

*Menominee-Delta-Schoolcraft  
Community Action Agency*

**GOVERNING BOARD MEETING**  
*Thursday, May 17, 2012*  
*1:30 p.m.*

**MINUTES**

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

**MEMBERS PRESENT**

Karen Wigand, Delta  
Dan LaFoille, Schoolcraft  
Gil Vandenhouten, Menominee  
Myra Croasdell, Delta  
Omer Doran, Schoolcraft  
Bernie Lang, Menominee  
Walter Multerer, Menominee  
Julie Moberg, Delta  
Mari Negro, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Kristine Berhow, CPA  
Kevin Pascoe, CPA  
Kim Johnson, ECP Director  
Connie Maule, SCP Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, WX Director  
Mary Bunnin, FGP Director  
Beau Miller, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Dave Moyle, excused  
Tom Lippens, excused  
Geri Nelson, excused  
Beth Pletcher, excused  
Brenda Moya, excused  
Dave Anthony, excused  
Ken Bryant, excused  
John Stapleton, excused  
Rev. Levin, excused

Chair Wigand welcomed new board member, Julie Moberg, who works at MSU Extension and is representing the Early Childhood Program.

**ACCEPTANCE OF APRIL 12, 2012 GOVERNING BOARD MINUTES**

Members received a draft of the April 12, 2012 Governing Board minutes for their review. The Chair indicated that in the section to approve COLA funds two minor wording changes were made. ***KEN PENOKIE MOVED TO ACCEPT THE APRIL 12, 2012 GOVERNING BOARD MINUTES WITH THE RECOMMENDED MINOR CHANGES, MARI NEGRO SUPPORTED THE MOTION; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

The Chair called on Kristine Berhow, CPA from Anderson, Tackman and Co. who presented the audit for the fiscal year ending 9/30/11. Ms. Berhow reviewed their management letter. She then turned the presentation over to Kevin Pascoe who reported there were no questioned costs or audit findings. Ms. Wigand suggested the members take some time to review the audit after the meeting and if any questions result, they can contact Beau or Bill for clarification. **DAN LAFOILLE MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/2011, KEN PENOKIE SECONDED THE MOTION; MOTION CARRIED.** The Chair called on Dan LaFoille who reported that the Finance Committee met today and reviewed the April Accounts Payable Schedules **AND RECOMMENDS THEIR ACCEPTANCE. MR. MULTERER SUPPORTED THE MOTION; MOTION CARRIED. DAN LAFOILLE MOVED FOR ACCEPTANCE OF THE FINANCE COMMITTEE REPORT, MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met today and reviewed possibilities for filling the two consumer sector vacancies in Schoolcraft County. One option is for Ilene Martin from the Schoolcraft Commission on Aging (Manistique Senior Center) and there are two retired teachers that Joan Ecclesine will check with to see if they are interested in serving on the Governing Board. The committee directed staff to send out an Officer Interest Survey to all members to see who might be interested in running for Chair, Vice-Chair, Secretary or Treasurer seats. **DAN LAFOILLE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

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

Members received a copy of the April Early Childhood Program monthly report for their review. There were no questions or comments **AND IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**ACCEPTANCE OF 3/28/12 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 3/28/12 Head Start Policy Council minutes. There were no questions or comments **AND IT WAS ACCEPTED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.**

**REVIEW OF ECP OUTCOME REPORTS**

Members were given copies of the outcome reports for the Early Childhood Program, one was the results of a parent satisfaction survey. **(see attachment "C")**

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on Bill Dubord who reported that we received the grant application for ECP funding for next year with the funding level basically the same as last year. We will seek board

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approval at the July 19, 2012 Governing Board meeting but would also like board input during a work session that will be held on July 17<sup>th</sup> – more information will be forthcoming. Head Start classes will be done on May 31<sup>st</sup> for the year. The Chair asked if we will be seeking a waiver for in-kind again this year. Ms. Johnson indicated we will be – it needs to be submitted no later than 45 days before year end.

