

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING

*Thursday, January 8, 2015
511 First Avenue North, Escanaba MI
12:30 p.m. (EST)*

MINUTES

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

MEMBERS PRESENT

Karen Wigand, Delta
Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Julie Moberg, Delta
Dave Anthony, Menominee
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Sally Kidd, Senior Services Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Joe Dehlin, Weatherization Director
Kim Johnson, ECP Director
Bernie Lang, Menominee Co. Commissioner

MEMBERS ABSENT

Mari Negro, excused
Kristi Wood, excused
Lee Robbert, excused
Cathy Mercier
Dave Moyle
Doug Kreinke

Karen introduced and welcomed new board member, Clyde Thoune who is representing the Mid-County Senior Center.

APPROVAL OF NOVEMBER 6, 2014 GOVERNING BOARD MINUTES

Members received a draft of the November 6, 2014 Governing Board minutes for their review and they were **APPROVED WITH A MOTION FROM MR. DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

UPCOMING ADMINISTRATIVE STAFF CHANGE

Members had been notified by mail that our Early Childhood Program Director, Kim Johnson, has submitted her resignation to be effective this coming spring. The Chair called on Bill Dubord who indicated we will miss her but wish her well in her new endeavor. It was noted that the Policy Council and Governing must approve hire of the ECP Director. It was suggested that at least one member of the ECP Committee help with interviews and possibly with screening the resumes with the Executive Director. Julie Moberg and Myra Croasdell volunteered to assist in any way needed. Since there is no board meeting in February and the hire has to be approved by the board, the members were asked if they wish to give the Executive Committee (the officers) authority to approve the hire should timing be an issue. **MR. PENOKE MOVED TO GIVE THE**

**EXECUTIVE COMMITTEE AUTHORITY TO APPROVE THE HIRE OF THE NEW ECP DIRECTOR,
SECONDED BY GERI NELSON; MOTION CARRIED.**

Karen announced that our Executive Director will be retiring sometime in 2015. She indicated that she really appreciates the amount of notice he is giving the organization and his concern for leaving our organization in a good position for the new person. He notified the Finance Committee because of financial considerations regarding health insurance, vacation pay, etc. that will affect when he decides to officially retire. Also, if the board feels that it may be good for him to serve in a consultant role when the new person comes on, that may be a consideration. **KEN PENOKIE MOVED TO HAVE THE FINANCE COMMITTEE WORK OUT BILL'S EXIT DETAILS AND BRING IT TO THE FULL BOARD FOR APPROVAL, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.** Members were reminded that the board recently passed a succession plan policy for replacing the Executive Director and it charges the Personnel Committee with assisting in the hiring process.

Bill told the board that he has had great staff and board members to work with over his tenure and is proud of the many accomplishments that have been achieved since 1981.

**ACCEPTANCE OF REAPPOINTMENT OF TOM LIPPENS BY THE DELTA/SCHOOLCRAFT COMMUNITY
LABOR COUNCIL**

Members received a copy of a letter from the D/S Community Labor Council reappointing him to our Governing and this was **ACCEPTED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 12/11/14 & 1/8/15 and reviewed the October and November Accounts Payable Schedules and recommends their approval – **THIS WAS DONE WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** The auditors will be sending out a questionnaire to all board members and you are asked to fill it out to the best of your ability. If you have any questions about the questions please contact our auditing firm for clarification. (see attachment "A")

PERSONNEL COMMITTEE REPORT

Karen Wigand called on Ms. Kleikamp who reported that the Personnel Committee met on 12/16/14 to begin the process of reviewing and revising the Personnel Policies. There were only 2 out of 8 committee members present. If you are on the Personnel Committee (D. Moyle, K Wigand, S. Kleikamp, G. Nelson, J. Stapleton, K. Penokie, S. Phillips, M. Croasdell) but are unable to attend most of the committee meetings, please let us know & we will take you off the committee if you wish. The next Personnel Committee meeting will be on February 5th at 11:00 a.m. **MS. PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MR. LAFOILLE; MOTION CARRIED.** (see attachment "B")

REVIEW/APPROVAL OF AGENCY MISSION STATEMENT

Members were mailed a copy of the agency's mission statement for their review and **IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

