

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
*Thursday, March 8, 2012
1:30 p.m. (EST)*

MINUTES

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

MEMBERS PRESENT

Omer Doran, Schoolcraft
Mari Negro, Menominee
Pastor Ingmar Levin, Schoolcraft
Dave Anthony, Menominee
Tom Lippens, Delta
Gil Vandenhouten Menominee
Walter Multerer, Menominee
John Stapleton, Schoolcraft
Dan LaFoille, Schoolcraft
Karen Wigand, Delta
Bernie Lang, Menominee
Brenda Moya, Menominee
Ruth Helwig, Delta
Beth Pletcher, Menominee
Myra Croasdell, Delta
Ken Penokie, Delta

OTHERS PRESENT

Marv Mayer
William Dubord, Executive Director
Beau Miller, Finance Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, Housing Manager
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Joe Dehlin, Weatherization Director

MEMBERS ABSENT

Geri Nelson, excused
Ken Bryant, excused
David Moyle

APPROVAL OF FEBRUARY 9, 2012 GOVERNING BOARD MINUTES

Members received a copy of the February 9, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

PRESENTATION OF PLAQUE TO MARV MAYER

The Chair and Executive Director presented a plaque to Marv Mayer for his 17 years of service as an Executive Committee and Governing Board member.

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the Accounts Payable schedule for February and **HE RECOMMENDS ACCEPTANCE OF THE ACCOUNTS PAYABLE SCHEDULE, SECONDED BY BERNIE LANG; MOTION CARRIED.** (see attachment "A").

NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the committee met today and moves acceptance of the resignations of Charmaine Lehman and George Lyon with regret. **MR. LAFOILLE MOVED TO ACCEPT THEIR RESIGNATIONS, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the letter from the Germfask Area Service Club, reappointing Ken Bryant. **TOM LIPPENS MOTIONED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed the proposed board composition since we are going from 27 members to 21. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN; SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED. (see attachment "B").**

SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who noted that the Safety Committee met today and reviewed one accident in the Early Childhood Program involving a teacher lifting a child that had fallen down. She hurt her lower back and saw a chiropractor and doctor but is back to work with no restrictions. She was reminded to always use safe lifting techniques. **DAVE ANTHONY MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, MR. VANDENHOUTEN SUPPORTED THE MOTION; MOTION CARRIED.** It was noted that SSN's should be blacked out of any reports sent to the committee. **(see attachment "C").**

APPROVAL OF BY-LAWS REVISION

Members were mailed a copy of the proposed By-laws for their review. It was noted that the changes made to the By-laws are a result of changing the board size from 27 to 21. **MR. DORAN MOVED TO APPROVE THE BY-LAWS REVISION AS PRESENTED, MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF ECP JANUARY & FEBRUARY MONTHLY REPORTS

Members received a copy of the January and February Early Childhood Program monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Bill Dubord who reported that Kim Johnson is at a Labor Management Conference today at the Island Resort and Casino.

He noted that we have not received any instructions for the COLA grant submission. He also told the members that although funding looks to be pretty stable for the Early Childhood Program next year, it is difficult to maintain all the staff and services when operational costs continue to rise.

CA A Governing Board Minutes

Thursday, March 8, 2012

Page 3

He reminded the members that the Early Childhood annual program evaluation will take place at the end of the month. If you have not returned your card indicating whether or not you would like to help, you may still do so. **OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:58 P.M. WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

FINANCE COMMITTEE MEETING
Wednesday, March 7, 2012
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. by Chair, Dan LaFoilie. The following were in attendance: Dan LaFoilie, Omer Doran, Bernie Lang. Karen Wigand and Rev. Levin have asked to be excused.

The committee reviewed the CAA Accounts Payable Schedule for February. **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, 2ND BY BERNIE LANG, MOTION CARRIED.**

The committee reviewed the HRA Accounts Payable Schedule for February. **IT WAS APPROVED WITH A MOTION FROM MR. LANG, 2ND BY OMER DORAN, MOTION CARRIED.**

The committee reviewed CAA credit card charges for 12/24 – 1/25/2012.

The committee reviewed HRA credit card charges for 1/20 – 3/17/2012.

Mr. Dubord updated the committee on the situation with the Weatherization Program. He reported that with the wind down of ARRA funding, uncertainty with funding after April 1st, as well as contract issues with the State of Michigan, he is issuing lay-off letters to all Weatherization employees effective March 30, 2012. Should the picture clear up some or all of the letters could be rescinded. He indicated he is personally meeting with Weatherization staff to update them on the situation.

Also as a result of fiscal pressures, the Finance Dept. is being restructured. The Assistant Finance Director position is being eliminated and a part-time Accounts Payable Clerk position is being added. This effectively changes staffing in the Department from three f-t employees to two f-t and one p-t.

