

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

**GOVERNING BOARD MEETING  
Thursday, July 25, 2013  
12:15 p.m. (CST)**

**MINUTES**

The meeting was called to order at 12:15 by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
Gil Vandenhouten, Menominee  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Cathy Mercier, Menominee  
Pastor Levin, Schoolcraft  
Dave Anthony, Menominee  
Myra Croasdell, Delta  
Ken Bryant, Schoolcraft  
Mari Negro, Menominee  
Doug Krienke, Menominee  
Susan Phillips, Schoolcraft  
Beth Pletcher, Menominee

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Bernie Lang, former board member  
Cathy Pearson, Executive Assistant  
Pat Johnson, Receptionist  
Jenny Brault, Menominee Head Cook  
Renelle Betters, Men. Senior Center Dir.  
Kris Thibeault, Finance Director  
Mary Bunnin, FGP Director  
Kim Johnson, Early Childhood Director  
Rick Rudden, Special Projects Coord.  
Mary Fleissner, Hermansville Sr. Ctr. Dir.  
Becky Thoune, Mid-County Sr. Ctr. Dir.  
Pat Royer, Nutrition Manager

**MEMBERS ABSENT**

Geri Nelson, excused  
Dave Moyle, excused  
Julie Moberg, excused  
John Stapleton, excused  
Ken Penokie, excused

**PRESENTATION OF PLAQUE TO BERNIE LANG**

Chair Wigand and the Executive Director presented a plaque to Bernie Lang for his many years of service on the Governing Board and Finance Committee.

**ACCEPTANCE OF MAY 16, 2013 GOVERNING BOARD MINUTES**

Members received a copy of the May 16, 2013 Governing Board Minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on 6/25 & 7/16. They reviewed the credit card charges for April and May and the CAA May and June Accounts Payable Schedules and recommend their acceptance. **MR. VANDENHOUTEN MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (see attachments A1-A5)**

**SAFETY COMMITTEE REPORT**

The committee reviewed the most current loss analysis report. **(see attachment B)**

**NOMINATING COMMITTEE REPORT**

Karen Wigand called on Dan LaFoille for the Nominating Committee report. He informed the board that the committee met today and were reminded that there is still a vacancy in the Schoolcraft County Consumer Sector that needs to be filled. We will ask our staff in Schoolcraft County for some suggestions. The committee also reviewed the Board Officer Interest Survey Results which indicated the following interest in offices: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Dan LaFoille – Treasurer, Ken Bryant – Secretary.

**MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR CHAIR. THERE WERE NONE & DAVE ANTHONY MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY BETH PLETCHER; MOTION CARRIED.**

**MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR VICE-CHAIR. THERE WERE NONE AND SUSAN PHILLIPS MOTIONED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY BETH PLETCHER; MOTION CARRIED.**

Mr. LaFoille turned the meeting over to the Chair to announce the election for Treasurer, since he is running for this office.

**KAREN WIGAND ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR TREASURER. THERE WERE NONE AND KEN BRYANT MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MR. LAFOILLE, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

Ms. Wigand turned the meeting back over to Mr. LaFoille to complete the election of officers.

**DAN LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR SECRETARY. THERE WE NONE AND TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MR. BRYANT, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

The Executive Director congratulated the officers and thanked them for their willingness to serve.

**THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")**

**ADMINISTRATION FOR CHILDREN & FAMILIES MONITORING REPORT DATED 5/30/13**

Ms. Wigand noted that the members were mailed a copy of the report and she called on Kim Johnson, Early Childhood Program Director, for more information. She noted that there were three minor findings requiring that certain procedures be put in writing or modified. She also reported that one area of strength was our non-federal share, which in the past has been an area of weakness. Another strength was development of much more usable Outcome Reports that was developed by one of our staff. The Executive Director noted that overall the report was very good, particularly in light of the scope of the monitoring. Staff will draft a response to the findings and get it to the board for their approval at the September board meeting. **MR. BRYANT MOVED TO ACCEPT THE ACF MONITORING REPORT DATED 5/30/13, SECONDED BY MARI NEGRO; MOTION CARRIED.**

**ACCEPTANCE OF EARLY CHILDHOOD JUNE MONTHLY REPORT**

Members received a copy of the June Early Childhood monthly report. There were no questions or comments and **IT WAS ACCEPTED UPON A MOTION FROM MR. ANTHONY, SECONDED BY MR. DORAN; MOTION CARRIED.**

**ACCEPTANCE OF 5/29/13 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 5/29/13 Head Start Policy Council minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**ACCEPTANCE OF KEY STAFF RECRUITMENT, SELECTION, COMPENSATION & TERMINATION POLICY**

