

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

**GOVERNING BOARD MEETING  
Thursday, November 8, 2012  
511 First Avenue North, Escanaba MI  
1:30 p.m. (EST)**

**MINUTES**

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

**MEMBERS PRESENT**

Ken Bryant, Schoolcraft  
Gil Vandenhouten, Menominee  
Myra Croasdell, Delta  
Cathy Mercier, Menominee  
Walter Multerer, Menominee  
Dan LaFoille, Schoolcraft  
John Stapleton, Schoolcraft  
Eileen Martin, Schoolcraft  
Geri Nelson, Delta  
Bernie Lang, Menominee  
Omer Doran, Schoolcraft  
Susan Phillips, Schoolcraft  
Pastor Ingmar Levin, Schoolcraft  
Karen Wigand, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Betsy Bennett, UAW 2172 Representative  
Jennifer Anderson, UAW Unit 6 Chair  
Mary Bunnin, FGP Director  
Kim Johnson, Early Childhood Director  
Connie Maule, SCP Director  
Joe Dehlin, Weatherization Director  
Sally Kidd, Senior Services Director  
Theresa Nelson, RSVP Director

**MEMBERS ABSENT**

Julie Moberg, excused  
Beth Pletcher, excused  
Dave Anthony, excused  
Mari Negro, excused  
Tom Lippens  
Dave Moyle

Ms. Wigand introduced and welcomed new board member Cathy Mercier who is replacing Brenda Moya as the U.P. Rural Health representative.

**APPROVAL OF OCTOBER 11, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the October 11, 2012 Governing Board minutes for their review. There were no questions or comments and **THEY WERE APPROVED WITH A MOTION FROM WALTER MULTERER, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the September Accounts Payable schedule and **HE MOVED THEY BE APPROVED, SECONDED BY BERNIE LANG; MOTION CARRIED. (see attachment "A").**

**ACCEPTANCE OF 8/20 & 9/19/12 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 8/20 & 9/19/12 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM JOHN STAPLETON, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

**APPROVAL OF 2013 GOVERNING BOARD MEETING SCHEDULE**

Members received a proposed meeting schedule for 2013 and it was noted that the December meeting should be the 5<sup>th</sup> rather than the 6<sup>th</sup>. **OMER DORAN MOVED TO APPROVE THE 2013 BOARD MEETING SCHEDULE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on Bill Dubord who reported that we received a Notice of Funding Award (NOFA) for Head Start/Early Head Start that is only for a partial year (until March) as the Federal Government is operating under a Continuing Resolution.

He informed the board that tax and spending disagreements continue to plague our government. This is raising fear for the "Fiscal Cliff" and sequestration if something isn't done before the first of the year. If nothing is resolved an 8% across the board cut will be made to all federal programs.

**PASTOR LEVIN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand called on Jennifer Anderson, Unit 6 Chair for Head Start Local 2172. She introduced Betsy Bennett, International Representative. Ms. Anderson told the board that the union membership asked her to speak on their behalf to create a positive relationship between management and labor. To help achieve this, more open communication between labor and management with more face to face time rather than emails is encouraged. They also hope to strengthen labor/management meetings and not reschedule them. She noted that the union wants a fair and equal workplace as well as equal say in developing policies.

**ADJOURNMENT**

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

**THE NEXT MEETING IS THURSDAY, DECEMBER 6, 2012 AT 1:30 P.M. (est)**

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2012 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	\$	135,140
EARLY HEAD START		53,327
EARLY-ON CHILDHOOD		854
GSRP		20,070
HANNAHVILLE FUNDS		3,994
ASSET & LIABILITY ACCOUNTS		77,798
<b>TOTAL</b>	<b>\$</b>	<b>291,183</b>

SIGNED   
(TREASURER)