On a positive note, Mr. Dubord informed the committee we have secured a much more favorable rate plan for cell phones provided to agency employees. In addition to much lower rates, there is no contract with individual phones and plans. The meeting adjourned at 11:45 p.m.

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 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	\$	234,125
EARLY HEAD START		44,113
EARLY-ON CHILDHOOD		374
GSRP		11,583
ASSET & LIABILITY ACCOUNTS		23,304
TOTAL	\$	<u>313,499</u>

SIGNED


(TREASURER)

DATE

3-8-12

NOMINATING COMMITTEE MEETING

Thursday, March 8, 2012

12:45 p.m. (EST)

MINUTES

The following were present: Omer Doran, Dan LaFoille, John Stapleton, Tom Lippens, Dave Anthony, Karen Wigand, Bill Dubord, Cathy Pearson.

The committee reviewed the recent resignations from George Lyon and Charmaine Lehman. Mr. Dubord indicated we have another vacancy caused by Gil Sablack's recent death. **TOM LIPPENS MOVED TO ACCEPT THE RESIGNATIONS OF CHARMAINE LEHMAN AND GEORGE LYON; DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.**

Additionally, Ruth Helwig is coming off the board at the end of April. Ken Bryant has been reappointed by the Germfask Area Service Club to represent them as his term expires at the end of April as well. **MR. LAFOILLE MOVED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT TO REPRESENT THE GERMFASK AREA SERVICE CLUB; SECONDED BY MR. ANTHONY; MOTION CARRIED.**

Bill Dubord indicated we would like to have another Early Childhood representative in the Consumer Sector for Delta County. That would make the configuration for Delta County as follows: 2 – Elected Sector, 3 – Private Sector, 2 – Consumer Sector. The Menominee County configuration is good as it stands which is: 3 – Elected Sector, 2 – Private Sector, 2 – Consumer Sector. We need two more consumer representatives for Schoolcraft County. Dan LaFoille has some thoughts on possible candidates and we will ask our Schoolcraft County Intake Worker if he knows of any commodity recipients or anyone else that may be a good fit. Any candidates will be brought before the Nominating Committee before seeking board approval. The Schoolcraft configuration will be: 2 – Elected Sector, 2 – Private Sector, 3 – Consumer Sector.

Bill gave the members a draft of a letter to the County Boards of Commissioners for their review, since it was there suggestion.

The meeting adjourned at 1:13 p.m.

SAFETY COMMITTEE MEETING

March 8, 2012

12:00 noon

MINUTES

The following were in attendance: Omer Doran, Tom Lippens, Mari Negro, Debbie Wiltzius, June Chasteen and Pat Johnson

The committee reviewed the following two accidents:

(Personal Care Service): An aide slipped and fell on black ice while taking out the garbage at a client's home. Her right arm and shoulder were injured. She did seek medical treatment and lost some work time. She has returned to work with no limitations. It was suggested to make sure sidewalks are salted. Debby indicated all aides have access to salt through the Personal Care Program. They should always have a coffee can of salt available in case of need. This is an UPCAP client and Debbie noted UPCAP may have the funding to install rain gutters on this home. This would prevent the water from running off of the roof and hopefully eliminate a lot of the ice that forms on the sidewalk.

When reading over the accident reports Mary Negro noticed full SS #'s are on the accident reports. She suggested these numbers be blacked out. With identity theft so prevalent these numbers could easily fall into the wrong hands just by the mail being delivered to the wrong address.

(Early Childhood Program): The children were waiting in line to board the bus to go home when a child fell down. Instinct took over and the teacher twisted her body to help the child up. During this course of action she injured her lower back. She went to a chiropractor and was advised she needs to see a medical doctor which she did. She did lose some work time but has returned to work with no limitations or follow-up. She was advised to always follow safe lifting techniques.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
*Thursday, March 8, 2012
1:45 p.m. (EST)*

MINUTES

The meeting was called to order at 1:59 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Mari Negro, Menominee
Pastor Ingmar Levin, Schoolcraft
Dave Anthony, Menominee
Tom Lippens, Delta
Gil Vandenhouten Menominee
Walter Multerer, Menominee
John Stapleton, Schoolcraft
Dan LaFoille, Schoolcraft
Karen Wigand, Delta
Bernie Lang, Menominee
Brenda Moya, Menominee
Ruth Helwig, Delta
Beth Pletcher, Menominee
Myra Croasdell, Delta
Ken Penokie, Delta

OTHERS PRESENT

Marv Mayer
William Dubord, Executive Director
Beau Miller, Finance Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, Housing Manager
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Joe Dehlin, Weatherization Director

MEMBERS ABSENT

Geri Nelson, excused
Ken Bryant, excused
David Moyle

The Chair indicated at the last minute we discovered we need to add to the agenda – Fair Housing Resolution, ***THIS WAS DONE WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

APPROVAL OF FEBRUARY 9, 2012 GOVERNING BOARD MINUTES

Members received a copy of the February 9, 2012 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

PRESENTATION OF PLAQUE TO MARV MAYER

The Chair and Executive Director presented a plaque to Marv Mayer for his 17 years of service as an Executive Committee and Governing Board member.

