

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

**GOVERNING BOARD MEETING**

**Thursday, July 19, 2012**

**Comfort Inn, Manistique**

**12:30 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Tom Lippens, Delta  
Karen Wigand, Delta  
Gil Vandenhouten, Menominee  
Dan LaFoille, Schoolcraft  
John Stapleton, Schoolcraft  
Beth Pletcher, Menominee  
Eileen Martin, Schoolcraft  
Walter Multerer, Menominee  
Ken Bryant, Schoolcraft  
Julie Moberg, Delta  
Myra Croasdell, Delta  
Bernie Lang, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Dave Moyle, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
George Lyon  
Charmaine Lehman  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Housing Mgr.  
Mary Bunnin, FGP Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Kim Johnson, ECP Director  
Gayle Stoykovich, Senior Services Secretary  
Jill Johnsen, Senior Account Manager  
Jennifer Anderson, Union Chair (Teaching Assist.)  
Norine Gill, Union Steward (Teaching Assistant)  
Bev Miller, H.S. Center Aide  
Mary Rochefort, Teaching Assistant  
Kim Burnis, Teaching Assistant

**MEMBERS ABSENT**

Ken Penokie, excused  
Geri Nelson, excused  
Mari Negro, excused  
Brenda Moya  
Dave Anthony

Chair Wigand introduced Jennifer Anderson, Head Start Union Unit Chair and welcomed her and several union members to the meeting.

**ACCEPTANCE OF BOARD SEAT FOR MANISTIQUE SENIOR CENTER & EILEEN MARTIN AS THEIR REPRESENTATIVE**

The Nominating Committee recommends that the Manistique Senior Center be granted a board seat and that Eileen Martin be approved to represent them. **MR. LAFOILLE MOVED TO ACCEPT THE**

**MANISTIQUE SENIOR CENTER BOARD SEAT AND THE APPOINTMENT OF EILEEN MARTIN TO REPRESENT THEM. WALTER MULTERER SECONDED THE MOTION; MOTION CARRIED.**

Ms. Wigand introduced Mrs. Martin and welcomed her to the board.

**PRESENTATION OF AWARDS TO CHARMAINE LEHMAN AND GEORGE LYON**

Awards were presented to Charmaine Lehman and George Lyon for their many years of service as Governing Board members and advocates on behalf of the residents of Menominee, Delta & Schoolcraft Counties.

**ACCEPTANCE OF MAY 17, 2012 GOVERNING BOARD MINUTES**

Members received a draft of the May 17, 2012 Governing Board minutes. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 6/27 & 7/16 and reviewed the CAA credit card charges for 4/25 – 6/25/12. He indicated they also reviewed the CAA Accounts Payable schedules for May and June. ***PASTOR LEVIN MOVED TO ACCEPT THE MAY & JUNE CAA ACCOUNTS PAYABLE SCHEDULES, MR. MULTERER SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")***

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who told the members that the Safety Committee met on June 27, 2012 and reviewed two accidents; one that occurred when an employee was chasing a child who was running to a gate that was accidentally opened. There was no work time lost and it was noted that the gate lock works fine.

The second accident involved an employee who bumped her head on a shelf while she was bent over vacuuming. She did puncture her head and was taken to the emergency room, but was okay.

The committee reviewed a loss analysis report from the Accident Fund and questioned why the premiums are so high when our claims have gone down significantly. He called on Mr. Dubord who explained that we had a big claim year two years ago and that figures into our premium for three years, so hopefully our rates will come down soon if our claims remain low.

