

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

**GOVERNING BOARD MEETING  
Thursday, February 13, 2011  
1:30 p.m. (EST)  
511 First Avenue North, Escanaba**

**MINUTES**

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

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Karen Wigand, Delta  
Gil Sablack, Schoolcraft  
Dan LaFoilie, Schoolcraft  
Bernie Lang, Menominee  
Dave Schultz, Delta  
Gil Vandenhouten, Menominee  
Walter Multerer, Menominee  
George Lyon, Schoolcraft  
Charmaine Lehman, Schoolcraft  
Tom Lippens, Delta  
George Arkens, Menominee  
Myra Croasdell, Delta  
Geri Nelson, Delta  
Ken Bryant, Schoolcraft  
Marv Mayer, Menominee  
John Stapleton, Schoolcraft  
Ruth Helwig, Delta  
Tom Elegeert, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Bernice Wiecech  
Marylee DeGrave  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Mary Ciminskie, Data Systems/HR Coordinator  
Theresa Nelson, RSVP Director  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Joe Dehlin, WX/Housing Director

**MEMBERS ABSENT**

Helen Walker, excused  
Ernest Hoholik, excused  
Brenda Moya, excused  
Pastor Levin, excused  
Ken Penokie  
Dave Anthony

Chairman Schultz introduced new board member Myra Croasdell who is representing the Head Start Policy Council.

**APPROVAL OF DECEMBER 9, 2010 GOVERNING BOARD MINUTES**

Members received a copy of the 12/9/10 Governing Board minutes. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM TOM ELEGEERT, SECONDED BY OMER DORAN; MOTION CARRIED.**

**ACCEPTANCE OF COUNTY BOARD APPOINTMENTS FOR 2011**

The county boards have made the following appointments: Delta: Dave Schultz, Karen Wigand and Dave Rivard; Schoolcraft: Ernest Hoholik, Omer Doran and Dan LaFoilie; Menominee: Bernie Lang and two new appointments – Mari Negro and Beth Pletcher who have been appointed to five year terms. The Nominating Committee recommends these appointments and **THEY WERE ACCEPTED**

**WITH A MOTION FROM GIL SABLACK, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

### PRESENTATION OF PLAQUES

A plaque was presented to Bernice Wiecech for 22 years of service on the Governing Board and for her tenure as Treasurer. Marylee DeGrave was presented with a Certificate of Appreciation for her five years of service representing the Menominee County Board of Commissioners.

### FINANCE COMMITTEE REPORT

Chairman Schultz called on Karen Wigand for the report. She noted that the Finance Committee reviewed the Head Start credit card charges for their review and recommends their acceptance. They also reviewed the accounts payable schedules for November and December and recommends their approval. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GIL SABLACK, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. (see attachment "A")**

### SAFETY COMMITTEE REPORT

Mr. Schultz called on Gil Sablack who reported that the committee reviewed two accidents in the Early Childhood Program. The first involved a Teaching Assistant who slipped and fell on the ice and fractured her wrist. She is still off of work but will be returning soon. . It was suggested that the parking lot be checked more carefully to see when salt is needed. Mr. Sablack reminded the members that our slip and fall accidents have greatly decreased over the years with the safety reminders from staff and the footwear that helps prevent slips on snow/ice The second accident involved a folding table that didn't have the legs locked which caused an injury to the employee's shin. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "B")**

### APPROVAL OF 11/17/2010 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 11/17/10 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM TOM ELEGERT, SECONDED BY WALTER MULTERER; MOTION CARRIED.**

### ELECTION OF TREASURER

The Chairman reminded the members that the full board was asked if they had an interest in fulfilling the remainder of Bernice Wiecech's term as Treasurer and Dan LaFoille was the only one who expressed an interest. Mr. Schultz asked for further nominations from the floor. There were none, **TOM ELEGERT MOVED TO APPROVE DAN LAFOILLE TO FILL THE REMAINDER OF BERNICE'S TERMS AS TREASURER, KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.**

**INSURANCE PLAN AMENDMENT**

Members were mailed a copy of an insurance plan amendment that is required to cover provisions that are a result of the Patient Protection Reform Act. ***THE INSURANCE PLAN AMENDMENT WAS APPROVED WITH A MOTION FROM RUTH HELWIG, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.***

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Schultz called on Bill Dubord who reported that the auditors are here this week. They reminded that this is the first year we hired Anderson Tackman Company to perform the audit. Members were sent preliminary unaudited figures for the fiscal year ending 9/30/10 and Mr. Dubord noted that we have a healthy bottom line. The auditors will present the audit to the full board in a few months.

