

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

**GOVERNING BOARD MEETING
Thursday, April 12, 2012
511 First Avenue North, Escanaba
1:45 p.m. (EDT)**

MINUTES

The meeting was called to order by Chair Karen Wigand at 2:00 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoilie, Schoolcraft
Ruth Helwig, Delta
Karen Wigand, Delta
Myra Croasdell, Delta
Geri Nelson, Delta
Pastor Ingmar Levin, Schoolcraft
Ken Penokie, Delta
Mari Negro, Menominee
Bernie Lang, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Beth Pletcher, excused
Dave Anthony, excused
Tom Lippens, excused
Brenda Moya, excused
Walter Multerer, excused
John Stapleton, excused

PRESENTATION OF PLAQUE TO RUTH HELWIG

On behalf of the board and staff a plaque was presented to Ruth Helwig for her many years of service as a Governing Board Member. She also served several terms as an Executive Committee member and Head Start Policy member.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie, who reported that the committee reviewed the March Accounts Payable Schedule and ***IT WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED.*** (see attachment "A")

NOMINATING COMMITTEE REPORT

The Chair called on Bill Dubord who reported that the Nominating Committee reviewed the appointment of Julie Moberg to be the Early Childhood representative, filling the Consumer Sector Vacancy. Ms. Moberg works for the MSU Extension Office and is very familiar with our organization.
OMER DORAN MOVED TO ACCEPT JULIE MOBERG AS THE EARLY CHILDHOOD REPRESENTATIVE ON THE GOVERNING BOARD; SECONDED BY MYRA CROASDELL;

MOTION CARRIED. The committee also discussed the other two vacancies in the Consumer Sector of Schoolcraft County and is working to fill those seats. **MR. VANDENHOUTEN MOVED TO HRA Governing Board Minutes**
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ACCEPT THE NOMINATING COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")

ACCEPTANCE OF MARCH 8, 2012 GOVERNING BOARD MINUTES

Members were mailed a draft copy of the March 8, 2012 Governing Board minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following Policy Advisory Committee minutes for their review:

- 1/26 (School), 2/10 (School) & 3/6 (Delta) Foster Grandparent Program PAC minutes
- 1/26 (Men), 2/16 (School) & 3/27 (Delta) Senior Companion Program PAC minutes
- 3/13 (M/M) & 3/21 (Delta) Retired & Senior Volunteer Program PAC minutes
- 1/18 (Escanaba) & 3/21/12 (Menominee) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM RUTH HELWIG, SUPPORTED BY MR. LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF JAN./FEB. RSVP MONTHLY REPORT

Members received a copy of the Jan./Feb. RSVP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Executive Director who reminded the members that the Weatherization ARRA funding ended 3/31/2012. The Weatherization staff did a stellar job spending the funds as they were intended and on time. Unfortunately they are now laid off as we don't have a contract for the regular Dept. of Energy funds that is suppose to begin 4/1/2012. Even when we receive the contract it is likely to only fund three positions and not for the full year.

Mr. Dubord indicated that we received a relatively small grant through MCAA from the Michigan Public Service Commission to provide heat assistance. We get approximately \$2,500 in administrative funds for this grant and the reporting requirements are extremely cumbersome.

RSVP has been funded at least through next March and this was the first year the funds were open to competition. The funding has been reduced and changes have been made to where volunteers can be placed. In addition, the state and feds differ on what needs to happen to accommodate the changes, so RSVP is keeping the volunteers in place until they get some detailed instruction.

RSVP has been approved to apply for \$7,000 to help veterans and military families if there is a need in our area.

The Executive Director called on Sally Kidd who reported that there has been a recall on the handicap lift on the Senior Services buses in Menominee and Mid-County so they have stopped using the lifts until they can be repaired.

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Mr. Dubord noted that we are waiting for our CDBG Housing Rehabilitation contract.