The committee also discussed doing regular safety facility checks. It was noted that this was in the works a few years ago with Joe Dehlin being active on the committee. When the Weatherization ARRA funds came through this was put on the back burner. We will revisit this now that the ARRA funding is done. We are planning to have a meeting on August 14<sup>th</sup> with a representative from the Accident Fund in attendance. ***MR. MULTERER MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "B")***

**NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS**

Ms. Wigand turned the meeting over to Dan LaFoille for the election of officers. Mr. LaFoille reported that the committee approved the following slate of officers: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Ken Bryant – Secretary and Dan LaFoille, Treasurer. Mr. LaFoille asked three times for Nominations from the floor for Chair. **MR. LIPPENS MOVED THAT THE NOMINATIONS FOR CHAIR BE CLOSED, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED. BERNIE LANG MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND FOR CHAIR, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.**

Mr. LaFoille asked three times for nominations from the floor for Vice-Chair. **OMER DORAN MOVED THAT THE NOMINATIONS FOR VICE-CHAIR BE CLOSED, MR. MOYLE SUPPORTED THE MOTION; MOTION CARRIED. BETH PLETCHER MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL FOR VICE-CHAIR, KEN BRYANT SUPPORTED THE MOTION; MOTION CARRIED.**

Mr. LaFoille asked three times for nominations from the floor for Secretary. **MR. DORAN MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY, MR. LIPPENS SECONDED THE MOTION; MOTION CARRIED. MR. LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KEN BRYANT FOR SECRETARY, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.**

Mr. LaFoille asked three times for nominations from the floor for Treasurer. **PASTOR LEVIN MOVED TO CLOSE THE NOMINATIONS FOR TREASURER, MR. VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED. MR. LANG MOVED THAT A UNANIMOUS BALLOT BE CAST FOR DAN LAFOILLE FOR TREASURER, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

The Executive Director congratulated the newly elected officers and thanked them for volunteering to serve in their respective offices. **(see attachment "C")**

**ACCEPTANCE OF CHILD AND ADULT CARE FOOD PROGRAM MONITORING REPORT**

Members were mailed a copy of the report and **IT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

**APPROVAL OF 2012-2013 HEAD START APPLICATION**

Ms. Wigand called on the Kim Johnson, Early Childhood Program Director, for more information. Ms. Johnson noted that the board members were invited to attend a budget/proposal meeting on Monday, July 16<sup>th</sup> to review the 2012-13 budget and discuss the plan for 2012-13 program operations. Several members did attend. She handed out information on the program design changes for the upcoming year, which, thankfully are minor. **MR. STAPLETON MOVED TO APPROVE THE 2012-13 HEAD START APPLICATION, PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.**

**APPROVAL OF 2012-2013 EARLY HEAD START APPLICATION**

Ms. Johnson indicated the design will remain basically the same. **TOM LIPPENS MOVED TO APPROVE THE 2012-2013 EARLY HEAD START APPLICATION, MR. VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

**OMER DORAN MOVED TO TABLE THE 2011-2012 HS/EHS SELF ASSESSMENT REPORT UNTIL THE SEPTEMBER MEETING, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED.**

**APPROVAL TO SUBMIT NON-FEDERAL SHARE WAIVER FOR 2011-12**

The Chair called on Kim Johnson again. She reported that the Early Childhood Program has made good strides in getting the amount of the waiver request reduced. The waiver amount needed now is \$234,000, however, she will update the amount of the waiver as requested by the Regional Office as more in-kind comes in until the end of the fiscal year. **OMER DORAN MOVED TO APPROVE THE REQUEST FOR A NON-FEDERAL SHARE WAIVER FOR 2011-12 FOR THE EARLY CHILDHOOD PROGRAM, BETH PLETCHER SUPPORTED THE MOTION; MOTION CARRIED.**

**ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members were mailed copies of the May/June ECP monthly reports for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. MOYLE; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand called on Jennifer Anderson who introduced herself as the Head Start UAW Unit Chair. She noted the other representatives are: Jim Johnson, Jodi Bizeau and NorIne Gill. She thought it would be good to introduce herself to the board and have a few other union members come to the board meeting. She indicated that she and Kim Johnson have been meeting monthly but would like to have other people from both management and labor attend the monthly meetings.