The Executive Director indicated that the federal and state budget picture remains uncertain and most likely will not be favorable to many of our programs.

Members were told that the way we were counting our non-federal share (that was disallowed by our review team) may be changed to now be considered allowable as other reviewers have allowed the same type of federal share match.

The Executive Director introduced Mary Ciminiskie who has been hired as Data Systems/HR Coordinator. Mary previously worked at our Escanaba Senior Center. She will be dealing with the new mandated FACSPRO database system as well as relieve Cathy with much of the human resources functions that are very labor intensive.

***KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED.***

**PUBLIC COMMENT/OTHER BUSINESS**

Mr. Schultz called on Kim Johnson, ECP Director, who passed out the annual Program Information Review (PIR) to the board. She also asked if there were any board members who would like to be added to the Early Childhood Committee; it meets about 3-4 times/year.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 2:04 WITH A MOTION FROM MR. ELEGEERT, SECONDED BY KEN BRYANT; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTHS OF NOVEMBER & DECEMBER 2010 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 AMOUNTS:

HEAD START	\$	457,984
EARLY HEAD START		113,606
ARRA HEAD START		10,717
EARLY-ON CHILDHOOD		3,639
GREAT START READINESS PROGRAM		56,219
ASSET & LIABILITY ACCOUNTS		223,507
<b>TOTAL</b>	<b>\$</b>	<b>865,672</b>

SIGNED   
(TREASURER)

DATE 1/13/11

**FINANCE COMMITTEE MEETING**

**Thursday, January 13, 2011**

**11:45 a.m.**

**MINUTES**

The following were present: Dave Schultz, Dan LaFoille, Omer Doran, Karen Wigand, Bernie Lang, Gil Sablack, Bill Dubord, Beau Miller and Cathy Pearson. Pastor Levin, excused.

The committee reviewed the CAA & HRA Accounts Payable schedules for November and December. It was noted that if the report could be reformatted to lengthen some of the fields it would probably prevent some questions. There was a question about an expenditure to the American Red Cross for \$7,000 and members were told that it was for first aid kits for the Head Start families. **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY GIL SABLACK; MOTION CARRIED.**

The committee reviewed the Head Start credit card charges for December and January. **THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.** It was suggested that the account numbers be blacked out better as they can be read. It was noted that's why we shred them after the meeting.

The committee reviewed the preliminary audit figures for the fiscal year ending 9/30/2010 and Beau indicated we are in pretty good shape fiscally. Bill reaffirmed his decision to hire a CPA as Beau is able to close out our books which prevents a finding. Final audit figures will be forthcoming and Anderson, Tackman Co. will present the audit to the full board in the next few months.

The members were reminded that we asked for any board members who were interested in filling the remainder of Bernice Wiecech's term as Treasurer. Dan LaFoille and Marylee DeGrave expressed an interest; however, Marylee was not re-appointed by Menominee County so will no longer be on the board. Therefore, we will ask if there are any further nominations, and if not, Dan will be our new Treasurer.

There was discussion on the uncertainty of funding and desperate measures being taken by some other states.

Bill noted that he will be coming to the Finance Committee with a proposal for Center Administrator wages based on the size of the center, length of service, etc.

The meeting adjourned at 12:25 p.m.

**SAFETY COMMITTEE MEETING**

January 13, 2011

1:00 p.m.

**MINUTES**

The following were in attendance: Omer Doran, Walter Multerer, Gil Sablack, George Arkens, Marv Mayer, Kim Johnson, Sally Kidd and Pat Johnson. Absent: Tom Lippens and Marylee DeGrave.