RESOLUTION FOR SIGNATURES FOR SAFETY DEPOSIT BOX

We recently discovered that the authorized signers for our safety deposit box include one deceased board member and one who is no longer on the board. Therefore we are requesting a resolution authorizing the Chair, Treasurer, Executive Director and Finance Director to be authorized signers on the agency's safety deposit box. ***THIS WAS DONE WITH A MOTION FROM TOM LIPPENS, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

HEALTH & SAFETY 45 DAY REQUIREMENT CERTIFICATION

A new requirement in the Early Childhood Program is that the board certify that the Health & Safety Checklist is completed within 45 days of receiving the grant award. The ECP Director informed the board that this has been done. ***MR. LAFOILLE MOVED TO HAVE THE BOARD CERTIFY THAT THE HEALTH & SAFETY CHECKLIST WAS COMPLETED WITHIN THE 45 DAY REQUIREMENT; SECONDED BY KEN PENOKIE; MOTION CARRIED.***

APPROVAL OF 11/19/14 HEAD START/ECP POLICY COUNCIL MINUTES

Members were given a copy of the 11/19/14 Head Start/ECP Policy Council minutes for their review. There were no questions or comments ***AND THEY WERE APPROVED UPON A MOTION FROM JULIE MOBERG, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF ECP MONTHLY REPORT DATED 1/5/15

Members were given a copy of the ECP report dated 1/5/15 for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.***

UPDATE ON ORGANIZATIONAL STANDARDS

Ms. Wigand called on Bill Dubord who reminded the members that some of the organizational standards included many items that we are already doing. The following are some of the items we have recently completed: review of the mission statement, succession plan for the Executive Director, Conflict of Interest Policy and an agency risk assessment. We are in the process of reviewing/revising the Personnel Policies and know that we need to make arrangements to conduct strategic planning.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that a new requirement for the Early Childhood Program is a Governance Screener item that will be brought before the board.

Mr. Dubord noted that John Stapleton's extended term (until 12/31/14) has expired. Although he is willing to continue serving he has not been reappointed by the Schoolcraft County Transit at this time so he will come off the board. On a related note, the Executive Director reminded the members that there has been discussion on changing the board seats from 21 to 18 through attrition, rather than asking someone to step down. CAPLAW (a legal resource for CAA's) strongly recommends that board reduction not take place through attrition. After some discussion the board consensus was to leave the board size at 21. ***OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

The meeting adjourned at 1:21 p.m. ***WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.***

THE NEXT MEETING IS MARCH 12, 2015 AT 12:30 P.M. (EST)

FINANCE COMMITTEE MEETING

FINANCE COMMITTEE MEETING
Thursday, December 11, 2014
11:00 a.m.

MINUTES

The following were present: Omer Doran, Dan LaFoilie, Susan Kleikamp, Tom Lippens, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault, Cathy Pearson, Sally Kidd

The members were mailed information from the Executive Director regarding his position and noted that he is tentatively planning to retire sometime in 2015. The committee acknowledged his correspondence to them and indicated that are very willing to work with him on his desire to come to an agreement on exit terms, including health insurance and a role in transitioning to a new director. Bill thanked the committee for their understanding of the timing element and kind words regarding his efforts on behalf of the agency over the years. The committee agreed to the following:

- Karen would inform the board at the January 8th meeting of Bill's intent to leave sometime in 2015, with a definite date yet to be determined.
- She will request that the board authorize the Finance Committee to negotiate the terms of Bill's departure, including a transition role to assure a smooth transfer of authority.
- The Chair will work with the board following the succession plan to interview potential candidates based on the timing of Bill's official notice of retirement.

The Chair appointed Tom Lippens to represent the agency on UPCAN along with the Executive Director.

Members were mailed a draft credit card policy for their review (as we had no written policy). They asked Bill to check to see if an individual's name is required to be on the card as well as the agency's as they feel it would be better to not have an individual's name on the card(s). Bill noted that this will be incorporated into the Financial Procedures Manual when it is reviewed and revised in the next couple of months.

The committee reviewed the CAA/HRA October credit card statements. Bill noted that there was a significant amount charged for training as they had funds to cover some good training sessions.