Ms. Wigand noted that the Governing Board meetings are open so anyone can attend anytime.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:15 P.M. WITH A MOTION FROM KEN BRYANT, SECONDED BY WALTER MULTERER; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, SEPTEMBER 6, 2012**

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF MAY 2012 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNT:

<u>HEAD START</u>	\$	<u>130,408</u>
<u>EARLY HEAD START</u>		<u>33,881</u>
<u>EARLY-ON CHILDHOOD</u>		<u>707</u>
<u>GSRP</u>		<u>8,726</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>107,569</u>
TOTAL	\$	<u>281,291</u>

SIGNED

  
(TREASURER)

DATE

6/27/12

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JUNE 2012 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNT:

<u>HEAD START</u>	\$	<u>114,367</u>
<u>EARLY HEAD START</u>		<u>51,060</u>
<u>EARLY-ON CHILDHOOD</u>		<u>1,277</u>
<u>GSRP</u>		<u>5,038</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>112,679</u>
TOTAL	\$	<u>284,421</u>

SIGNED   
(TREASURER)

DATE 7/16/12

**FINANCE COMMITTEE MEETING**  
**Wednesday, June 27, 2012**  
**12:15 p.m.**

**MINUTES**

The following were present: Dan LaFoilie, Omer Doran, Bernie Lang, Rev. Ingmar Levin, Karen Wigand, Bill Dubord, Beau Miller

Treasurer LaFoilie called the meeting to order at 12:15 p.m. The committee reviewed the CAA Accounts Payable Schedule for May.

**OMER DORAN MOVED TO ACCEPT THE CAA MAY ACCOUNTS PAYABLE SCHEDULES, BERNIE LANG SECONDED; MOTION CARRIED.**

The committee reviewed the HRA Accounts Payable Schedule for May. **PASTOR LEVIN MOVED TO ACCEPT THE HRA MAY ACCOUNTS PAYABLE SCHEDULES, MR. DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

The committee reviewed the CAA credit card charges from 4/25 – 5/23/12.

The committee reviewed the HRA credit card charges from 4/19 – 5/18/12.

Bill Dubord informed the committee there is a possibility of LIHEAP funding for Weatherization, which could extend the program through next March.

The Red Cross will be leasing an office next door beginning July 1<sup>st</sup>.

A freezer in our Escanaba Nutrition kitchen died recently and will be replaced at a cost of approximately \$17,000. The committee inquired about the appropriateness of the committee and/or board approving large purchases which will be considered when the Financial Procedures Manual is reviewed.

The Executive Director informed the committee that a potential issue regarding the health reimbursement wrap portion of our coverage as it relates to COBRA. Staff is checking further into the ramifications and requirements and will report their findings at a later date.

Bill told the members that we received an additional \$20,000 in LIHEAP Deliverable Fuel funds to use from July 1 – August 31<sup>st</sup>. In addition, we are getting another \$100,000 in these funds to distribute from August 1 – 31<sup>st</sup>. We are getting the additional funds because some agencies returned some of their funding and we have a good track record of expending this money.

The meeting adjourned at 1:05 p.m. **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE MEETING**

**Monday, July 16, 2012**

**11:00 a.m. (EDT)**

**MINUTES**

The following were present: Bernie Lang, Omer Doran, Dan LaFoilie, Karen Wigand, Bill Dubord, Beau Miller. Rev. Levin – excused.

Members reviewed the June CAA Accounts Payable Schedules and they were **APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

Members reviewed the June HRA Accounts Payable Schedules and they were **APPROVED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

Members reviewed the HRA credit card charges for 5/19 – 6/20/12.

Members reviewed the CAA credit card charges for 5/24 – 6/25/12.

Other business: Preliminary discussions began on health insurance rates and wages for October 1<sup>st</sup>.

The meeting adjourned at 1:10 **WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORA; MOTION CARRIED.**

**SAFETY COMMITTEE MEETING**  
**Wednesday, June 27, 2012**  
**10:00 a.m.**

**MINUTES**

The following were in attendance: Omer Doran, Tom Lippens, Debby Wiltzius, Cathy Pearson. Mari Negro and Walter Multerer, excused.

