

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

**GOVERNING BOARD MEETING  
Thursday, April 4, 2013  
1:30 p.m. (EDT)**

**MINUTES**

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

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Ken Bryant, Schoolcraft  
Doug Krienke, Menominee  
Gil Vandenhouten, Menominee  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Julie Moberg, Delta  
Rev. Ingmar Levin, Schoolcraft  
Geri Nelson, Delta  
Susan Phillips, Schoolcraft  
Cathy Mercier, Menominee  
John Stephenson, Schoolcraft  
Mari Negro, Menominee  
Dan LaFolle, Schoolcraft  
Ken Penokie, Delta  
Karen Wigand, Delta  
Dave Anthony, Menominee

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Beau Miller, Finance Director  
Kim Johnson, ECP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Beth Pletcher, excused  
Dave Moyle

Ms. Wigand asked to add the following items to the agenda: "Acceptance of Gil Vandenhouten's reappointment to represent Northern Menominee Co. Senior Citizens" and "Approval of March 14, 2013 Governing Board minutes". ***THESE ITEMS WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

The Chair thanked the members for adjusting their schedules to accommodate the change in the meeting date.

**ACCEPTANCE OF GIL VANDENHOUTEN'S REAPPOINTMENT TO REPRESENT THE  
NORTHERN MENOMINEE CO. SENIOR CITIZENS**

***OMER DORAN MOVED TO ACCEPT THE REAPPOINTMENT OF GIL VANDENHOUTEN TO REPRESENT THE NORTHERN MENOMINEE CO. SENIOR CITIZENS ON THE GOVERNING BOARD, SECONDED BY MR. MULTERER; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the CAA March Accounts payable schedules. **SUSAN PHILLIPS MOVED TO APPROVE THE CAA MARCH ACCOUNTS PAYABLE SCHEDULE, SECONDED BY KEN BRYANT; MOTION CARRIED.** (see attachment "A")

**APPROVAL OF MARCH 14, 2013 GOVERNING BOARD MINUTES**

Members received a copy of the March 14, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM PASTER LEVIN, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**ACCEPTANCE OF 2/6 & 2/27/13 HEAD START POLICY COUNCIL MINUTES**

Members received copies of the 26 & 2/27/13 Head Start Policy Council minutes **AND THEY WERE ACCEPTED WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

**ACCEPTANCE OF FEBRUARY EARLY CHILDHOOD PROGRAM MONTHLY REPORT**

**DAN LAFOILLE MOVED TO ACCEPT THE FEBRUARY EARLY CHILDHOOD PROGRAM MONTHLY REPORT, KEN PENOKIE SECONDED THE MOTION; MOTION CARRIED.**

**PROGRAM DESIGN CHANGE IN RESPONSE TO SEQUESTER**

Members were mailed a copy of the proposed change in program design for the Early Childhood Program due to the sequester, which we expect will be a cut of 5% \$149,000 in this program year. It is assumed that the cut will not be restored next year. Kim Johnson, ECP Director, reported that administrative staff met to discuss various options for cutting \$149,000. After much discussion and care to have the least amount of impact on families while maintaining fairness and high quality of services, staff are seeking approval for:

- Reduction of class days for Head Start (3 to 3.5 weeks)
- Additional one week lay-off for 9 of 12 administrative staff
- Transition of EHS Toddler Class to Home-Base services May until mid-August

(see attachment "B") It was noted that the Regional Office is allowing early class closure because of the sequester. Additionally, Head Start Policy Council has to approve the change in program design and they have done so. **JOHN STAPLETON MOVED TO APPROVE THE CHANGE IN PROGRAM DESIGN AS PROPOSED, SUSAN PHILLIPS SECONDED THE MOTION; MOTION CARRIED.** The board thanked and commended staff for all of their hard work and effort in developing the program design changes.

**CHILD ASSESSMENT REPORTS**

Members were mailed copies of the Preschool and Early Head Start assessment reports dated January 2013 and **THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on Bill Dubord who reported that the Early Childhood Program Triennial review was conducted last week and from all indications we came out very well. There are some recommendations, but no deficiencies, and the team leader was very impressed with the board members she met with. Mr. Dubord commended the board and staff for a job well done.