Chair Wigand noted that one of the findings in the Head Start monitoring report was to have a written policy on key staff recruitment, etc. Although we have processes in place, it was not clearly outlined in one formal policy. Members were mailed a draft of the proposed policy for their review. **MR. BRYANT MOVED TO ACCEPT THE KEY STAFF RECRUITMENT, SELECTION, COMPENSATION & TERMINATION POLICY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL TO SUBMIT HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14**

Members were mailed budget and program design information in addition to being invited to a meeting to discuss the plans for the 2014 school year. Kim Johnson noted that we are implementing similar cost saving measures as required by the sequester in late spring. She reported that this year the Escanaba School District approached us about operating classes at Soo Hill, and Webster. We gratefully agreed. Gladstone Schools has also agreed to provide space for one of our classes at Cameron Schools. **DAVE ANTHONY MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**APPROVAL TO SUBMIT EARLY HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14**

Members were mailed budget and program design information in addition to being invited to a meeting to discuss the plans for the 2014 school year. **OMER DORAN MOVED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/30/14, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on the Executive Director who reported that he believes that funding for Head Start should remain pretty well intact.

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no public comments or other business **THE MEETING ADJOURNED AT 12:50 WITH A MOTION FROM DAVE ANTHONY, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, SEPTEMBER 5, 2013 AT 1:30 P.M.**

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**FINANCE COMMITTEE MEETING**

**Thursday, July 16, 2013**

**12:15 p.m. (EDT)**

**MINUTES**

The meeting was called to order at 12:15 p.m. by Dan LaFoilie. The following were present: Dan LaFoilie, Omer Doran, Rev. Ingmar Levin, Julie Moberg, Walter Multerer, Cathy Pearson, Kris Thibeault & Bill Dubord.

The committee reviewed the June CAA Accounts Payable schedule **AND IT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

The committee reviewed the June HRA Accounts Payable schedules **AND THEY WERE ACCEPTED WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.** The committee asked for follow-up on the purchase of fans from Whole Energy to determine why they weren't purchased locally & also wanted to know how the fans are tracked to assure they are accounted for.

The committee reviewed the May CAA & HRA credit card statements. The June statements will wait until the next Finance Committee meeting as the July Accounts Payable Schedules are not done yet.

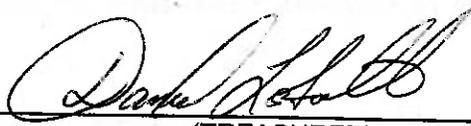
Other Business: The Executive Director noted that we had thought we would need to get a new phone system soon however, we are not having problems with our system at present so that purchase is on hold for the time being.

There being no further business the meeting adjourned at 1:24 p.m. **WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

Attachment "A"2

THE FINANCE COMMITTEE HAS REVIEWED THE **MAY 2013** 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	\$	199,212
EARLY HEAD START		69,569
EARLY-ON CHILDHOOD		1,052
GSRP		32,947
ASSET & LIABILITY ACCOUNTS		53,042
<b>TOTAL</b>	<b>\$</b>	<b>355,822</b>

SIGNED   
(TREASURER)

DATE 6-25-13

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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>65,336</u>
<u>EARLY HEAD START</u>		<u>47,252</u>
<u>EARLY-ON CHILDHOOD</u>		<u>806</u>
<u>GSRP</u>		<u>14,013</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>60,269</u>

TOTAL	\$	<u>187,677</u>
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SIGNED

  
\_\_\_\_\_  
(TREASURER)

DATE

7/16/13

Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE **MAY 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	\$	51,907
VOLUNTEER PROGRAMS		32,287
NUTRITION		46,808
STATE & LOCAL PROGRAMS		34,240
ENERGY AND HOUSING		33,406
ASSET & LIABILITY ACCOUNTS		55,050
<b>TOTAL</b>	<b>\$</b>	<b>253,698</b>

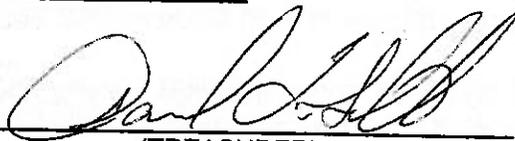
SIGNED   
(TREASURER)

DATE 6-25-13

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

<u>SENIOR CITIZENS</u>	\$	116,911
<u>VOLUNTEER PROGRAMS</u>		43,222
<u>NUTRITION</u>		85,990
<u>STATE &amp; LOCAL PROGRAMS</u>		53,222
<u>ENERGY AND HOUSING</u>		53,598
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		70,883
<b>TOTAL</b>	<u>\$</u>	<u>423,826</u>

SIGNED



(TREASURER)

DATE

7/16/13

**SAFETY COMMITTEE MEETING  
GOLDEN NUGGET, WALLACE MI  
July 26, 2013  
11:00 a.m. (CST)**

**MINUTES**

The meeting was called to order with the following in attendance: Tom Lippens, Walter Multerer, Omer Doran, Pat Royer and Pat Johnson.