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

PUBLIC COMMENT/OTHER BUSINESS

The Chair noted that a question regarding bingo expenditures was addressed.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:25 WITH A MOTION FROM MARI NEGRO, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.***

The next meeting is scheduled for Thursday, May 17, 2012

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	160,047
EARLY HEAD START		45,632
EARLY-ON CHILDHOOD		625
GSRP		17,563
ASSET & LIABILITY ACCOUNTS		244,583
TOTAL	\$	468,449

SIGNED 
(TREASURER)

DATE 4-12-12

FINANCE COMMITTEE MEETING
Tuesday, April 10, 2012
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. The following were in attendance: Dan LaFoilie, Omer Doran, Karen Wigand, Bernie Lang, Bill Dubord, Kim Johnson and Cathy Pearson. Pastor Levin, excused

The members reviewed the Head Start credit card charges from 1/26 – 2/23 **AND THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED..**

Members reviewed the CAA March Accounts Payable Schedules and they **WERE APPROVED WITH A MOTION FROM MR. LANG, SECONDED BY MR. DORAN, MOTION CARRIED.**

The HRA March Accounts Payable Schedules were also reviewed and they **WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

Kim Johnson reviewed the Cost of Living Application (COLA) she would like to submit for Head Start/Early Head Start. **BERNIE LANG MOVED TO ACCEPT THE HEAD START/EARLY HEAD START COLA APPLICATION FOR \$15,825 - HEAD START AND \$5,628 - EARLY HEAD START, SECONDED BY OMER DORAN; MOTION CARRIED. (see attached)**

Mr. Lang asked what bingo profits are used for. Mr. Dubord indicated he will check into this as it may be different for the various bingos.

The meeting adjourned at 11:56 **WITH A MOTION FROM MR. DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

**Head Start / Early Head Start
FY 2012 COLA Application
Grant # 05CH4059**

The MDS CAA Early Childhood Program will apply a differentiated COLA wage increase between .75 – 1.5% to the program wage scale. The decision to award a differentiated COLA is based on recent wage comparisons among like positions throughout programs in our region.

A .75% wage increase will be applied to all positions reported as < 10% below the average wage for like positions and a 1.5% wage increase will be applied to all positions > 10% below the average wage for like positions in other programs throughout our region.

Positions receiving a .75% wage increase

ECP Director
Managers
Mentor Coach
Secretary
Teaching Assistant
Program Assistant
Custodian
Center Aides/Bus Monitors/Kitchen Aide

Positions receiving a 1.5% wage increase

Teacher
Home Visitor
Family Service Worker
Bus Driver

Remaining COLA funds will be allocated to expand the wage scale to include a wage increase for Master Degree level in the positions listed below to fulfill a retention strategy identified on our 2012-14 Strategic Plan (*the existing scale reflects wage increases for CDA, Associate and Bachelor Degree levels*) and to offset minor increases in FICA related to wage increases.

ECP Director
Manager
Mentor Coach
Teacher
Home Visitor
Family Service Worker

Budget and Budget Justification

	<u>HS</u>	<u>EHS</u>
• Wage Scale Increases	\$ 14,625	\$ 5,178
• Fringe Increases		
FICA	1,200	450
TOTAL COLA	\$ 15,825	\$ 5,628

Our plan for meeting the additional NFS requirement of \$5,363 is through additional non-federal grants that will be used to improve the quality of classroom services.

2011-12 Head Start Wage Scale Averages
UP Region

Position	Regional Avg	MDS ECP Avg	Difference
ECP Director	31.18	28.96	< 7%
Manager	21.36	20.31	< 5%
Coordinator/MC	17.11	18.00	> 5%
Teacher - BA	18.78	15.98	<15%
Center Manager	No comparison avail.		
Secretary	12.65	12.05	< 5%
Home Visitor - BA	18.78	15.90	< 15%
FSW - BA	17.77	15.47	< 13%
TA - AA	11.22	12.37	> 8%
Bus Driver	13.27	11.80	< 11%
Custodian	No comparison avail.		
CA, KA, Bmonitors	8.86	8.96	> 1%

NOMINATING COMMITTEE MEETING

Thursday, April 12, 2012

12:45 p.m.

MINUTES

The meeting began at 12:45 p.m. The following were present: Omer Doran, Dan LaFoilie, Gil Vandenhouten, Karen Wigand. Dave Anthony, Tom Lippens and John Stapleton asked to be excused.

The Head Start Policy Council has approved the appointment of Julie Moberg to be an Early Childhood Representative on the Governing Board in the Delta County Consumer Sector.

DAN LAFOILEE MOVED TO RECOMMEND THE APPOINTMENT OF JULIE MOBERG TO FILL THE DELTA COUNTY CONSUMER SECTOR SEAT, SECONDED BY OMER DORAN; MOTION CARRIED.