The Executive Director announced that our Finance Director, Beau Miller, has accepted a position with the Intermediate School District and will be leaving our employ in mid-June. He commended Beau for job very well done and told the board that he has brought our organization to a good place as far as internal controls and systems go. This should make it much easier for a new person to transition into the job.

Mr. Dubord indicated he would like to bring the new Finance Director to the WIPFLi training that is being held the week of July 15<sup>th</sup>. Therefore, he asked to board to consider changing the July 18<sup>th</sup> meeting to July 25<sup>th</sup>. **KEN PENOKIE MOVED TO CHANGE THE JULY MEETING TO JULY 25<sup>TH</sup>, SECONDED BY OMER DORAN; MOTION CARRIED.**

**MR. MULTERER MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair reminded the members that they were mailed a copy of the board committees and if anyone has any questions or concerns about their appointment, they should let her or Bill know.

**ADJOURNMENT**

There was no other business **AND THE MEETING ADJOURNED AT 2:15 WITH A MOTION FROM KEN BRYANT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, MAY 16, 2013**

THE FINANCE COMMITTEE HAS REVIEWED THE **MARCH 2013** ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>HEAD START</u>	\$	<u>228,136</u>
<u>EARLY HEAD START</u>		<u>62,050</u>
<u>EARLY-ON CHILDHOOD</u>		<u>1,116</u>
<u>GSRP</u>		<u>25,582</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>53,085</u>
<b>TOTAL</b>	<u>\$</u>	<u>369,969</u>

SIGNED   
(TREASURER)

DATE 4-4-13

**FINANCE COMMITTEE MEETING**  
**Thursday, April 4, 2013**  
**12:30 p.m.**

**MINUTES**

The following were present: Dan LaFoille, Omer Doran, Julie Moberg, Pastor Levin, Karen Wigand, Walter Multerer, Bill Dubord, Beau Miller, Cathy Pearson.

The members reviewed the CAA March Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

The members reviewed the HRA March Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM MR. MULTERER, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

The committee reviewed the CAA and HRA March credit card charges.

Bill informed the Finance Committee that Beau Miller has accepted a position with the Intermediate School District and will be leaving mid-June. He told the members that although we will be sorry to lose him, we are happy for him. He is extremely competent and has left our Finance Dept. and organization in good shape for a new person to come in. Karen suggested it might be wise to try to get the new person on board by mid-May in order to have them go through a full cycle of reports, etc.

The meeting adjourned at 1:15 p.m. **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

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

**GOVERNING BOARD MEETING  
Thursday, April 4, 2013  
1:45 p.m. (EDT)**

**MINUTES**

Karen Wigand called the meeting to order at 2:16 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Ken Bryant, Schoolcraft  
Doug Krienke, Menominee  
Gil Vandenhouten, Menominee  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Julie Moberg, Delta  
Rev. Ingmar Levin, Schoolcraft  
Geri Nelson, Delta  
Susan Phillips, Schoolcraft  
Cathy Mercier, Menominee  
John Stapleton, Schoolcraft  
Mari Negro, Menominee  
Dan LaFoille, Schoolcraft  
Ken Penokie, Delta  
Karen Wigand, Delta  
Dave Anthony, Menominee

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Beau Miller, Finance Director  
Kim Johnson, ECP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Beth Pletcher, excused  
Dave Moyle

Ms. Wigand asked to add the following items to the agenda: "Acceptance of Gil Vandenhouten's reappointment to represent Northern Menominee Co. Senior Citizens" and "Approval of March 14, 2013 Governing Board minutes". ***THESE ITEMS WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY WALTER MULTERER; MOTION CARRIED.***