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

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 2:21 P .M. WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE APRIL 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	\$	188,707
EARLY HEAD START		57,559
EARLY-ON CHILDHOOD		1,036
GSRP		14,240
ASSET & LIABILITY ACCOUNTS		131,302
TOTAL	\$	392,844

SIGNED   
(TREASURER)

DATE 5-17-12

**FINANCE COMMITTEE MEETING**  
**Thursday, May 17, 2012**  
**12:15 p.m.**

**MINUTES**

The meeting was called to order by Chair Dan LaFoilie and the following were present: Dan LaFoilie, Omer Doran, Bernie Lang, Karen Wigand, Bill Dubord and Beau Miller. Rev. Levin, excused.

The committee reviewed the CAA credit card charges from 3/27 – 4/24.

The committee reviewed the HRA credit card charges from 2/18 – 3/21 & 3/22 – 4/18.

The committee reviewed the CAA April Accounts Payable Schedule and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee reviewed the HRA April Accounts Payable Schedules and **THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Finance Director gave a brief overview of the audit which will be presented to the full board at today's Governing Board meeting.

The meeting adjourned at 12:45 **WITH A MOTION FROM MR. LANG, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

**Nominating Committee Meeting**  
**Thursday, May 17, 2012**  
**1:00 p.m.**

**MINUTES**

Omer Doran, Dan LaFoilie, Gil Vandenhouten, Karen Wigand, Bernie Lang, Bill Dubord and Cathy Pearson were in attendance. John Stapleton, Tom Lippens and Dave Anthony asked to be excused.

The committee discussed possible nominees to fill the two Schoolcraft Consumer Sector vacancies. Possibilities are: Ilene Martin who would represent the Schoolcraft Commission on Aging through the Manistique Senior Center. Mr. LaFoilie indicated he thinks this could be beneficial to the Manistique Senior Center (which is not ours) to see how we operate our centers with more focus on services than activities. **OMER DORAN MOVED TO HAVE MR. LAFOILE AND STAFF FACILITATE OFFERING ONE OF THE CONSUMER SECTOR SEATS TO THE SCHOOLCRAFT COMMISSION ON AGING, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.** In addition, Joan Ecclesine, from our Head Start staff, is checking with two retired teachers to see if either of them would be interested in representing the Head Start Policy Council. He noted if any of these options don't work out our fallback position could be to get a representative from the Senior Companion Program PAC.

Bill reminded the members that the annual election will be held at the July 19<sup>th</sup> meeting. In the past we have sent a Board Officer Interest Survey to the members to determine who would like to be put on the ballot. The committee directed staff to send out the survey to all the members with a self-addressed, stamped envelope.

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

MDS CAA EARLY CHILDHOOD PROGRAM - PARENT SATISFACTION SURVEY  
SUMMARY REPORT 2012- Winter

**METHOD:** 379 Surveys Distributed / 75 Returned – Return Rate: 20%

A. My Child's Center Experience - Classroom – HS and GSRP only (No surveys returned for toddler room)	Very Satisfied	Satisfied	Concern
1. The classroom environment at the center is clean, safe & well-maintained.	52	7	
2. Healthy habits are promoted such as nutrition, safety, & physical fitness.	51	2	
3. Materials & activities support my child's development & encourage curiosity & problem-solving.	54	4	1
4. Staff interactions with my child are warm, caring, and consistently positive.	51	3	
5. Staff use positive guidance to encourage self-control, cooperation, & build self-esteem.	56	3	
6. Activities in the classroom support the goals we have set for my child.	54	5	
7. The Home-School Link provides me with opportunities to connect my child's learning at home with his/her learning at school.	53	6	
8. The outdoor environment at the center is clean, safe and well-maintained.	49	10	