The committee reviewed the CAA October Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee reviewed the HRA October Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY LIPPENS; MOTION CARRIED.**

Mr. LaFoilie called on the Executive Director who requested that we bring our In-Home Services Manager's wage up to what the Nutrition Mgr. wage is. He indicated that she works many evenings and weekends and has a lot of responsibility. **TOM LIPPENS MOVED TO INCREASE THE IN-HOME SERVICES MANAGER'S WAGE BY \$1.58/hour, SECONDED BY JULIE MOBER; MOTION CARRIED.**

The Treasurer called on Mr. Dubord who requested that when board members receive a questionnaire from the auditors (Anderson, Tackman Co.) he would appreciate if they would try to answer to the best of their ability and return it. They had very few responses from the board last year.

Bill noted that we would like one or two board members to be signatories on the agency's safety deposit box to replace former board members who are currently listed. The committee suggests that it be the Chair and Treasurer. Bill indicated the board will have to pass a resolution to do so at the January meeting.

The meeting adjourned at 12:55 p.m.

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2014 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	\$	229,931
EARLY HEAD START		62,212
EARLY-ON CHILDHOOD		303
GSRP		117,623
ASSET & LIABILITY ACCOUNTS		42,708
TOTAL	\$	<u>452,777</u>

SIGNED 
(TREASURER)

DATE 1-8-15

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	180,211
VOLUNTEER PROGRAMS		58,323
NUTRITION		121,007
STATE & LOCAL PROGRAMS		72,882
ENERGY AND HOUSING		13,621
ASSET & LIABILITY ACCOUNTS		4,007
TOTAL	\$	450,052

SIGNED 
(TREASURER)

DATE 1-8-15

FINANCE COMMITTEE MEETING
Thursday, January 8, 2015
11:15 a.m.

The meeting was called to order at 11:15 a.m. by Treasurer Dan LaFoilie. The following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Julie Moberg, Karen Wigand, Bill Dubord & Kris Thibeault

The Finance Committee reviewed the CAA November credit card charges.

There were no HRA November credit card charges to review.

The committee reviewed the CAA November Accounts Payable Schedule **AND IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

The Committee reviewed the HRA November Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY JULIE MOBERG MOTION CARRIED.**

Bill informed the committee that the auditors from Anderson Tackman are in this week and next week.

At the request of the committee at the last meeting, Bill investigated and found that an individual's name, as well as the company name, must appear on all corporate credit cards.

The meeting adjourned at 12:10 p.m. **WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2014 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	\$	261,718
EARLY HEAD START		78,099
EARLY-ON CHILDHOOD		749
GSRP		40,720
ASSET & LIABILITY ACCOUNTS		57,452
TOTAL	\$	438,738

SIGNED 
(TREASURER)

DATE 1-8-15

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	119,257
VOLUNTEER PROGRAMS		45,566
NUTRITION		136,525
STATE & LOCAL PROGRAMS		125,602
ENERGY AND HOUSING		69,688
ASSET & LIABILITY ACCOUNTS		40,542
TOTAL	\$	<u>537,180</u>

SIGNED 
(TREASURER)

DATE 1-8-15

PERSONNEL COMMITTEE MEETING
December 16, 2014
11:00 a.m.

The meeting was called to order at 11:00 a.m. Susan Kleikamp, Susan Phillips, Bill Dubord and Cathy Pearson were present. Geri Nelson and Karen Wigand asked to be excused. Members not present: Dave Moyle, John Stapleton, Myra Croasdell or Ken Penokie.

Bill informed the members that Kim Johnson, Early Childhood Program Director, is resigning in the spring and her position is being posted.

It was noted that we will proceed with reviewing the draft recommendations that were mailed to committee members as well as a few suggestions from Geri Nelson. No action will be taken at this time we just wish to proceed with the revision of this document as it will take some time.