**ACCEPTANCE OF GIL VANDENHOUTEN'S REAPPOINTMENT TO REPRESENT THE  
NORTHERN MENOMINEE CO. SENIOR CITIZENS**

***KEN PENOKIE MOVED TO ACCEPT THE REAPPOINTMENT OF GIL VANDENHOUTEN TO REPRESENT THE NORTHERN MENOMINEE CO. SENIOR CITIZENS ON THE GOVERNING BOARD, SECONDED BY MR. MULTERER; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the HRA

**HRA Governing Board Minutes**

**Thursday, April 4, 2013**

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March Accounts payable schedule. **WALTER MULTERER MOVED TO APPROVE THE HRA MARCH ACCOUNTS PAYABLE SCHEDULE, SECONDED BY MR. DORAN; MOTION CARRIED. (see attachment "A")**

**APPROVAL OF MARCH 14, 2013 GOVERNING BOARD MINUTES**

Members received a copy of the March 14, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Members received copies of the following PAC minutes for their review:

- 2/12 (Delta) & 2/15/13 (Menominee) Foster Grandparent Program PAC minutes
- 3/6/13 (Delta) Retired & Senior Volunteer Program PAC minutes
- 2/7 (Menominee), 3/1 (Schoolcraft), 3/21/13 (Delta) Senior Companion Program PAC minutes

**THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**ACCEPTANCE OF PROGRAM DIRECTOR'S MONTHLY REPORTS**

Members received copies of program director's monthly reports **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director announced that our Finance Director, Beau Miller, has accepted a position with the Intermediate School District and will be leaving our employ in mid-June. He commended Beau for a job very well done and told the board that he has brought our organization to a good place as far as internal controls and systems go. This should make it much easier for a new person to transition into the job.

Mr. Dubord indicated he would like to bring the new Finance Director to the WIPFLI training that is being held the week of July 15<sup>th</sup>. Therefore, he asked the board to consider changing the July 18<sup>th</sup> meeting to July 25<sup>th</sup>. **KEN PENOKIE MOVED TO CHANGE THE JULY 18<sup>TH</sup> MEETING TO JULY 25<sup>TH</sup>, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Executive Director told the board that the Weatherization Program is operating on carry-forward funds which should allow staff to continue to work until mid-May. We have received a LIHEAP no-dollar contract. Once that is signed with a dollar amount we expect those funds will last for 4 months. The Weatherization Program funding continues to be extremely uncertain.

The board was informed that we spent out our LIHEAP deliverable fuel funds at the end of January and are spending a lot of Delta County Walk for Warmth money right now. Menominee is a bit different as Wisconsin Public Service does not shut people off until April 1<sup>st</sup> or beyond. We may get

an additional \$14,000 of deliverable fuel funds, but these funds will require asset testing to ensure that folks receiving assistance don't have more than \$500,000 in assets. This is more work for a grant that has no administrative funds tied to it.

Mr. Dubord also noted that we have received no word on sequester cuts for our senior services, but we should be okay because of the millage funds in Menominee and Delta Counties. Additionally, the Area Agency on Aging is trying to help mitigate some of the cuts. We have yet to receive word on sequester cuts to SCP or FGP. We believe such cuts will not significantly impact services. RSVP should be held harmless from cuts because it is considered a new grant because of recent recompetition. He reported that we have a new bus for the Hermansville Senior Center and a new van for the Menominee Senior Center – thanks to John Stapleton and his staff at DATA for their help.

The Executive Director reminded the members that he had reported that the Bishop Noa Home had approached us about the possibility of moving our Adult Day Care into their facility. These plans are off the table at present.

**THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business..

**ADJOURNMENT**

There was no other business **AND THE MEETING ADJOURNED AT 2:30 p.m. WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, MAY 16, 2013**

THE FINANCE COMMITTEE HAS REVIEWED THE **MARCH 2013** ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	115,937
VOLUNTEER PROGRAMS		61,936
NUTRITION		86,027
STATE & LOCAL PROGRAMS		146,161
ENERGY AND HOUSING		18,725
ASSET & LIABILITY ACCOUNTS		71,969
<b>TOTAL</b>	<b>\$</b>	<b>500,755</b>

SIGNED   
(TREASURER)

DATE 4-11-13