**The Committee reviewed the following three accidents:**

- 1) **EARLY CHILDHOOD PROGRAM:** An assistant teacher was carrying supplies from her vehicle to a classroom when she slipped and fell on snow covered ice and fractured her wrist. She did seek medical assistance. She is still off of work and is expected to return to work on Jan. 17, 2011 with no restrictions. Her supervisor usually has the lot salted or sanded before staff arrives in the morning but it had snowed the previous night so it took her supervisor longer than usual to arrive at work. This was just an unfortunate accident.
- 2) **EARLY CHILDHOOD PROGRAM:** A center aide was moving a table closer to the door to set the meals upon when they arrived. Apparently, one of the legs of the table was not secured and the table collapsed injuring her leg. She immediately went to the doctor to be checked and there was a bruise. The doctor released her to go back to work with no restrictions, and she was back working within 2½ hours from the time the accident occurred. Recommendation: The table will be checked to make sure locks are working correctly and stop moving the table. (The reason the table was being moved was because there is linoleum on the floor and gets slippery if wet. When the meals are delivered the floor is slippery if their shoes are wet. A rug has been requested to be placed at the entrance of the room.
- 3) **SENIOR SERVICES:** A center aide was delivering meals and slipped on snow covered ice, injuring his right hand, elbow and lower back. He didn't lose any work time but medical treatment is ongoing. This was a new employee filling in for a meal runner who was sick. Recommendation: We accept responsibility for this accident because he wasn't properly trained. Usually meal runners carry salt in their vehicles for emergencies and wear "trackers" if the weather warrants it.

Mr. Multerer stated that at the inception of the Safety Committee it was not uncommon to review 15 to 20 accidents. Many of them where slip and falls. He commended Sally on the safety training employees have received, providing "trackers" to meal runners etc.

The meeting adjourned at 1:25 p.m.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**  
*Thursday, January 13, 2011*  
*1:45 p.m. (EST)*  
*511 First Avenue North, Escanaba*

**MINUTES**

Chairman Schultz called the meeting to order at 2:05 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Karen Wigand, Delta  
Gil Sablack, Schoolcraft  
Dan LaFoilie, Schoolcraft  
Bernie Lang, Menominee  
Dave Schultz, Delta  
Gil Vandenhouten, Menominee  
Walter Multerer, Menominee  
George Lyon, Schoolcraft  
Charmaine Lehman, Schoolcraft  
Tom Lippens, Delta  
George Arkens, Menominee  
Myra Croasdell, Delta  
Geri Nelson, Delta  
Ken Bryant, Schoolcraft  
Marv Mayer, Menominee  
John Stapleton, Schoolcraft  
Ruth Helwig, Delta  
Tom Elegeert, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Bernice Wiecech  
Marylee DeGrave  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Mary Ciminskie, Data Systems/HR Coordinator  
Theresa Nelson, RSVP Director  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Joe Dehlin, WX/Housing Director

**MEMBERS ABSENT**

Helen Walker, excused  
Ernest Hoholik, excused  
Brenda Moya, excused  
Pastor Levin, excused  
Ken Penokie  
Dave Anthony

Chairman Schultz introduced new board member Myra Croasdell who is representing the Head Start Policy Council.

**APPROVAL OF DECEMBER 9, 2010 GOVERNING BOARD MINUTES**

Members received a copy of the 12/9/10 Governing Board minutes. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**ACCEPTANCE OF COUNTY BOARD APPOINTMENTS FOR 2011**

The county boards have made the following appointments: Delta: Dave Schultz, Karen Wigand and Dave Rivard; Schoolcraft: Ernest Hoholik, Omer Doran and Dan LaFoilie; Menominee: Bernie Lang and two new appointments – Mari Negro and Beth Pletcher who have been appointed to five year terms. The Nominating Committee recommends these appointments and **THEY WERE ACCEPTED**

**WITH A MOTION FROM MR. LAFOILLE, SECONDED BY KAREN WIGAND; MOTION CARRIED.**

### **PRESENTATION OF PLAQUES**

A plaque was presented to Bernice Wiecech for 22 years of service on the Governing Board and for her tenure as Treasurer. Marylee DeGrave was presented with a Certificate of Appreciation for her five years of service representing the Menominee County Board of Commissioners.

### **FINANCE COMMITTEE REPORT**

Chairman Schultz called on Karen Wigand for the report. She noted that the Finance Committee reviewed the accounts payable schedules for November and December and recommends their approval. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GEORGE LYON, SUPPORTED BY MR. SABLACK; MOTION CARRIED. (see attachment "A")**

### **SAFETY COMMITTEE REPORT**

Mr. Schultz called on Gil Sablack who reported that the committee reviewed one accident in the Senior Services Program where a substitute meal runner slipped on a client's property. He had no lost work time. Mr. Sablack reminded the members that our slip and fall accidents have greatly decreased over the years with the safety reminders from staff and the footwear that helps prevent slips on snow/ice. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MARV MAYER, SUPPORTED BY KEN BRYANT; MOTION CARRIED. (see attachment "B")**

