Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, October 10, 2013
1:30 p.m.

MINUTES

The meeting was called to order at 1:30 p.m. by Vice-Chair Myra Croasdell. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Mari Negro, Menominee
Cathy Mercier, Menominee
Dan LaFoille, Schoolcraft
Julie Moberg, Delta
Myra Croasdell, Delta
Gil Vandenhouten, Menominee
Doug Krienke, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Omer Doran, Schoolcraft
Tom Lippens, Delta
David Moyle, Delta

OTHERS PRESENT

Mary Harrington
William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Joe Dehlin, Weatherization Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Beth Pletcher, excused
Walter Multerer, excused
Ken Bryant, excused
Susan Phillips, excused
Pastor Levin, excused
Dave Anthony

ACCEPTANCE OF SEPTEMBER 5, 2013 GOVERNING BOARD MINUTES

Members were mailed a draft of the September 5, 2013 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer LaFoille who reported that the Finance Committee reviewed the CAA August Accounts Payable Schedule and recommends its approval. ***DAVE MOYLE MOVED TO ACCEPT THE AUGUST ACCOUNTS PAYABLE SCHEDULE, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.*** He noted that the committee also reviewed the CAA August credit card charges and proposed changes to the Financial Procedures Manual. In addition, the committee recommends a 4% wage increase for Early Childhood Program Teaching staff and a 3% raise for all other ECP staff, retroactive to 10/1/12 (for current staff). The Treasurer called on Mr. Dubord who explained that the last raise given to ECP staff was ¾ of 1% three years ago. Current budget figures for this year (that ends 9/30/13) reflect a fund balance that will more than cover this increase. As far as sustainability, the expansion of

the Great Start Readiness Program funds have allowed much more cost sharing that makes this well deserved raise feasible. It was noted that this will be brought to the bargaining unit for a letter of agreement if they choose to accept the increase. ***KEN PENOKIE MOVED TO AUTHORIZE A 4% INCREASE FOR EARLY CHILDHOOD PROGRAM TEACHING STAFF AND A 3% INCREASE FOR ALL OTHER CURRENT ECP STAFF RETROACTIVE TO 10/1/12. THE MOTION WAS SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "A")***

SAFETY COMMITTEE REPORT

Ms. Croadsell called on Tom Lippens who reported that the Safety Committee met today and reviewed one accident in the Early Childhood Program. It involved a sand table filled with rice and some of the rice fell on the floor and the teacher slipped on the rice and twisted her ankle. She was treated in the emergency room and released. It was suggested that an area rug be put under the table and this has been done. ***THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "B")***

ACCEPTANCE OF 2013 EARLY CHILDHOOD PROGRAM INFORMATION REPORT

Members were mailed a copy of the 2013 Early Childhood Program Information Report for their review. ***IT WAS ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.***

ACCEPTANCE OF 2012-13 SELF ASSESSMENT REPORT

Members were mailed a copy of the 2012-13 Early Childhood Program Self Assessment report for their review ***AND IT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. MOYLE; MOTION CARRIED.***

ACCEPTANCE OF 9/26/13 HEAD START POLICY COUNCIL MINUTES

Members were given a copy of the 9/26/13 Head Start Policy Council minutes. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Vice-Chair called on Mr. Dubord who reported that the initial meeting with the bargaining unit for contract negotiations is set for October 17th.

Members were given two pie charts reflecting current year expenses and projected budget expenses that we neglected to put in our last annual report.

The Executive Director reported that we have been offered additional Great Start Readiness Program (GSRP) slots and have accepted an additional 16 slots.

The Early Childhood Program has added a classroom at three new locations: Soo Hill and Webster Elementary Schools (Escanaba District) and Cameron Elementary School (Gladstone)

The majority of Early Childhood Program funds are federal. If the government remains shut down we will have to provide two week notices to all staff and Head Start families that if it doesn't reopen we will need to close down and lay off staff effective November 1st. The letters and new releases will clearly state that it is contingent only if no funds are available.
THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

Ms. Croasdell called on Kim Johnson who reported she had a chance to mention the non-federal share issue with the National Head Start Director. Mr. Penokie asked if she could raise the issue again in the context of the interpretation of non-federal share and how it's changed over the years, not the regulation itself.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:57 p.m. WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.***

THE NEXT MEEING IS THURSDAY, NOVEMBER 7, 2013 AT 1:30 P.M.

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST **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	$	77,464
EARLY HEAD START		54,119
EARLY-ON CHILDHOOD		1,376
GSRP		3,796
ASSET & LIABILITY ACCOUNTS		36,799
TOTAL	$	173,554

SIGNED _____
(TREASURER)

DATE 10-10-13

Attachment "A"

FINANCE COMMITTEE MEETING
Thursday, October 10, 2013
11:30 a.m.

MINUTES

Treasurer Dan LaFoille called the meeting to order at 1:10 p.m. The following asked to be excused: Julie Moberg, Walter Multerer, Karen Wigand.

The committee reviewed the CAA August Accounts Payable Schedules and ***THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.***

The Committee reviewed the HRA August Accounts Payable Schedules and ***THEY WERE APPROVED WITH A MOTION FROM MS. MOBERG, SECONDED BY OMER DORAN; MOTION CARRIED.***

The committee also reviewed the CAA & HRA August credit card statements.