Recommendations to marked up copy dated 11/14/14:

- Section I., second to last second remove **and prerogatives.**
- Section III., 1st sentence change after hold office **as an at-will employee.**
- Section VI., B. 2 – Just put any family with the suffix “In-law” once
- “ “, B. 3 – More discussion non-critical positions, i.e. PC Aides??????????????
- Section VI. E. 1 – 1st sentence replace termination with **temporary or permanent lay-off**
- Section VI. F, Make 1st paragraph # 1 and add after 2nd sentence a new 3rd sentence:
“All employees shall be required to immediately disclose any criminal convictions and any pending felony charges.” Make a # 2 beginning with the sentence “in the case of employees within the agency’s (change licensed preschool programs to **Early Childhood** programs. Change “may” to “will” be suspended. & “may” to “will” result in dismissal.
- Section VII., B. 3 – check to see that we have the most recent copy of the Hatch Act.
- Section VIII., D. 1 Add after 2nd sentence: **“Evaluations are performed for the benefit of the employer, employee and the program.**
- Section VIII., D 5 – move 1st sentence to # 1 as described above and eliminate #5

The committee reviewed recommendations through Section X.

The next meeting will be scheduled at the January 8th board meeting.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING

*Thursday, January 8, 2015
511 First Avenue North, Escanaba MI
12:45 p.m. (EST)*

MINUTES

The meeting was called to order at 1:22 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Julie Moberg, Delta
Dave Anthony, Menominee
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Sally Kidd, Senior Services Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Joe Dehlin, Weatherization Director
Kim Johnson, ECP Director
Bernie Lang, Menominee Co. Commissioner

MEMBERS ABSENT

Mari Negro, excused
Kristi Wood, excused
Lee Robbert, excused
Cathy Mercier
Dave Moyle
Doug Krienke, excused

Karen introduced and welcomed new board member, Clyde Thoune who is representing the Mid-County Senior Center.

APPROVAL OF NOVEMBER 6, 2014 GOVERNING BOARD MINUTES

Members received a draft of the November 6, 2014 Governing Board minutes for their review and they were **APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

UPCOMING ADMINISTRATIVE STAFF CHANGE

Karen announced that our Executive Director will be retiring sometime in 2015. She indicated that she really appreciates the amount of notice he is giving the organization and his concern for leaving our organization in a good position for the new person. He notified the Finance Committee because of financial considerations regarding health insurance, vacation pay, etc. that will affect when he decides to officially retire. Also, if the board feels that it may be good for him to serve in a consultant role when the new person comes on, that may be a consideration. **KEN PENOKIE MOVED TO HAVE THE FINANCE COMMITTEE WORK OUT BILL'S EXIT DETAILS AND BRING IT TO THE FULL BOARD FOR APPROVAL, SECONDED BY MR. DORAN; MOTION CARRIED.** Members were reminded that the board recently passed a succession plan

policy for replacing the Executive Director and it charges the Personnel Committee with assisting in the hiring process.

Bill told the board that he has had great staff and board members to work with over his tenure and is proud of the many accomplishments that have been achieved since 1991.

ACCEPTANCE OF REAPPOINTMENT OF TOM LIPPENS BY THE DELTA/SCHOOLCRAFT COMMUNITY LABOR COUNCIL

Members received a copy of a letter from the D/S Community Labor Council reappointing Tom to our Governing Board and this was **ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY GERI NELSON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 12/11/14 & 1/8/15 and reviewed the October and November Accounts Payable Schedules and recommends their approval. **THIS WAS DONE WITH A MOTION FROM MS. NELSON, SUPPORTED BY MS. KLEIKAMP; MOTION CARRIED.** The auditors will be sending out a questionnaire to all board members and you are asked to fill it out to the best of your ability. If you have any questions about the questions please contact our auditing firm for clarification. **(see attachment "A")**

PERSONNEL COMMITTEE REPORT

Karen Wigand called on Ms. Kleikamp who reported that the Personnel Committee met on 12/16/14 to begin the process of reviewing and revising the Personnel Policies. There were only 2 out of 8 committee members present. If you are on the Personnel Committee (D. Moyle, K Wigand, S. Kleikamp, G. Nelson, J. Stapleton, K. Penokie, S. Phillips, M. Croasdel) but are unable to attend most of the committee meetings, please let us know & we will take you off the committee if you wish. The next Personnel Committee meeting will be on February 5th at 11:00 a.m. **MS. PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MR. THOUNE; MOTION CARRIED. (see attachment "B")**