B. My Child's Center Experience - EHS Playgroups	Very Satisfied	Satisfied	Concern
9. The playgroup environment at the center is clean, safe & well-maintained.	8	1	
10. Healthy habits are promoted such as nutrition, safety, & physical fitness.	9	1	
11. Materials & activities support my child's development & encourage curiosity & problem-solving.	7	1	1
12. Staff interactions with my child are warm, caring, and consistently positive.	9	1	
13. Staff use positive guidance to encourage self-control, cooperation, & build self-esteem.	9	1	
14. Activities at the playgroups support the goals we have set for my child.	9	1	
15. The Home-School Link provides me with opportunities to connect my child's learning at home with his/her learning at school.	8	2	
16. The outdoor environment at the center is clean, safe and well-maintained.	7	1	

C. Home Visit Experience	Very Satisfied	Satisfied	Concern
1. Staff is considerate of my time when scheduling home visits.	70 (GSRP)	1	
2. Staff keep our scheduled visits and make-up time is scheduled if visits are missed.	69 (GSRP)	2	
3. I am consistently included in planning for the next home visit.	61	3	
4. We plan activities around goals I have for my child's learning & development.	59	3	
5. Staff help me to use my home routines & materials to teach my child.	60	5	
6. I am encouraged to play an active role, or take the lead in parent-child activities.	62	2	
7. Staff use positive guidance to encourage self-control, cooperation, & build self-esteem.	69 (GSRP)	2	
8. I feel the home visits meet the needs of my child/family.	68 (GSRP)	3	

D. Communication	Very Satisfied	Satisfied	Concern
1. Staff show respect when they communicate with my family.	65	5	
2. I am kept informed about my child's progress.	65	5	
3. Staff are available to me when I have questions, comments, or concerns.	63	7	
4. I feel comfortable and welcomed in my child's classroom.	63	5	
5. I feel comfortable and welcomed at parent activities.	64	5	
6. I consistently receive information through newsletters.	66	5	
7. I have been able to access information through the parent handbook.	63	6	

8. I learn about my child's development through parent-teacher conferences, home visits & newsletters.	67	3	
9. I receive flyers about upcoming events.	67	5	
10. I find information on the parent bulletin board at the center.	59	9	

E. Transportation – HS only (No surveys returned for toddler room)	Very Satisfied	Satisfied	Concern
1. The bus driver and bus monitor have been courteous to me and my child.	50	2	
2. Staff interactions with my child are warm, caring, and consistently positive.	50	1	
3. The bus driver follows the schedule, makes allowances for bad weather, etc.	50	1	1
4. My child is learning safe riding practices (bus safety).	51		
5. The bus monitor or another adult helps my child enter and exit the bus.	49	2	
6. The bus driver uses careful driving practices to safely operate the bus.	51		

F. Family Support	Very Satisfied	Satisfied	Concern
1. Staff discuss my family's needs, providing assistance with referrals & information if needed.	60	7	
2. Staff have assisted us/our child in staying current with child exams/physicals.	60	8	
3. Staff have assisted us/our child to find a dental provider.	59	7	
4. Staff have assisted me in obtaining a dental exam for my child.	58	9	
5. I have received information or assistance to help define goals for myself and/or my family.	59	8	
6. I have received information/assistance with accomplishing & pursuing the goals I have for myself or my family.	60	8	
7. The information in newsletters on the topic of depression was useful to me and/or my family.	55	10	1
8. The Depression Screening Tool was useful to me and/or my family. (HS and EHS only)	48	11	1

G. Program participation has helped my child:	Agree	Disagree	Don't know
1. Become more independent	70	1	
2. Express him/herself using words & expanded sentences.	69	1	
3. Understand & use numbers	66	1	
4. Learn to share and cooperate	69		2
5. Understand & enjoy stories.	67		
6. Learn some letters.	65		1

H. When I requested help regarding concerns about my child's social-emotional development or my child's disability/disabilities:	Agree	Disagree	Don't know
1. I received a response & information about my concerns in a timely manner.	58		2
2. Information was useful & helpful in determining the next steps to take.	55		2
3. Information helped to educate & support me as my child's primary advocate.	56		2
4. Information was supportive of my family's values.	55		4
5. My Family Service Worker or Home Visitor assisted me throughout the process.	54		2
6. I was informed about timelines, observations and/or other relevant information.	58	1	2