The committee discussed the two Schoolcraft County vacancies. Mr. Dubord indicated there is a potential representative from the Schoolcraft Senior Companion Program Policy Advisory Committee that could fill one of the seats. Mr. LaFoilie will also check out a couple of possibilities. The committee agree to meet prior to the May Governing Board meeting.

The meeting adjourned at 1:10 p.m. **WITH A MOTION FROM GIL VANDENHOUTEN, SUPPORTED BY OMER DORAN; MOTION CARRIED.; MOTION CARRIED.**

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

**GOVERNING BOARD MEETING
Thursday, April 12, 2012
511 First Avenue North, Escanaba
1:30 p.m. (EDT)**

MINUTES

The meeting was called to order by Chair Karen Wigand at 1:35 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoilie, Schoolcraft
Ruth Helwig, Delta
Karen Wigand, Delta
Myra Croasdell, Delta
Geri Nelson, Delta
Pastor Ingmar Levin, Schoolcraft
Ken Penokie, Delta
Mari Negro, Menominee
Bernie Lang, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Beth Pletcher, excused
Dave Anthony, excused
Tom Lippens, excused
Brenda Moya, excused
Walter Multerer, excused
John Stapleton, excused

PRESENTATION OF PLAQUE TO RUTH HELWIG

On behalf of the board and staff a plaque was presented to Ruth Helwig for her many years of service as a Governing Board Member. She also served several terms as an Executive Committee member and Head Start Policy member.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie, who reported that the Finance Committee met on the 10th and reviewed the Cost of Living Adjustment (COLA) for the Early Childhood Program. Mr. Dubord reminded the members that there were no COLA funds available last year. Funds must be used for wage adjustments and quality improvement. The grant is for \$15,825 – Head Start and \$5,628 Early Head Start and will provide a .75% increase for most staff and a 1.5% increase for state whose wages are 10% below wages in similar positions. **MYRA CROASDELL MOVED TO APPROVE THE COLA APPLICATION AS PRESENTED, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.** The committee also reviewed the March Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

The Chair called on Bill Dubord who reported that the Nominating Committee reviewed the appointment of Julie Moberg to be the Early Childhood representative, filling the Consumer Sector Vacancy. Ms. Moberg works for the MSU Extension Office and is very familiar with our organization. **MR. BRYANT MOVED TO ACCEPT JULIE MOBERG AS THE EARLY CHILDHOOD REPRESENTATIVE ON THE GOVERNING BOARD; SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also discussed the other two vacancies in the Consumer Sector of Schoolcraft County and is working to fill those seats. **MR. VANDENHOUTEN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

ACCEPTANCE OF MARCH 8, 2012 GOVERNING BOARD MINUTES

Members a draft copy of the March 8, 2012 Governing Board minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION DAN LAFOILLE, SECONDED BY MR. DORAN; MOTION CARRIED.**

ACCEPTANCE OF JANUARY 4, 2012 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 1/4/2012 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM OMER DORAN, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

ACCEPTANCE OF MARCH STAFF MONTHLY REPORT

Members received a copy of the March ECP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MR. PENOKIE; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on Bill Dubord who thanked the board members that participated in the Early Childhood self-assessment process. He noted that there are only about six weeks left of classes in the ECP Program.

The Executive Director announced that next year the Early Childhood tri-annual review will be held once again. He reminded the members what an intensive process this is for our staff.

Mr. Dubord indicated that the new unit chairperson for our bargaining unit is Jennifer Anderson. The new International Union Rep. is Rob Naugle who replaces Jim Tharp.

KEN BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.

PUBIC COMMENT/OTHER BUSINESS

The Chair noted the copy of a thank you sent by Rosemary Sablack that expressed how much her husband Gil loved our organization.

ADJOURNMENT

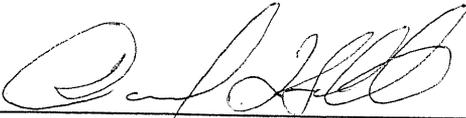
There being no other business ***THE MEETING ADJOURNED AT 1:59 WITH A MOTION FROM MR. BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.***

The next meeting is scheduled for Thursday, May 17, 2012.

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	122,773
VOLUNTEER PROGRAMS		55,330
NUTRITION		96,388
STATE & LOCAL PROGRAMS		104,841
ENERGY AND HOUSING		27,680
ASSET & LIABILITY ACCOUNTS		113,411
TOTAL	\$	520,424

SIGNED 
(TREASURER)

DATE 4-12-12