The committee reviewed two accidents in the Early Childhood Program. The first occurred when a Program Assistant chased a child who was running to a gate that was accidentally opened. The employee fell and hurt her wrist, and buttocks. There was no lost work time. The committee asked if this gate is one that needs to be left unlocked because it's used a lot. If not, they suggested it be locked. Otherwise the committee recommends a new gate/lock that prevents opening from the inside be installed.

The second accident happened when a teacher was moving toys and stood up and bumped her head on a shelf. She did go to the emergency room and lost two hours of work time. The committee said if this has happened before we may want to consider rounding the corner on the shelving.

The committee was mailed a loss analysis report from the Accident Fund for Jan. 1, 2012 – 5/22/12 for their review. It was noted that our claims gone down significantly. This is due to better training/nagging on our part as well as a little luck. It was noted that our premium costs have nearly doubled from 2008 even though our loss ratio has gone down. Bill Dubord indicated that our premium is based on anticipated payroll and then after the fact accounting is done and often we get a refund. In addition, we had a high claim year in 2009 that affects our rates for three years.

Tom Lippens asked if we have a committee that checks our facilities. Cathy indicated that we were in the process of doing this several years ago when Joe Dehlin was on the committee, but then the ARRA Weatherization funds came down and he and had way too much on his plate to handle that as well. Cathy suggested the committee revisit doing facility inspections – she believes there is a checklist started. Tom Lippens offered to serve on such a committee.

The meeting adjourned at 10:42 a.m.

**NOMINATING COMMITTEE MEETING**  
**Wednesday, June 27, 2012**  
**11:15 a.m.**

**M I N U T E S**

The following were present: Omer Doran, Dan LaFoille, Tom Lippens, Gil Vandenhouten, Karen Wigand, Bill Dubord, Cathy Pearson

The committee discussed filling the two board vacancies in Schoolcraft County. Mr. LaFoille indicated that the Manistique Senior Center is interested in having a seat on our board with Ilene Martin to represent them. **Mr. LaFoille moved to recommend to the full board that the Manistique Senior Center be given a seat with Eileen Martin to represent them, Tom Lippens supported the motion; motion carried.**

Head Start is still seeking an individual to fill the other Consumer Sector seat in Schoolcraft County. One of the possibilities is Rosemary Sablack who has a background in education. If Head Start cannot come up with someone to represent them, we could give the seat back the Senior Companion Policy Advisory Committee.

Bill reported that the Officer Interest Survey results have come in (not due until 6/29). To date we have Karen Wigand interested in retaining the Chair position, Dan LaFoille the Treasurer position, Bernie Lang & Myra Croasdell are interested in running for Vice-Chair. No one has expressed an interest in the Secretary position currently held by Ken Bryant.

Bill indicated we will have a very brief meeting prior to the July 19, 2012 Governing Board meeting. More information will be forthcoming.

The meeting adjourned at 11:35 a.m.

**NOMINATING COMMITTEE MEETING**  
**Thursday, July 19, 2012**  
**11:30 a.m. (EDT)**

**MINUTES**

The following were present: Omer Doran, Dan LaFoille, John Stapleton, Tom Lippens, Dave Anthony and Gil Vandenhouten.

Dan LaFoille agreed to Chair the meeting.

The members were given a copy of the draft ballot and it was noted that there are no contested offices, unless any nominations come from the floor.

**TOM LIPPENS MOVED TO APPROVE THE DRAFT BALLOT, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

It was noted that we still have one vacancy in Schoolcraft County that we are working on filling.

The meeting adjourned at 11:40 a.m.