I. I have been provided with informational support regarding:	Agree	Disagree	Don't know
1. Child Development	69		
2. Physical Health	68		1

3. Dental Health	69		
4. Mental Health	66		2
5. Crisis Assistance – Emergency food, clothing, housing	60	3	5
6. Community Resources	64	3	2
7. Personal Relationships	61	2	4
8. Disabilities	59	2	6

J. I have received information on how to be involved with:	Agree	Disagree	Don't know
1. Volunteer Opportunities	68		2
2. Center Parent Committee	67		3
3. Policy Council	67		3
4. Family Gatherings	69		2
5. Information or activities provided specifically for fathers.	66		5
6. Community Events	65	2	3

K. Program participation has helped me/my family:	Agree	Disagree	Don't know	Does not apply to my needs
1. Better understand my child's social-emotional development.	68		1	2
2. Better understand my child's language development.	67			4
3. Better understand how my child learns through play.	70			
4. Better understand my child's fine & gross motor skills development.	68	1		1
5. Better understand my role as my child's first & primary teacher.	66			4
6. Feel more comfortable talking to my child's health care provider.	57	1	2	10
7. Better understand the importance of early dental care.	66	2		3
8. Use new or better ideas for guiding my child's behavior.	65		1	3
9. Be more aware of how I respond to my child.	68	1		2
10. Learn something new about keeping my home environment safe.	62	3		3
11. Learn something new about health and/or nutrition.	66	1	2	2
12. Learn better ways to handle parenting stress.	63	1	3	4
13. Learn how to improve my self-concept and/or emotional well-being.	57	2	3	8
14. Strengthen our relationship & work together to care for our children.	60	1		10

1. The portion of Home Visits that I most enjoyed:

33 A chance to set goals for my child 55 A chance to talk with my child's teacher/home visitor 4- Other: \*both, \*knowing what he needs to work on, \*she looks forward to A coming to our home with activities, \*everything

2. The portion of Family Fun Nights or Early Head Start Playgroups that I most enjoyed:

26 Spending time with my child 17 Meeting other families 19 Doing new activities 7 Other: \*my son playing with others, \*didn't go yet, \*don't attend, \*haven't yet. We're new but plan have been informed and plan on going, \*seeing who is around my son

If you did not participate in a Family Fun Night or Early Head Start Playgroup, please tell us why: 1 Didn't know about it

17 Not enough time 3 Not interested 3 No transportation 9 Day or time of event 6 Other – \*at work, \*It doesn't seem that we are told them about them enough in advance. I receive a newsletter about when it will be and the next day I have to respond (NCCMC), \*haven't been to one yet, \*had school myself or husband working

3. As a result of my child receiving free books and participating in the Lending Library, I:
- 58 Spend more time reading with my child 8 Visit the public library 8 Other \*have a new book to read every night!, \*have a larger collection now! It's great to have new books to read, \*get to read a variety of books, \*enjoy observing what types of books are picked outside of home library, \*C really enjoys when we read to her so it helps build our library at home so I don't have to read the same one over and over, \*haven't yet. Plan to, \*get to read more new books. Get to see my child excited about new books, \*helps my child learn about responsibility, \*still spend lots of time reading with my child as before, \*don't get free book for my child
4. By participating in center/program activities (such as Center Parent Committee and Policy Council), I:
- 11 Helped to plan center activities 16 Had a better understanding of center activities 2 Other - \*filled out forms and do want to volunteer, \*we love PC where we have a say and understanding of things
- If you did not participate in the Center Parent Committee and/or Policy Council please tell us why:
- 32 Not enough time 13 Not interested 5 Didn't know about it 3 No transportation 5 Other - \*with my learning disability I would not be good at something like that so I leave it to other parents, \*have 3 kids, \*just started with program. Plan to become more involved
5. As a result of receiving Center Newsletters and other handouts, I:
- 64 Felt informed about upcoming activities 28 Learned something new 1 Did not receive it consistently
- 1 Would like more information on \_\_\_\_\_ 1 Other \*I really enjoy the simple, nutritious recipes in the monthly newsletter,
6. As a result of visiting my child's classroom, I: (HS and GSRP only- No surveys returned from toddler room)
- 36 Have a better understanding of what my child's day is like 18 Enjoyed spending time together with my child at school
- 19 Felt more comfortable at the center and got to know the staff better Other
- If you did not make a visit to your child's classroom, please tell us why:
- 10 Not enough time Not interested Didn't know it was an option 1 No Transportation 4 Other : \*either at work or have the baby at home, \*work days, \*ill, \*My child has been clingy at drop off lately. Not sure how she will do if I stay in class all day.