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the Accounts Payable schedule for February and ***HE RECOMMENDS ACCEPTANCE OF THE***

ACCOUNTS PAYABLE SCHEDULE, SECONDED BY MR. DORAN; MOTION CARRIED. (see attachment "A").

NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the committee met today and moves acceptance of the resignations of Charmaine Lehman and George Lyon with regret. **OMER DORAN MOVED TO ACCEPT THEIR RESIGNATIONS, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the letter from the Germfask Area Service Club, reappointing Ken Bryant. **TOM LIPPENS MOTIONED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed the proposed board composition since we are going from 27 members to 21. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. LANG; SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED. (see attachment "B").**

SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who noted that the Safety Committee met today and reviewed one accident in the Personal Care Program. An Aide slipped on ice while working at a client's home. She sought treatment and lost some work time but is back with no restrictions. PCA Aides will be reminded to take a coffee can with salt with them (it is available through the program). **MR. MULTERER MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.** It was noted that social security numbers should be blacked out of any reports sent to the committee. **(see attachment "C").**

APPROVAL OF BY-LAWS REVISION

Members were mailed a copy of the proposed By-laws for their review. It was noted that the changes made to the By-laws are a result of changing the board size from 27 to 21. **MR. PENOKIE MOVED TO APPROVE THE BY-LAWS REVISION AS PRESENTED, MARI NEGRO SECONDED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF ECP JANUARY & FEBRUARY MONTHLY REPORTS

Members received a copies of the staff monthly reports for January and February. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

FAIR HOUSING RESOLUTION

Ms. Wigand called on the Executive Director who reported that in a recent monitoring of our CDBG Housing Program it was pointed out that we need a fair housing resolution, a draft of which is before the members. **DAVE ANTHONY MOVED TO APPROVE THE FAIR HOUSING RESOLUTION, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF DOE MONITORING REPORT DATED 2/8/2012

Members were mailed a copy of the DOE monitoring report and ***IT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Bill Dubord who happily reported that our Retired and Senior Volunteer Program will be funded for at least another year. It is with reduced funds and a change in emphasis areas, but it is still good news.

Mr. Dubord reminded the members that the end of the Weatherization ARRA Program funding of 3.5 million dollars over the past three years is fast approaching (3/31/2012). Although gearing up for the added work was often challenging, it is not nearly as difficult as ramping down and having to reduce staff and contractors. The five Weatherization employees are receiving lay-off letters effective 3/30/2012 as we are also uncertain about regular Weatherization DOE funds for the year that begins April 1, 2012. During the past three years we weatherized nearly 600 homes and did an extremely credible job expending funds in the timely manner the State of Michigan told us we had to. It appears that now the state may recapture any unspent ARRA funds and redistribute them even to programs that couldn't spend their funding by 3/31/2012. The Executive Director and Chair Wigand commended the Weatherization staff for a job very well done, especially with all the hoops they had to go through.

Because of the loss of Weatherization ARRA funds and other funding reductions, we will be restructuring the Finance Dept. from three full-time employees, to two full-time and one part-time position.

On a brighter note, the members were told that we are eligible for a reduced rate on our cell phone plans and contracts are not required.

The Executive Director asked Cathy Pearson for the Walk for Warmth update. She reported that Delta County raised just over \$30,000 and in Menominee County we have raised \$16,000 – a new high. She noted that the brat sales went well, particularly in Escanaba where we simply went with brats rather than a full meal. The Rusty Rail netted just over \$2,000 for the campaign through a wild game feed and their Ride for Warmth. The Delta County Trades and Labor will hold a 50/50 raffle to benefit the campaign once again. Ms. Pearson thanked the members for their support of this major fund-raiser.

OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

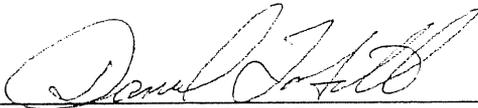
There were no public comments or other business to come before the board.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:37 P.M. WITH A MOTION FROM WALTER MULTERER, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

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

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>125,873</u>
<u>VOLUNTEER PROGRAMS</u>		<u>44,883</u>
<u>NUTRITION</u>		<u>95,572</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>106,809</u>
<u>ENERGY AND HOUSING</u>		<u>81,686</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>26,670</u>
TOTAL	\$	<u>481,493</u>

SIGNED 
(TREASURER)

DATE 3-8-12