The Committee reviewed the following two accidents:

- 1) **(Personal Care Program)** This client has a lot of clutter and a lot of it is placed on the floor. In the process of the aide reaching for supplies, she got her foot caught in the wheelchair and fell on her side between the bed and dresser. In the process of her fall she injured her upper arm, shoulder, hip and thigh. The client refuses to move any of the clutter. The aide did see a doctor and received minor medical attention. There was no lost work time. Recommendation: She should have moved the wheelchair to make more room. The committee believes the safety factors should be reviewed at each of their monthly meetings.

On June 19, 2013 the above aid filed a worker's comp claim which was denied. Her date of injury was 4/24/13. They believed her injury was from a different incident.

- 2) **(Personal Care Program)** The aide was attempting to pull a patient up higher in her bed. Previously, the patient was able to help push with her legs and feet, but for some reason the patient didn't or couldn't assist the aide this time. In the process of pulling up the patient she injured her back. She did need medical treatment and lost approximately 2 weeks of work time. The committee reiterated safety training should be ongoing. Their recommendation is that each client has to be assessed individually. If the patient is a larger person, it should probably be a 2 person assist. In the long run it is more cost effective, than running the risk of an aide being off of work for an undetermined period of time and collecting worker's comp.

Each committee member received a copy of the Loss Analysis Report from 1/1/10 – 1/1/14. They looked it over but felt it was pretty well explained at the last meeting.

Meeting adjourned at 11:30 a.m. (CST).

**NOMINATING COMMITTEE MEETING**

**Thursday, July 25, 2013**

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

**MINUTES**

Dan LaFoille called the meeting to order at 11:00 a.m. and the following were present: Omer Doran, Dan LaFoille, Dave Anthony, Gil Vandenhouten, Susan Phillips, Bill Dubord and Cathy Pearson. John Stapleton, excused

The results of the board interest surveys were as follows: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Dan LaFoille – Secretary &/or Treasurer, Ken Bryant – wherever needed.

The committee reviewed the election process, noting that due to the Open Meetings Act, there will not be anonymous voting. Mr. LaFoille will ask three times for further nominations from the floor for each office.

It was noted that the next time we redo the By-laws we may want to consider combing the Secretary and Treasurer positions.

The committee was reminded that we still have a vacancy in the Consumer Sector of Schoolcraft County vacated by Eileen Martin. The Senior Center was already approached and do not have anyone in mind. Mr. Dubord will check with Joan Ecclesine and Don Tyrrell, employees from Schoolcraft County to see if they have any suggestions.

Karen Wigand noted that the committee roster should list Susan Phillips is no longer on the Nominating Committee but is on the Early Childhood Committee.

There being no further business, the meeting adjourned at 11:12 a.m.

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

**GOVERNING BOARD MEETING  
Thursday, July 25, 2013  
12:45 p.m. (CST)**

**MINUTES**

The meeting was called to order at 12:45 by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Dan LaFoilie, Schoolcraft  
Omer Doran, Schoolcraft  
Gil Vandenhouten, Menominee  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Cathy Mercier, Menominee  
Pastor Levin, Schoolcraft  
Dave Anthony, Menominee  
Myra Croasdell, Delta  
Ken Bryant, Schoolcraft  
Mari Negro, Menominee  
Doug Krienke, Menominee  
Susan Phillips, Schoolcraft  
Beth Pletcher, Menominee

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Bernie Lang, former board member  
Cathy Pearson, Executive Assistant  
Pat Johnson, Receptionist  
Jenny Brault, Menominee Head Cook  
Renelle Betters, Men. Senior Center Dir.  
Kris Thibeault, Finance Director  
Mary Bunnin, FGP Director  
Kim Johnson, Early Childhood Director  
Rick Rudden, Special Projects Coord.  
Mary Fleissner, Hermansville Sr. Ctr. Dir.  
Becky Thoune, Mid-County Sr. Ctr. Dir.  
Pat Royer, Nutrition Manager

**MEMBERS ABSENT**

Geri Nelson, excused  
Dave Moyle, excused  
Julie Moberg, excused  
John Stapleton, excused  
Ken Penokie, excused

**PRESENTATION OF PLAQUE TO BERNIE LANG**

Chair Wigand and the Executive Director presented a plaque to Bernie Lang for his many years of service on the Governing Board and Finance Committee.

**ACCEPTANCE OF MAY 16, 2013 GOVERNING BOARD MINUTES**

Members received a copy of the May 16, 2013 Governing Board Minutes for their review. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 6/25

& 7/16/13. They reviewed the HRA credit card charges for April and May and the HRA May and June Accounts Payable Schedules and recommend their acceptance. **MR. DORAN MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY MYRA CROASELL; MOTION CARRIED. (see attachments A1-A5)**

### **SAFETY COMMITTEE REPORT**

Karen Wigand called on Tom Lippens who reported that the committee reviewed the most recent loss analysis report as well as two accidents in the Personal Care Program. The first involved an aide who reached for supplies over a clutter and wheelchair and fell and hurt herself. She had no lost work time. She filed a Worker's Comp. claim two months after the accident but it was denied.