### **APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES**

Members received a copies of the following PAC minutes for their review: 12/3 (Mid County) Senior Citizen PAC, 12/14/10 (Men/Marinette) Retired & Senior Volunteer Program and 12/21/10 (Delta) Senior Companion Program. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM CHARMAINE LEHMAN, SECONDED BY KEN BRYANT; MOTION CARRIED.**

### **ELECTION OF TREASURER**

The Chairman reminded the members that the full board was asked if anyone had an interest in fulfilling the remainder of Bernice Wiecech's term as Treasurer and Dan LaFoille was the only one who expressed an interest. Mr. Schultz asked for further nominations from the floor. There were none. **KAREN WIGAND MOVED TO APPROVE DAN LAFOILLE TO FILL THE REMAINDER OF BERNICE'S TERM AS TREASURER, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.**

### **INSURANCE PLAN AMENDMENT**

Members were mailed a copy of an insurance plan amendment that is required to cover provisions that are a result of the Patient Protection Reform Act. **THE INSURANCE PLAN AMENDMENT WAS**

**APPROVED WITH A MOTION FROM RUTH HELWIG, SECONDED BY MR. LAFOILLE; MOTION CARRIED.**

### **WALK FOR WARMTH**

Chairman Schultz called on Cathy Pearson who told the board that the annual Walk for Warmth campaign is in full swing with walks scheduled for Escanaba and Menominee on Saturday, February 26<sup>th</sup>. Escanaba will also hold a Big Brat Sale on February 11<sup>th</sup> and the Rusty Rail will again host a Ride for Warmth poker run on February 19<sup>th</sup>. Menominee's annual Brats for Breakfast will be held on February 17<sup>th</sup> at the Menominee Senior Center. Board members were encouraged to support this campaign any way they can as it is our only major fund-raiser.

### **ACCEPTANCE OF DHS MONITORING REPORT FROM AUGUST 9-11, 2010 VISIT**

Members were mailed a copy of the DHS fiscal monitoring report from the August 9-11, 2010 review. There was a finding as the cost allocation plan had not been reviewed annually. Since then it has been reviewed and revised. **KAREN WIGAND MOVED TO ACCEPT THE DHS MONITORING REPORT AND PLACE IT ON FILE, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Schultz called on Bill Dubord who reported that the auditors are here this week. He reminded the members that this is the first year we hired Anderson Tackman Company to perform the audit. Members were sent preliminary unaudited figures for the fiscal year ending 9/30/10 and Mr. Dubord noted that we have a healthy bottom line. The auditors will present the audit to the full board in a few months.

The Executive Director introduced Mary Ciminiskie who has been hired as Data Systems/HR Coordinator. Mary previously worked at our Escanaba Senior Center. She will be dealing with the new mandated FACSPRO database system as well as relieve Cathy with much of the human resources functions that are very labor intensive.

Mr. Dubord reported that although we received an increase in our household allotment for The Temporary Emergency Food Assistance Program (TEFAP) from 1,200 to 2,100, we ran out of food at some of our centers. He noted that without ARRA funds it will be very difficult to cover the cost of transporting the food.

He also notified that board that we are taking a good look at our bingo operations as they have had a significant decline in receipts over the past year.

Phase one of the Gladstone renovations that were made possible through the Olsen Trust have begun. A new walk in cooler/freezer is being installed. Mr. Dubord also noted that old wiring upstairs in the Menominee Senior Center has been disabled and we are soliciting bids for new energy efficient lighting for that center.

**HRA Governing Board Minutes**

**Thursday, February 13, 2011**

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The Executive Director reminded the board that 530 homes need to be weatherized by 3/31/2012 and to date we have 249 completions with 87 jobs partially completed. Projects are moving along so we are ready to accept more applications.

**KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. LIPPENS SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Mr. LaFoille noted that the federal mileage rate is now at \$.51/mile.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:30 p.m. WITH A MOTION FROM MR. LYON, SECONDED BY TOM ELEGEERT; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTHS OF NOVEMBER & DECEMBER 2010 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 AMOUNTS:

SENIOR CITIZENS	\$	251,622
VOLUNTEER PROGRAMS		99,299
NUTRITION		199,226
STATE & LOCAL PROGRAMS		196,568
ENERGY AND HOUSING		355,397
ASSET & LIABILITY ACCOUNTS		193,709
<b>TOTAL</b>	<b>\$</b>	<b>1,295,821</b>

SIGNED

  
(TREASURER)

DATE

1/13/10