### January, 2012 Parent Satisfaction Survey Notes or Comments

- Our child is enjoying her experience and loves her teachers. We're very impressed at how much she is learning. We are very pleased!
- This school has been wonderful for my daughter as well as my husband and myself. The school link is fun and we enjoy doing the activities.
- I really like the techniques used to educate the little ones through this program. I've had the unfortunate experience with out of state schools who seemed to use intimidation and staunch old fashion ways. It was not only ineffective, but failed to help my kids trust the staff and it was very upsetting. Escanaba schools as a whole has been a great experience from a parental standpoint. I'm very glad I made the decision to move home to Esky. The quality of education and the relationships they are already building not only with peers , but with teachers and other faculty have my heart at ease. Thank you all for a job well done.
- Miss G is a wonderful teacher. My son respects her. She should get a raise. I feel that the bussing situation is still a problem with this program. It is hard to find rides sometimes.
- Didn't receive a free book.
- Concerned about dolls with private parts.

- The teachers are great with the kids and a very concerned and caring about them.- 2
- We don't go to playgroups.
- I wish that my child could get a free book so I can read to her. She like it. But I can not read to her if I do not have a book to read to her.
- My child really enjoys A's company when she is here and enjoys learning with A and I. She has grown so much since when A first started coming. We really enjoy A's company and ideas.
- A+! Excellent!
- N is a god send! She is experienced with all age children, very understanding. She is an exceptional person.
- I couldn't be happier with everyone I work with at Head Start. N is one of the most loving, caring people I have ever met and am glad I have her helping me through this hard time.
- I would like to receive more info for the fathers and community groups. Thank you!
- N is amazing!
- My daughter was pushed down by another student while getting on the bus. She has a big lump and a cut on her head. The parent of the other child was called. That was it. I feel some kind of punishment should have been given to the other child. If my daughter wouldn't have been wearing her winter hat, her head would have been split wide open. Then I would have been calling whoever I had to for something to be done about the child who pushed her for no reason. I would like to talk to someone concerning this matter. I feel something further should be done. Thank you.
- I just wanted to thank my daughter's teacher Miss B for doing so much for her. She is always asking where Miss B is and I love that she looks up to you. Also N has done so much for our family that I just couldn't thank her enough!
- I am very glad that my daughter attends the school because I feel it's a really good program. She's communicating more with other kids and I've noticed that she's just getting smarter everyday. Thank you so much!
- Head Start staff is great! The school is clean and safe. The children are very lucky to have Head Start in our community.
- Things my child already could do or already knew about were still helpful. All things even ones she knew still help her grow. She loves school!
- Miss M has impressed me in the way she handles her classroom. In getting to know her, I have gained confidence in her and feel comfortable knowing my daughter is in her care. Needless to say, I am disappointed in the financial cuts to the program this year. I would love to see the "snack and a story" return and I wish the classes could be offered at least a small snack at the end of their school day.
- The program is great! J has come a long way! We were afraid at first because of her disabilities, but Miss S and the staff are all great. They have helped her a lot also helped us! Keep up the good work! The program is great!
- B is a very wonderful teacher. She has taught my daughter a lot of new things. My daughter now knows her whole ABC's and also has been spelling a lot of new words. My daughter was lucky to get Beth as a teacher both years for Head Start. Also the program is wonderful! Thank you all very much for the wonderful staff and everything else.
- I am a very satisfied parent. I think this program is wonderful. It has helped my son get ready for kindergarten and now my daughter is in the program. She has benefitted from this program in many ways, including kindergarten readiness, following directions, respect, listening, problem solving, among many other skills. Thank you.
- The staff has been very helpful with helping me and my child's behavior that I've been having problems with for a couple of years. The program has helped my child and family out with everything he has learned and all the information I have received . Thank you.
- My child really enjoys going to school to learn and play with others. She has become more independent, has learned to share and take turns, and enjoys trying to tell me how her day went. Overall, I am very satisfied with how far she has come and I'm very happy that she enjoys going to school.
- Gladstone center is excellent, has been very helpful to me and my child. I am very appreciated of all the help, goals , and learning at the center.
- My daughter loves going to school! So I just want to say thank you! She tells me that. She loves her teachers. There was one time that I had concern it was with one of your subs. She was too looking at her phone by the time she even moved, J was off the bus.
- B has learned a lot from being in HS. He is not as shy and openly participates more. He has learned a lot about sharing and to better express himself. He has been getting very good at counting and his letter recognition as well. I have had a positive experience dealing with his teachers and enjoy spending time in the classroom with him.
- I think the center and staff do a wonderful job with the kids and with the support they provide for the parents. The FFNs are fantastic and my son looks forward to them every month. I love how welcome parents are at the center and in the classroom. One thing I would like to see more of is more pushing of him to practice writing his name. We try it at home all the time, but I think reinforcing it at school would help. When he gets home from school and we ask him what he did at school his answer is always play. So it makes me wonder at times how much learning is done at school I try to get to the classroom as much as possible, but with my college schedule that is not always possible. The only thing I have ever seen him doing when I am there is playing with toys.