**Menominee-Delta-Schoolcraft  
Human Resources Authority  
GOVERNING BOARD MEETING  
Thursday, July 19, 2012  
Comfort Inn, Manistique  
12:45 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 1:16 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Tom Lippens, Delta  
Karen Wigand, Delta  
Gil Vandenhouten, Menominee  
Dan LaFoille, Schoolcraft  
John Stapleton, Schoolcraft  
Beth Pletcher, Menominee  
Eileen Martin, Schoolcraft  
Walter Multerer, Menominee  
Ken Bryant, Schoolcraft  
Julie Moberg, Delta  
Myra Croasdell, Delta  
Bernie Lang, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Dave Moyle, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
George Lyon  
Charmaine Lehman  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Housing Mgr.  
Mary Bunnin, FGP Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Kim Johnson, ECP Director  
Gayle Stoykovich, Senior Services Secretary  
Jill Johnsen, Senior Account Manager  
Jennifer Anderson, Union Chair (Teaching Assist.)  
Norine Gill, Union Steward (Teaching Assistant)

**MEMBERS ABSENT**

Ken Penokie, excused  
Geri Nelson, excused  
Mari Negro, excused  
Brenda Moya  
Dave Anthony

***MR. LAFOILLE MOVED TO ADD THE EXECUTIVE DIRECTOR'S REPORT TO THE AGENDA;  
TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.***

**ACCEPTANCE OF BOARD SEAT FOR MANISTIQUE SENIOR CENTER & EILEEN MARTIN AS  
THEIR REPRESENTATIVE**

The Nominating Committee recommends that the Manistique Senior Center be granted a board seat and that Eileen Martin be approved to represent them. ***MR. LAFOILLE MOVED TO ACCEPT THE MANISTIQUE SENIOR CENTER BOARD SEAT AND THE APPOINTMENT OF EILEEN MARTIN TO REPRESENT THEM. WALTER MULTERER SECONDED THE MOTION; MOTION CARRIED.*** Ms. Wigand introduced Mrs. Martin and welcomed her to the board.

**PRESENTATION OF AWARDS TO CHARMAINE LEHMAN AND GEORGE LYON**

Awards were presented to Charmaine Lehman and George Lyon for their many years of service as Governing Board members and advocates on behalf of the residents of Menominee, Delta & Schoolcraft Counties.

**ACCEPTANCE OF MAY 17, 2012 GOVERNING BOARD MINUTES**

Members received a draft of the May 17, 2012 Governing Board minutes. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoille who reported that the Finance Committee met on 6/27 & 7/16 and reviewed the HRA credit card charges for 4/19 - 6/20/12. He indicated they also reviewed the HRA Accounts Payable schedules for May and June. **MR. LAFOILLE MOVED TO ACCEPT THE MAY & JUNE HRA ACCOUNTS PAYABLE SCHEDULES, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the committee reviewed a loss analysis report from the Accident Fund and questioned why the premiums are so high when our claims have gone down significantly. He called on Mr. Dubord who explained that we had a big claim year two years ago and that figures into our premium for three years, so hopefully our rates will come down soon if our claims remain low.

The committee also discussed doing regular safety facility checks. It was noted that this was in the works a few years ago with Joe Dehlin being active on the committee. When the Weatherization ARRA funds came through this was put on the back burner. We will revisit this now that the ARRA funding is done. We are planning to have a meeting on August 14<sup>th</sup> with a representative from the Accident Fund in attendance. **MR. MOYLE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "B").**

**NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS**

Ms. Wigand turned the meeting over to Dan LaFoille for the election of officers. Mr. LaFoille asked that a unanimous ballot be cast for the following slate of officers: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Ken Bryant – Secretary, Dan LaFoille – Treasurer. **MR. MOYLE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR THE SLATE OF OFFICERS AS PRESENTED, BERNIE LANG SECONDED THE MOTION; MOTION CARRIED.**

The Executive Director congratulated the newly elected officers and thanked them for volunteering to serve in their respective offices. **(see attachment "C")**

**UPCAP MONITORING REPORT DATED 6/14/12 FOR ESCANABA SENIOR CENTER**

Members received a copy of the UPCAP monitoring reported for the Escanaba Senior Center. The Chair called on Bill Dubord who told the members that our agency is monitored quite often, sometimes they're just brief monitorings and sometimes they are very in-depth. He noted he forwards all monitoring reports to the board regardless of their size or scope.