DATE 11/8/12

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

**GOVERNING BOARD MEETING  
Thursday, November 8, 2012  
511 First Avenue North, Escanaba MI  
1:45 p.m. (EST)**

**MINUTES**

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

**MEMBERS PRESENT**

Ken Bryant, Schoolcraft  
Gil Vandenhouten, Menominee  
Myra Croasdell, Delta  
Cathy Mercier, Menominee  
Walter Multerer, Menominee  
Dan LaFoille, Schoolcraft  
John Stapleton, Schoolcraft  
Eileen Martin, Schoolcraft  
Geri Nelson, Delta  
Bernie Lang, Menominee  
Omer Doran, Schoolcraft  
Susan Phillips, Schoolcraft  
Pastor Ingmar Levin, Schoolcraft  
Karen Wigand, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Betsy Bennett, UAW 2172 Representative  
Jennifer Anderson, UAW Unit 6 Chair  
Mary Bunnin, FGP Director  
Kim Johnson, Early Childhood Director  
Connie Maule, SCP Director  
Joe Dehlin, Weatherization Director  
Sally Kidd, Senior Services Director  
Theresa Nelson, RSVP Director

**MEMBERS ABSENT**

Julie Moberg, excused  
Beth Pletcher, excused  
Dave Anthony, excused  
Mari Negro, excused  
Tom Lippens  
Dave Moyle

Ms. Wigand introduced and welcomed new board member Cathy Mercier who is replacing Brenda Moya as the U.P. Rural Health representative.

**APPROVAL OF OCTOBER 11, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the October 11, 2012 Governing Board minutes for their review. There were no questions or comments and **THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the September Accounts Payable schedule and **HE MOVED THEY BE APPROVED, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "A").**

**ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received copies of the Weatherization, Senior Companion and Senior Services monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

**APPROVAL OF 2013 GOVERNING BOARD MEETING SCHEDULE**

Members received a proposed meeting schedule for 2013 and it was noted that the December meeting should be the 5<sup>th</sup> rather than the 6<sup>th</sup>. **JOHN STAPLETON MOVED TO APPROVE THE 2013 BOARD MEETING SCHEDULE, SECONDED BY MR. DORAN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on Bill Dubord who informed the members that our CSBG, LIHEAP, Weatherization, Tax Prep and Deliverable Fuels programs were monitored by DHS on 10/31 & 11/1/12.

The monitoring went well with no findings and very minor recommendations.

Members were given a copy of the latest agency annual report for October 1, 2011 – September 30, 2012.

The Executive Director announced that we have received \$219,000 in deliverable fuel funds. We are now required to get receipts at the time of delivery per our contract.

The auditors will be in doing preliminary work at the end of November.

Mr. Dubord reminded the members that we are still dealing with the lease at the Escanaba Senior Center after the City of Escanaba added a clause requiring us to monitor and bar anyone on the sexual registry from attending the center. The City does not require this at any of their other facilities. We are currently operating under our old lease and are meeting with the City next week to come to some resolution. In the meantime, a locking gate is engaged between the Civic Center and the Senior Center.

**PASTOR LEVIN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand called on Cathy Pearson who announced that we will be reinstating the Walk for Warmth in Schoolcraft County. We will be holding a walk and a breakfast on Saturday, February 23<sup>rd</sup> and this will coincide with Manistique's Snow Fest. Mr. LaFoille and Pastor Levin have agreed to serve on the steering committee. Ms. Pearson noted Don Tyrrell and Belinda Gardapee can use all the help they can get in getting this campaign off the ground. Susan Phillips indicated she would help as well.

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The Executive Director wished the deer hunters luck and everyone else a Happy Thanksgiving.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:10 P.M. WITH A MOTION FROM KEN BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, DECEMBER 6, 2012 AT 1:30 P.M. (est)**

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2012 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	185,515
VOLUNTEER PROGRAMS		60,051
NUTRITION		120,275
STATE & LOCAL PROGRAMS		80,347
ENERGY AND HOUSING		41,613
ASSET & LIABILITY ACCOUNTS		70,317
<b>TOTAL</b>	<b>\$</b>	<b>558,118</b>

SIGNED

  
(TREASURER)

DATE

11/8/12

