourned at 11:45.

**SAFETY COMMITTEE MEETING
ADMINISTRATIVE OFFICE, ESCANABA**

June 26, 2014

10:00 a.m.

MINUTES

The meeting was called to order with the following in attendance: Mike Taylor, Omer Doran, Tom Lippens, Mari Negro, Cathy Mercier, Cathy Pearson, Debby Wiltzius, Pat Royer, Kim Johnson and Pat Johnson.

Mike Taylor, Accident Fund representative, recapped our current accident policy effective Jan. 1, 2014 through the present time. He indicated the frequency of accidents is down from years past. To date six accidents have been reported: two slips and falls and four miscellaneous accidents. For the first 28 days we can mandate what medical personnel employees can see. Dr. Rose, an excellent Occupational Therapist for Delta County comes highly recommended. He only sees people with work related issues, rehabilitates them and gets them back to work as quickly as possible. Mike will try and set up a specific doctor to send employees in Menominee County to. Presently Schoolcraft County has no medical personnel willing to work with Worker's Comp. issues. Mileage will be paid for injured employees willing to travel to Escanaba to receive proper medical attention.

Debby informed Mike that before the winter months approach, a meeting is held for pertinent staff on safety procedures, including appropriate footwear for the winter months, etc. Safety posters are displayed at the senior centers and safety reminders occasionally inserted with employee paychecks.

Jill stated she does not have access to employee's medical treatment due to HIPPA. At times she has no idea if they are still being treated or released. Mike suggested we could check into developing a form asking for the injured employee's permission to check on the status of their injury if necessary. Jill reported she has a difficult time staying up to date with claims and medical bills. Mike will check with Madigan/Pingatore to see if they will be more diligent in keeping Jill informed.

The Safety Committee reviewed the following two accidents:

- 1) **Personal Care Service:** An aide was removing clothes from the washer and putting them in the dryer. During the process of twisting from the washer to the dryer she experienced pain in her lower back. She did seek medical attention and returned to work capable of performing light work duty. There was no lost work time. On May 15th she went back to the doctor who re-opened the case and scheduled an MRI. This incident is being further investigated and this claim may be denied.
- 2) **Early Childhood Program:** The center aide bent over to pick up a toy. When she stood up she hit her head on the receptacle that holds the fire extinguisher. She did seek medical treatment and there was no lost work time. A short time later she experienced vision issues. She missed a couple of days of work and then returned to work with no restrictions. Recommendation: Be more aware of your surroundings. This was just an unfortunate accident.

The meeting adjourned at 11:05 a.m. with a motion from Tom Lippens, supported by Pat Johnson. Meeting adjourned.

NOMINATING COMMITTEE MEETING

Tuesday, July 22, 2014

12:00 noon

MINUTES

The following were present: Omer Doran, Dan LaFoille, Dave Anthony, Karen Wigand and Cathy Pearson John Stapleton, excused

It was noted that Karen Wigand appointed Julie Moberg to replace Gil Vandenhouten on the Nominating Committee.

The members were given the draft ballot for their review and **IT WAS APPROVED WITH A MOTION FROM JULIE MOBERG; SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

The committee was informed that Gil Vandenhouten called earlier in the month to resign from the Governing Board. He has had health issues that have made it difficult for him to attend the meetings. He was representing the Hermansville Senior Center. **MR. LAFOILLE MOVED TO ACCEPT GIL VANDENHOUTEN'S RESIGNATION, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee noted that if there is an appropriate replacement from one of the Northern Menominee County Senior Centers that's appropriate, that would be good. They directed staff to check into this.

The committee was reminded that John Stapleton's term expires at the end of this month. Cathy told the members that he is interested in continuing to serve. Currently he represents the Schoolcraft County Transit Board. The members noted that if they wish to reappoint him that would be good. This can be revisited once we can clear up his status with Schoolcraft County Transit as a good source indicated he may be moving to Garden.

There being no other business **THE MEETING ADJOURNED AT 12:28 WITH A MOTION FROM DAN LAFOILLE; SUPPORTED BY JULIE MOBERG; MOTION CARRIED.**