## *SUMMARY & ANALYSIS*

Overall, most families responded that they are “very satisfied” or “satisfied” with the program services that have been offered. A few families noted some concerns that have been addressed by supervising managers, staff, and families. When looking back at Spring 2011 data, it appears our return rate has increased by 6%. In compiling the data for all 3 programs (HS, EHS, GSRP), I noticed that some of the questions on the surveys did not pertain to the corresponding program. This will need to be fixed for the next distribution in order to ensure that responses are more accurate. Regarding parent participation in parent involvement activities, the biggest factor for parents not participating remains to be “not enough time”. Parents who listed other reasons such as “no transportation” or “did not know about it”, were contacted; if they provided their name. All parents reported that they do feel that they are being notified promptly and the issue has been resolved. Some parents seemed to be surprised when told that we do offer transportation assistance. Staff does state that transportation assistance is available in all newsletters and on all invitations for center activities. If a parent did not put their name on a survey, the manager discussed the response with the staff so that they were aware that some families are feeling uninformed about transportation and to make sure it is discussed with all families again. In the section regarding program participation and how it has helped your family, a number of families either disagreed or stated that the statement does not apply to their needs. When parents were contacted, they replied that they felt that these things were already present in their families so things didn’t necessarily change. One suggestion might be to move the “disagree” box in the section to the end column and put the “doesn’t apply to my needs” next to the agree column since most parents statements seem to reflect that response.

## *APPLICATION*

1. Review and modify survey before next distribution (Spring 2012) so statements correspond to the appropriate program and the services that are offered within that program.
2. Move the “disagree” column and the “does not apply” column in the program participation and family section. This will help save time for managers who have to contact all the families that put disagree when they really mean that it doesn’t apply to their needs.
3. Program will consider offering some sort of an incentive to parents for completing this survey. This may help increase the return rate and also give us more information about services being offered.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

GOVERNING BOARD MEETING  
*Thursday, May 17, 2012  
1:45 p.m.*

MINUTES

The meeting was called to order at 2.22 p.m. by Chair Karen Wigand. A quorum as noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
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**ACCEPTANCE OF APRIL 12, 2012 GOVERNING BOARD MINUTES**

Members received a draft of the April 12, 2012 Governing Board minutes for their review. ***MARI NEGRO MOVED TO ACCEPT THE APRIL 12, 2012 GOVERNING BOARD MINUTES, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