REVIEW/APPROVAL OF AGENCY MISSION STATEMENT

Members were mailed a copy of the agency's mission statement for their review and **IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES

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

- 11/20/14 Foster Grandparent Program PAC minutes
- 11/12 (School) & 11/13/14 (Menominee) Senior Companion Program PAC minutes
- 11/18 (M/M) & 11/19/14 (Delta) Retired & Senior Volunteer Program PAC minutes
- 11/17/14 (Hermansville) Senior Center PAC minutes

AND THEY WERE APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the various program monthly reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN; SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

RESOLUTION FOR SIGNATURES FOR SAFETY DEPOSIT BOX

We recently discovered the authorized signers for our safety deposit box include one deceased board member and one who is no longer on the board. Therefore we are requesting a resolution authorizing the Chair, Treasurer, Executive Director and Finance Director to be authorized signers on the agency's safety deposit box. **THIS WAS DONE WITH A MOTION FROM TOM LIPPENS, SECONDED BY DAVE ANTHONY; MOTION CARRIED.** Staff were asked if there is a need for a safety deposit box over a fire-proof safe and they indicated they will check on this.

UPDATE ON ORGANIZATIONAL STANDARDS

Ms. Wigand called on Bill Dubord who reminded the members that some of the organizational standards included many items that we are already doing. The following are some items we have recently completed: review of the mission statement, succession plan for the Executive Director, Conflict of Interest Policy and an agency risk assessment. We are in the process of reviewing/revising the Personnel Policies and know that we need to make arrangements to conduct strategic planning.

EXECUTIVE DIRECTOR'S REPORT

Mr. Dubord noted John Stapleton's extended term (until 12/31/14) has expired. Although he is willing to continue serving he has not been reappointed by the Schoolcraft County Transit at this time so he will come off the board. On a related note, the Executive Director reminded the members that there has been discussion on changing the board seats from 21 to 18 through attrition, rather than asking someone to step down. CAPLAW (a legal resource for CAA's) strongly recommends that board reduction not take place through attrition. After some discussion the board consensus was to leave the board size at 21.

Members were given a copy of several news articles about our Adult Day Care Program and the fact that Pat Besse is donating \$450,000 to have Bishop Noa Home add a wing to their facility to house this service. We will still be running the program and continue with the sliding fee scale. An additional benefit is that we will not have to pay space costs and Bishop Noa will provide meals to the participants. It is Mrs. Besse's intent to donate another \$25,000 to us to furnish the facility. It will be named after her son, Gary Abrahamson. Ken Penokie commended Sally and Bill in particular for brokering this arrangement, which could have been very sensitive. They expect to break ground this spring.

The Executive Director reported that we spent approximately \$209,000 in deliverable fuel funds in five weeks and have received an additional \$60,000. The members were notified that one of our key intake staff has been off on medical leave since the beginning of December and will most likely be off another two months. Staff have been extremely busy trying to help the best they can and assisting folks in submitting True North applications for assistance since they have no physical presence. Because we do this folks think that we know whether or not they will receive assistance through True North, but we do not, so we field many of those calls as well. Members suggested staff make these issues known to our legislators and Bill noted he will mention it at a meeting he is attending in Lansing early next week.

Walks for Warmth will be held on Saturday, February 28th in Escanaba, Manistique and Menominee. Members were reminded that this is our only major fund raiser, so any support you can give will be greatly appreciated.

Bill announced that Theresa Nelson, RSVP Director, is going to part-time (70% of her current schedule). He indicated she was thinking about retiring but he talked her into staying as she is the face of RSVP and very connected in the community. **MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY SUSAN PHILLIPS; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand called on Mr. Thoun who asked if there could be more fish on the menu for the senior program, particularly during Lent and if bread could be offered more often. Sally Kidd, Senior Services Director, noted that new nutritional requirements for the program don't allow for much starch which means bread often can't be served if we are serving potatoes or rice for example. She indicated many of the seniors do not care for fish but we do offer meatless meals on Fridays during Lent.

ADJOURNMENT

The meeting adjourned at 2:00 p.m. **WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. THOUNE; MOTION CARRIED.**

THE NEXT MEETING IS MARCH 12, 2015 AT 12:30 P.M (EDT)