**APPROVAL OF CSBG AMENDMENT FOR \$254,680**

The Chair called on the Executive Director who reported that every year we submit an initial proposal and once all the carry over is figured out we have to resubmit our proposal with the adjusted figures. **DAN LAFOILLE MOVED TO APPROVE THE CSBG AMENDMENT FOR \$254,680, SECONDED BY MYRA CROASELL; MOTION CARRIED.**

**AUTHORIZATION TO SUBMIT CSBG DISCRETIONARY FUNDING APPLICATION**

Ms. Wigand called on the Executive Director who indicated we would like to submit a CSBG Discretionary application for \$20,000 with \$4,000 of cash match. If we are awarded the grant we will use it for transportation expenses for our Adult Day Care clients that live in Gladstone or Bark River since the Delta Area Transit Authority (DATA) rates are much more costly in those areas. We will use the rest for some staff training and for the maintenance contract for our FACSPRO client tracking software. **MR. MOYLE MOVED TO AUTHORIZE THE SUBMISSION OF A CSBG DISCRETIONARY FUNDING APPLICATION, MR. MULTERER SUPPORTED THE MOTION; MOTION CARRIED.**

**ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members were mailed copies of the monthly staff reports for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM JULIE MOBERG, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

**ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

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

- 6/7/12 (Delta) Foster Grandparent Program PAC minutes
- 5/11 (Menominee), 5/24 (Schoolcraft), 6/22/12 (Delta) senior Companion Program PAC minutes
- 6/12 (Menominee) & 6/20/12 (Delta) Retired & Senior Volunteer Program PAC minutes
- 5/28/12 (Hermansville) Senior Center PAC minutes

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on the Executive Director who reported that our Senior Volunteer Programs were recently monitored by the Office of Services to the Aging. This was a pretty involved monitoring but it went well. The Senior Companion Program has had problems getting and retaining the number of

Senior Companions that is planned for in our application. We are concentrating on improving this aspect of the SCP and hope to retain our funded number of volunteers.

Mr. Dubord noted that in late June we were awarded an additional 20,000 in LIHEAP Deliverable Fuel Funds. Shortly after that we were asked if you could utilize any more funds that other agencies are not spending. We said we would try to spend another \$100,000 (by August 31<sup>st</sup>) and think we will be able to spend a good portion if not all of these funds. News releases were issued and the word is getting out.

He indicated we continue to keep our apprised of the Affordable Care Act and what impact it will have on our organization now that the Supreme Court has upheld the legislation.

The Executive Director noted that we have regular Weatherization funding through October and may get an ARRA extension that will carry the program through at least March 31, 2012. He noted, however, that the long term outlook for Weatherization funding does not look good.

Mr. Dubord noted that in spite of flat funding and funding reductions that the overall health of our organization is good.

**MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair commended Bill and the program directors for being more proactive in light of the changing fiscal responsibilities.

The Executive Director thanked the board members for volunteering the time and talents.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:47 P.M. WITH A MOTION FROM MYRA CROASELL, SECONDED BY BERNIE LANG; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, SEPTEMBER 6, 2012**

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF MAY 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>131,111</u>
<u>VOLUNTEER PROGRAMS</u>		<u>47,204</u>
<u>NUTRITION</u>		<u>94,950</u>
<u>STATE AND LOCAL PROGRAMS</u>		<u>68,358</u>
<u>ENERGY AND HOUSING</u>		<u>17,337</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>88,380</u>
TOTAL	\$	<u>447,340</u>

SIGNED



(TREASURER)

DATE

6/27/12

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JUNE 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>\$ 133,215</u>
<u>VOLUNTEER PROGRAMS</u>	<u>36,070</u>
<u>NUTRITION</u>	<u>98,123</u>
<u>STATE AND LOCAL PROGRAMS</u>	<u>63,104</u>
<u>ENERGY AND HOUSING</u>	<u>56,600</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>	<u>124,785</u>

TOTAL \$ 511,897

SIGNED   
(TREASURER)

DATE 7/16/12