The Chair called on Kristine Berhow, CPA from Anderson, Tackman and Co. who presented the audit for the fiscal year ending 9/30/11. Ms. Berhow reviewed their management letter. She then turned

the presentation over to Kevin Pascoe who reported there were no questioned costs or audit findings. Ms. Wigand suggested the members take some time to review the audit after the meeting and if any questions result, they can contact Beau or Bill for clarification. **MR. DORAN MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/2011, WALTER MULTERER SECONDED THE MOTION; MOTION CARRIED.** The Chair called on Dan LaFoille who reported that the Finance Committee met today and reviewed the April Accounts Payable Schedules **AND RECOMMENDS THEIR ACCEPTANCE. MR. PENOKIE SUPPORTED THE MOTION; MOTION CARRIED. DAN LAFOILLE MOVED FOR ACCEPTANCE OF THE FINANCE COMMITTEE REPORT, MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met today and reviewed possibilities for filling the two consumer sector vacancies in Schoolcraft County. One option is for Ilene Martin from the Schoolcraft Commission on Aging (Manistique Senior Center) and there are two retired teachers that Joan Ecclesine will check with to see if they are interested in serving on the Governing Board. The committee directed staff to send out an Officer Interest Survey to all members to see who might be interested in running for Chair, Vice-Chair, Secretary or Treasurer seats. **KEN PENOKIE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, MS. NEGRO SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

### **ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members received a copy of the FGP & SCP April/May monthly reports and the Senior Services second quarter report for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE SECONDED BY OMER DORAN; MOTION CARRIED.**

### **ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

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

- a) 3/27/12 (Delta) Senior Companion Program PAC minutes
- b) 4/18/12 (Delta) Retired & Senior Volunteer Program PAC minutes
- c) 4/10/12 (Mid-County) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MARI NEGRO, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

### **AUTHORIZATION TO APPLY FOR SENIOR CITIZEN FUNDING THROUGH THE AAA**

The Chair called on Bill Dubord who reminded the members that every year the board has to authorize the various funds we will be applying for through the Area Agency on Aging (UPCAP). This year we will be applying for: respite, home care assistance, homemaker aide, congregate & home-delivered meals and adult day care. **MR. PENOKIE MOVED TO AUTHORIZE THE APPLICATION TO THE AREA AGENCY ON AGING, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

**WEATHERZATION ARRA UPDATE**

Ms. Wigand called on Joe Dehlin who gave a Power Point presentation on the use of the nearly \$4,000,000 ARRA, LIHEAP, DOE & MPSC funding over the past three years and the resulting energy savings. This program ended on 3/31/12, but there are some carry-over funds that are being redistributed. The Executive Director commended the Weatherization staff on a job well done in spending the funds in a competent and timely manner, even amidst the constant changes that occurred during the years. Unfortunately, the pay off for their hard work is the elimination of one position and possible reduction and/or elimination of others.

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on the Executive Director who reported that the best case scenario for regular Dept. of Energy Weatherization funds is 40% of pre-ARRA funds. This has caused us to submit a budget that is for five months.

The members were informed that the Office of Services to the Aging and the Corporation for National & Community Service will be monitoring the three volunteer programs sometime this summer.

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

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair called on Ken Penokie who noted that there is a bill to utilize the American Family Survey instead of the normal long form census. This is the census data provides economic and family statistics.

**ADJOURNMENT**

There being no other business ***THE MEETING ADJOURNED AT 2:55 P.M. WITH A MOTION FROM MARI NEGRO, SUPPORTED BY BERNIE LANG; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF APRIL 2012 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNT:

<u>SENIOR CITIZENS</u>	\$	<u>143.611</u>
<u>VOLUNTEER PROGRAMS</u>		<u>50.798</u>
<u>NUTRITION</u>		<u>107.993</u>
<u>STATE AND LOCAL PROGRAMS</u>		<u>76.419</u>
<u>ENERGY AND HOUSING</u>		<u>25.702</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>41.929</u>
 TOTAL	\$	 <u>448.745</u>

SIGNED   
(TREASURER)

DATE 5-17-12