

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, January 12, 2017
511 First Avenue North, Escanaba MI
12:30 p.m. (EST)**

MINUTES

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFolle, Schoolcraft
Clyde Thoun, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Tom Lippens, Delta
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dave Anthony, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Naomi Fletcher, Weatherization Director
Cathy Pearson, Executive Assistant
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Erin Russell, Family Community Coordinator
Sarah Cantrell, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
Shanna Jasmin, excused
Ken Penokie
Peter Thoun
Dave Moyle

APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4th (Labor Day) to the 7th. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, - SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the CAA November Accounts Payable Schedule and recommends their approval. **THE CAA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source purchase of two vision screeners for \$15,044.42 and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also recommends authorizing the Treasurer to be on the CAA General Account and Payroll Account **AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the committee met on 12/6/16 and reviewed one accident in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS APPROVED WITH A MOTION FROM CLYDE THOUNE; SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra Croasdell disclosed that Shanna is her niece. **SUSAN KLEIKAMP MOTIONED TO APPROVE SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

APPROVAL OF UNION CONTRACT

This was tabled.

ACCEPTANCE OF NOVEMBER ECP MONTHLY REPORT

Members were mailed a copy of the November ECP monthly report. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF 11/29/2016 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 11/29/2016 Head Start Policy Council minutes. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF ECP ATTENDANCE PROCEDURE

Members were mailed a copy of the revised Early Childhood Program Attendance Procedure and **IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

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UPDATE ON THE STRATEGIC PLAN GOALS

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently on family education and increasing collaborative partners. **CLYDE THOUNE MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that she and the ECP Director, Myra Smeester, attended regional Head Start training in Chicago on the new program regulations. Myra and her staff are working hard to make sure we will be in compliance.

The Head Start duration grant request has been approved. This will extend the time in the classrooms to meet the new performance standards. The program is fully enrolled at this time.

One of the new focus areas is on attendance which is one reason you were presented with a revised attendance procedure.

The union contract has been negotiated. It is before the union members for ratification and then will be brought to the full board.

We have had a complaint filed with the Dept. of Civil Rights from an employee who disagrees with her termination.

CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no further business.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

NEXT MEETING IS THURSDAY, MARCH 9, 2017

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, January 12, 2017
511 First Avenue North, Escanaba MI
12:45 p.m. (EST)**

MINUTES

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Clyde Thoun, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Tom Lippens, Delta
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dave Anthony, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Naomi Fletcher, Weatherization Director
Cathy Pearson, Executive Assistant
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Erin Russell, Family Community Coordinator
Sarah Cantrell, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
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APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4th (Labor Day) to the 7th. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the HRA November Accounts Payable Schedule and recommends their approval. **THE HRA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source bid from Ness Contracting for \$30,375 to remodel the front entrance of the administrative office building. **DAN LAFOILLE MOVED TO APPROVE THE BID FROM NESS CONTRACTING, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also recommends authorizing the Treasurer to be on the HRA General Account, Payroll and Housing Accounts **AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT A NEW FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION

The Chair called on Sarah Cantrell, RSVP Director, who reported that we have volunteers that transport people to get groceries or prescriptions and for medical appointments. Since there is a big demand for this service Sarah is seeking authorization to apply for funds to be used to pay for mileage in these instances. **SUSAN KLEIKAMP MOVED TO AUTHORIZE THE SUBMISSION OF A FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION, SECONDED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra Croasdell disclosed that Shanna is her niece. **DAN LAFOILLE MOTIONED TO APPROVE SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the FGP, SCP & RSVP Oct./Nov. monthly reports, the first quarter Client Services report and the 2016 in-home services customer satisfaction report. There were no questions **AND THEY WERE ACCEPTED UPON A MOTION FROM LEE ROBBER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following Advisory Committee minutes for their review:

- 10/14 (Men), 11/18 (School), 12/8/16 (Delta) FGP Advisory Committee minutes
- 11/9 (Men), 11/30/16 (School) SCP Advisory Committee minutes
- 10/20 (Delta), 11/15 (M/M), 11/17/16 (Delta) RSVP Advisory Committee minutes
- 12/12/16 (Hermansville) Senior Center Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

UPDATE ON THE STRATEGIC PLAN GOALS

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently and have made significant strides in marketing our programs and services. **CRAIG REITER MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY MYRA CROASELL; MOTION CARRIED.**

AUTHORIZATION TO MANAGE SCHOOLCRAFT CDBG PROGRAM INCOME FUND

Karen Wigand called on Naomi Fletcher, Weatherization/Housing Director, who explained that the lack of current funding for housing rehabilitation has prevented the City of Manistique or the EDC to manage the minimal amount of program income that has recently been paid from mortgage liens that were secured for housing rehabilitation through MSHDA's Small Cities grant program that was originally managed by the Schoolcraft Economic Development Commission. The City asked if MDS CAA would manage said funds similar to our agreement with Schoolcraft County. **DAN LAFOILLE MOVED TO AUTHORIZE MDS CAA TO MANAGE THE SCHOOLCRAFT COUNTY CDBG PROGRAM INCOME FUND, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that the Weatherization Program is meeting its targeted goals so far. Naomi has worked out a process with Marquette staff for the intake process and energy audits. Eleven jobs have been completed so far this year.

Julie reported that SCP and FGP have moved to an easy to read monthly report for the Board. The Senior Companion Program held a fundraiser in December and raised \$1695. Both programs had Christmas parties for their volunteers.

She noted that Sarah Cantrell provided a comprehensive year-end look in her RSVP board report which is quite impressive. She also requested and received \$1,000 donation from the Sackerson Foundation and is also writing grants to the United Way and Superior Health Foundation. The RSVP volunteers assisted the Red Cross in a blood drive right after Christmas and exceeded their goal.

The Executive Director reported that we are in the thick of heat assistance requests and have just begun our Walk for Warmth campaigns. Walks will be held in Escanaba, Manistique & Menominee on February 25th. Julie indicated that she and Cathy will be meeting with DHHS-BCAEO to discuss the lack of administrative funding to administer our heat funds.

Julie Moberg reported that the Senior Centers held their Christmas dinners which are always well attended. She noted that the in-home customer satisfaction report was given to the members, which includes home delivered meals and adult day center services.

Julie informed the board that we continue to clear the complaints with the National Labor Relations Board and the US Wage and Hour Division. Both settlement agreements are made and will be completed by 2/1/2017. There is one more complaint with the MI Department of Civil Rights.

The board was informed that we continue to see people daily who are in need of housing assistance, even in winter. Our new Homeless Resource Specialist is serving people in all three counties. On a related note the Executive Director reported that we will be hosting a Bachelor level social work intern for four months starting in January. She will be working with the homeless program and with the personal care program.

Julie reported that the Welcome Newborns program has been a good fit for this office, particularly for the close referrals with the Early Childhood Program.

CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

PUBLIC COMMENT

The Chair noted that in the Finance Committee it was strongly recommended that the Nutrition menu be put back in the monthly senior newsletters.

OTHER BUSINESS

There was some discussion on whether the cancellation of board meetings should occur if schools are cancelled in any of our three-county service area. **DAVE ANTHONY MOVED TO HAVE BOARD MEETING CANCELLATIONS FOLLOW THE SAME AS SCHOOL CLOSINGS IN ANY OF OUR THREE COUNTIES, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:40 P.M. WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

NEXT MEETING IS THURSDAY, MARCH 9, 2017