2014-15 ECP Program Design Status and Projections
as of July 21, 2014

Escanaba ECC

2013-14

1 HS CB Class (@17-18)

2 HS/GSRP SD Classes (@16)

1 GSRP SD Class (@ 16)

2 HS CO-3 Classes (@ 14)

2 EHS CO-2 Classes (@ 8)

Projection for 2014-15

3 HS CB Class (@17-18)

2 HS/GSRP SD Classes (@16)

0 GSRP SD Classes

2 HS CO-3 Classes (@ 14)

2 EHS CO-2 Classes (@ 8)

Soo Hill ECC

1 HS/GSRP SD (@ 16)

Projection for 2014-15

??? Note: Possibility that one of the ECC SD
can go here

Webster ECC

1 HS/GSRP SD (@ 16)

Projection for 2014-15

1 HS/GSRP SD (@ 16)

Gladstone ECC

2012-13

1 HS CO-3 (@14)

Projection for 2014-15

1 HS CO-3 (@14)

Cameron ECC

1 HS/GSRP SD (@ 16)

Projection for 2014-15

1 HS/GSRP SD (@ 16)

Manistique

2013-14

1 HS CB Class (@ 17-18)

1 CO-3 Class (@ 14)

Projection for 2014-15

1 HS/GSRP SD Class (@ 16)

1 CO-3 Class (@ 14)

Menominee

2013-14

2 HS/GSRP SD Classes (@ 16)

1 HS CO-3 Class

Projection for 2014-15

2 HS/GSRP SD Classes (@ 16)

1 HS CO-3 Class (@14)

Rapid River

2013-14

1 HS CO-3 Class (@ 14)

Projection for 2014-15

??? May need to consider opening enrollment opportunity to fee-paying students to fill class (9 HS + 5)

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Projected 2014-15 Program Design Summary

2013-14

8 HS Part-Day Classes

7 HS/GSRP School-Day Classes

1 GSRP School-Day Class

2 Infant/Toddler Classes

2014-15

9 HS Part-Day Classes

7 HS/GSRP School-Day Classes

0 GSRP School-Day Classes

2 Infant/Toddler Classes

Projected Staff Changes

2013-14

16 FT Preschool Teachers

7 PT Preschool Teaching Asst. (31-34 h per wk)

9 PT Preschool Teaching Asst. (< 30 h per wk)

26 PT Preschool Center Aides

5 PT FSWs

6 PT HS Preschool Bus Drivers

2014-15

No change

No change

No change

No change

No change

No change

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, July 24, 2014
1:00 p.m. (EDT)

MINUTES

Chair Wigand called the meeting to order at 1:11 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Pastor Ingmar Levin, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Ken Bryant, Schoolcraft
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Doug Krienke, excused
Ken Penokie, excused
Cathy Mercier, excused
Dave Moyle

Chair Wigand introduced and welcomed new board member, Kristi Wood, who is representing the Head Start Policy Council. She called on Cathy Pearson who introduced Mary Ciminskie, Data Systems Manager and Don Tyrrell, Schoolcraft Co. Client Service Worker.

APPROVAL OF MAY 8, 2014 GOVERNING BOARD MINUTES

Members received a draft of the May 8, 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 GERI NELSON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met several times and has reviewed and recommends approval of the HRA April Accounts Payable Schedule, ***MOTION TO APPROVE BY SUSAN PHILLIPS, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

The committee also recommends approval of the HRA May A/P Schedule, ***MYRA CROASDELL MOVED TO APPROVE, GERI NELSON SUPPORTED THE MOTION; MOTION CARRIED.***

The committee also recommends approval of the HRA June A/P Schedule and it was approved ***WITH A***

MOTION FROM TOM LIPPENS, SUPPORTED BY SUSAN KLEIKAMP, MOTION CARRIED.

The Finance Committee reviewed and recommended acceptance of the audit for the fiscal year ending 9/30/13. There were no findings. Members were sent the audit summary and if anyone wishes for a full copy of the audit, staff will be happy to provide one. **JOHN STAPLETON MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/13, SECONDED BY GERI NELSON; MOTION CARRIED.**

TOM LIPPENS MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED. (see attachments A-1, A-2, A-3, A-4)

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The committee reviewed one accident. A Personal Care Aide hurt her back moving laundry from a washer to a dryer. She sought medical attention and returned to work but her case is being reopened. **OMER DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (see attachment B)**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the Personnel Committee had its initial meeting to begin reviewing and revising the Personnel Policies. Staff will provide the committee with an initial marked up copy by fall. The process will take several months as we are waiting for direction regarding the new operational standards requirement for policies to be reviewed by an attorney every five years. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY MYRA CROASELL; MOTION CARRIED.**

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The committee also recommended that Gil Vandenhouten's resignation be accepted with regret. Mr. Vandenhouten has some health complications that make it difficult for him to get to the meetings. Staff have been instructed to see if another representative of the senior citizens of Northern Menominee County can be appointed. **MR. LAFOILLE MOVED TO ACCEPT GIL VANDENHOUTEN'S RESSIGNATION WITH REGRET, SECONDED BY GERI NELSON; MOTION CARRIED. (see attachment C)**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following program reports for their review: May/June FGP, May/June SCP, March/April RSVP, May/June Weatherization, third quarter Senior Citizen Program. There were no questions

or comments and **THEY WERE ACCEPTED UPON A MOTION FROM SUSAN PHILLIPS, SECONDED BY MR LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review: 4/29/14 (Mid-Co.) FGP; 5/2 (Delta), 5/20 (Menominee) & 6/24/14 (Schoolcraft) SCP; 3/11 (M/M), 5/13 (M/M) & 5/28/14 (Delta) RSVP; 4/24 (Escanaba) & 5/21/14 (Menominee) Senior Center PAC minutes. There were no questions **AND THEY WERE ACCEPTED UPON A MOTION FROM MS. PHILLIPS, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