The second accident involved an aide who was trying to help a patient reposition in her bed. In the past this patient has helped with her legs and feet but did not do so this time so our aide injured her back. She lost two weeks of work. The committee recommends that (especially with larger patients) two people assist in lifting. In addition they recommended that safety measures be reviewed at monthly meetings. **OMER DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY MR. ANTHONY; MOTION CARRIED. (see attachment B)**

### **NOMINATING COMMITTEE REPORT**

Karen Wigand called on Dan LaFoille for the Nominating Committee report. He informed the board that the committee met today and were reminded that there is still a vacancy in the Schoolcraft County Consumer Sector that needs to be filled. We will ask our staff in Schoolcraft County for some suggestions. The committee also reviewed the Board Officer Interest Survey Results which indicated the following interest in offices: Karen Wigand – Chair, Myra Croasdel – Vice-Chair, Dan LaFoille – Treasurer, Ken Bryant – Secretary.

**MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR CHAIR. THERE WERE NONE & DAVE ANTHONY MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY BETH PLETCHER; MOTION CARRIED.**

**MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR VICE-CHAIR. THERE WERE NONE AND SUSAN PHILLIPS MOTIONED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MYRA CROASELL AS VICE-CHAIR, SECONDED BY BETH PLETCHER; MOTION CARRIED.**

Mr. LaFoille turned the meeting over to the Chair to announce the election for Treasurer, since he is running for this office.

**KAREN WIGAND ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR TREASURER. THERE WERE NONE AND KEN BRYANT MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MR. LAFOILLE, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

Ms. Wigand turned the meeting back over to Mr. LaFoille to complete the election of officers

**DAN LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR SECRETARY. THERE WERE NONE AND TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MR. BRYANT, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

The Executive Director congratulated the officers and thanked them for their willingness to serve. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")**

#### **DHS MONITORING REPORT DATED 6/6/13**

Members were mailed a copy of DHS monitoring report dated 6/6/13. The Chair called on Bill Dubord who indicated there were no findings. He noted that DHS staff will be here next week to monitor our Community Service Block Grant (CSBG), Weatherization and LIHEAP programs. **DAVE ANTHONY MOVED TO ACCEPT THE DHS MONITORING REPORT DATED 6/6/13, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members were mailed copies of the various program monthly reports **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

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

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

- 5/24 (Delta) & 5/31/13 (Mid-County) Foster Grandparent Program PAC minutes
- 5/23 (Schoolcraft) & 6/19/13 (Delta) Senior Companion Program PAC minutes
- 4/9 (Menominee/Marinette); 4/17 (Delta) & 5/14/13 (Men./Marinette) Retired & Senior Volunteer Program PAC minutes
- 5/15 (Mid-County); 5/13, 5/29 & 6/26/13 (Hermansville) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **AUTHORIZATION TO SUBMIT THE CSBG REFUNDING APPLICATION FOR \$175,000**

The Chair called on Bill Dubord who explained that it is time for us to submit our refunding application for the Community Services Block Grant (CSBG) which is due 8/15/13. The funding amount is \$10,000 less than last year's initial figures. **MR. ANTHONY MOVED TO AUTHORIZE THE SUBMISSION OF THE CSBG REFUNDING APPLICATION, SUPPORTED BY OMER DORAN; MOTION CARRIED**

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director told the members that we were recently cut \$10,000 in the Senior Nutrition Program for this current fiscal year due to sequestration. We expect another \$40,000 cut for the upcoming fiscal year.

Mr. Dubord also reported that the National Community Action Foundation believes there will be a short term Continuing Resolution but there is a lot of talk about a government shut down in late October.

He reported that the Office of Community Services has issued a "CSBG Best Practices" that includes some of the following requirements and asks for more involvement from CAA boards. We will need to complete a Strategic Plan by October of 2014. It also requires the preparation of an agency-wide budget and that board members sign off on Conflict of Interest statements annually.

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand asked if there has been any further development regarding St. Francis Hospital wanting to house our Perspectives Adult Day Care Program. Mr. Dubord reported that there have been no further developments in that regard. The Chair thanked Cathy Pearson and the staff of the Little Nugget for such a nice luncheon.

The Executive Director expressed his thanks to the board members for their service and presented them with a small token of appreciation.

**ADJOURNMENT**

There being no public comments or other business ***THE MEETING ADJOURNED AT 1:15 p.m. WITH A MOTION FROM OMER DORAN, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

**THE NEXT MEETING IS THURSDAY, SEPTEMBER 5, 2013 AT 1:30 P.M.**