APPROVAL TO SUBMIT CSBG INITIAL GRANT APPLICATION FOR \$175,000

The Chair called on Cathy Pearson, Executive Assistant, who reported that this is our initial grant for the Community Services Block Grant (CSBG) funds that fund part of administrative overhead, Client Services staff and assist programs that can't pay their full share of administrative and/or finance costs. She reported that this is flat funding (the same amount as last year and significantly reduced from a few years ago). Typically we will get an increased grant award once carry forward funds are known. **MR. ROBERT MOVED TO APPROVE THE SUBMISSION OF THE CSBG INITIAL GRANT APPLICATION, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF WEATHERIZATION MONITORING REPORT DATED 7/10/14

Members were mailed a copy of the Weatherization Monitoring report dated 7/10/14. Ms. Wigand called on Joe Dehlin who noted the only recommendation pertained to clicking on the ASHRAE tab in the database.

ACCEPTANCE OF UPCAP MONITORING REPORT DATED 6/24/14

Ms. Wigand called on Sally Kidd, Senior Services Director, who noted that there were no compliance issues. There were some findings that she will be reviewing with pertinent staff to correct. One example is whether or not we need proof of insurance for all of our staff who drive for work (even if it's not a regular part of their job). **SUSAN KLEIKAMP MOVED TO ACCEPT THE UPCAP MONITORING REPORT DATED 6/24/14, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on Cathy Pearson to give the Executive Director's report in Bill's absence. She informed the members that Bill was unable to attend today's meeting as his wife has had some ongoing health complications following a surgery about eight weeks ago. He has a fluctuating schedule but is available to the staff and board.

She noted that several years ago when we were raising mileage from \$.45 to \$.48 cents per mile, one of our former members suggested that board members' mileage not be increased. Bill thinks the board should be reimbursed the same as everyone else. **MR. LAFOILLE MOVED TO HAVE MILEAGE REIMBURSEMENT FOR BOARD MEMBERS THE SAME AS STAFF, SUPPORTED BY MR. BRYANT; MOTION CARRIED.** The Chair noted that back when that decision was made we had a 27 member board, and now we are down to 21.

Ms. Pearson reminded the members that at the May board meeting Mr. Dubord reported that there are new organizational standards coming out and he reviewed the items that our agency needs to work on. Compliance for these standards has been delayed until October, 2015 but he wanted to assure the board that

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staff are working on these items to assure we are compliant by the due date. Staff will also be working on a succession plan and completing a risk assessment.

Ms. Pearson told the board that staff continues to work with Lori Pung and Associates on the analysis of our Thornrtree Development Project as we are approaching the 15 year mark whereby we decide the future of our involvement in the project.

Members were notified that we just received another Community Development Block Grant (CDBG) for Delta County. It is for \$207,300 for two years and the target areas are Escanaba, Gladstone and Garden. The funds are for things like repairing/replacing roof, siding, window, plumbing, heating, septic/well repair. There is a limit of \$24,999 per house.

Cathy called on Sally Kidd who notified the board that Pat Besse has offered to buy a building to house the Perspectives Adult Day Carre. She is interested in a building next to the PenStar Building and would make any needed renovations as well. She makes the offer with no strings attached other than we name the building after her son Gary Abrahmson who suffered from dementia. The Finance Committee has instructed Sally to check on whether there may be any tax or zoning issues, estimate the amount and utilities and have an inspector check out the building.

On behalf of the Executive Director, Cathy thanked the board members for giving of their time and expertise.

JOHN STAPLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY GERI NELSON; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair called on Mr. LaFoille who thanked staff for all they do, particularly in Bill's absence.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:38 WITH A MOTION FROM MR. ANTHONY, SECONDED BY MS. CROASDELL; MOTION CARRIED.***

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

Attached "A-2"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 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	\$	180,532
VOLUNTEER PROGRAMS		52,542
NUTRITION		105,154
STATE & LOCAL PROGRAMS		228,353
ENERGY AND HOUSING		94,604
ASSET & LIABILITY ACCOUNTS		60,187
TOTAL	\$	721,372

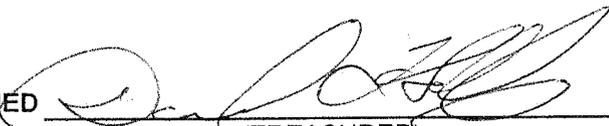
SIGNED


(TREASURER)

DATE _____

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	\$	123,910
VOLUNTEER PROGRAMS		38,590
NUTRITION		80,195
STATE & LOCAL PROGRAMS		95,259
ENERGY AND HOUSING		65,016
ASSET & LIABILITY ACCOUNTS		82,725
TOTAL	\$	485,694

SIGNED 
(TREASURER)

DATE _____