Mr. LaFoille called on the Executive Director who reminded the members that there have been no pay increases in the Early Childhood Program for the last two years and the increase given three years ago was only ¾ of 1%. Because of this our program is becoming non-competitive compared to similar providers. The Director assured the members that year end financial figures as well as projections for the current year would allow for a 4% increase for ECP Teachers and a 3% increase for all other ECP staff retroactive to 11/1/12 for current staff. It was noted that this would be subject to a letter of agreement from the bargaining unit. ***OMER DORAN MOVED TO AUTHORIZE A 4% INCREASE FOR ECP TEACHERS AND A 3% INCRASE FOR ALL OTHER ECP STAFF RETROACTIVE TO 11/1/12 FOR CURRENT STAFF., SUBJECT TO A LETTER OF AGREEMENT FROM THE UNION. THIS WAS SUPPORTED BY JULIE MOBERG, MOTION CARRIED.***

The Treasurer called on Mr. Dubord for the Senior Program funding update. He happily reported that after much time asking for answers regarding our Delta millage figures, we will be getting the $50,000 that we thought we we're going to lose. We may revisit a possible wage increase for HRA staff if it looks feasible and sustainable after review final figures and the future funding outlook.

The committee was given recommendations for changes to the Financial Procedures Manual for their review. They are to review and let Bill or Cathy know if they have any other recommendations, if not we will seek board approval at the November board meeting.

THE MEETING ADJOURNED AT 1:28 WITH A MOTION FROM JULIE MOBERG, SECONDED BY OMER DORAN; MOTION CARRIED.

Attachment "B"

SAFETY COMMITTEE MEETING
ADMINISTRATIVE OFFICE, ESCANABA
October 10, 2013
1:00 p.m. (EDT)

MINUTES

The meeting was called to order with the following in attendance: Omer Doran, Tom Lippens, Mari Negro, Cathy Mercier, Kim Johnson, Debby Wiltzius and Pat Johnson.

The Committee reviewed the following two accidents:

1) (Personal Care Program): An aide injured her back after repetitious lifting of a client. Safety procedures were followed each time she assisted this client so this was just an unfortunate accident She did seek medical attention and has been off of work ever since the incident. Recommendation: Continue to stress safety procedures to the aides and follow up to make sure the rules are being applied

2) (Early Head Start): A toddler room teacher and children were playing with a sand table filled with rice. In the process of having a good time, some of the rice fell on the floor. When the teacher stood up, she slipped on the rice and twisted her ankle. She was treated at the emergency room. There is no ongoing treatment nor did she lose time from work. Recommendation: A rug should be placed under the table .and spills should be cleaned up promptly. An area rug has already been placed and secured under the table.

The meeting adjourned at 1:20 p.m.

Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING
Thursday, October 10, 2013
1:45 p.m.

MINUTES

The meeting was called to order at 1:58 p.m. by Vice-Chair Myra Croasdell. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Mari Negro, Menominee
Cathy Mercier, Menominee
Dan LaFoille, Schoolcraft
Julie Moberg, Delta
Myra Croasdell, Delta
Gil Vandenhouten, Menominee
Doug Krienke, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Omer Doran, Schoolcraft
Tom Lippens, Delta
David Moyle, Delta

OTHERS PRESENT

Mary Harrington
William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Joe Dehlin, Weatherization Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Beth Pletcher, excused
Walter Multerer, excused
Ken Bryant, excused
Susan Phillips, excused
Pastor Levin, excused
Dave Anthony

ACCEPTANCE OF SEPTEMBER 5, 2013 GOVERNING BOARD MINUTES

Members were mailed a draft of the September 5, 2013 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer LaFoille who reported that the Finance Committee reviewed the HRA August Accounts Payable Schedule and recommends its approval. ***DAVE MOYLE MOVED TO ACCEPT THE AUGUST ACCOUNTS PAYABLE SCHEDULE, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.*** He noted that the committee also reviewed the HRA August credit card charges and proposed changes to the Financial Procedures Manual. Mr. Penokie asked if the Finance Committee reviews any type of budget compared to expenditure reports and was informed that they do. ***JOHN STAPLETON MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MR. PENOKIE SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "A")***

SAFETY COMMITTEE REPORT

Ms. Croasdell called on Tom Lippens who reported that the committee met today and reviewed one accident in HRA involving a Personal Care Aide who injured her back after repetitious lifting of a client. Even though proper lifting procedures were followed the committee stressed the importance of training and reminding staff to utilize proper lifting techniques. ***MR. DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "B")***

ACCEPTANCE OF 9/10/13 (Menominee/Marinette) & 9/18/13 (Delta) RETIRED & SENIOR VOLUNTEER PROGRAM PAC MINUTES AND 8/26/13 HERMANSVILLE SENIOR CENTER PAC MINUTES

Members received copies of the 9/10/13 (Menominee/Marinette) & 9/18/13 (Delta) Retired & Senior Volunteer Program PAC minutes as well as the 8/26/13 (Hermansville) Senior Center PAC minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Vice-Chair called on Bill Dubord who reported that we hope to fill the board vacancy in the Schoolcraft County Consumer Sector.

He announced that we received a $15,000 donation from the Island Resort Casino from their Charity Golf Event which will be used for heat assistance. He also noted that Dave Feathers, Public Relations, just retired from the Island Resort and was a long-time supporter of our Walk for Warmth campaign. He had the idea for casino staff to walk from the casino to Menominee several years ago, and they did.

The Executive Director happily announced that we are getting the $50,000 in Delta millage funds that we were told we were not getting.

Mr. Dubord called on Joe Dehlin who reported that they just put in 101 refrigerators in senior housing units in Menominee County under the Energy Optimization Program. There will be another 71 refrigerators to distribute through this program. He reported that 16 of the 20 projected LIHEAP homes are completed. We still have not received our regular Weatherization contract that in the past started April 1st. The start date kept being moved forward to an August 1st start date – but we still have no contract.

The Executive Director reported that our Commodity Supplemental Food Program (CSFP) is being shut down for those scheduled next week since the Dickinson-Iron Community Services Agency (the grantee) has not received a contract to operate and has no guarantee that they will get paid. Mary Harrington asked if there was any way that volunteers could handle transporting the food and delivering it to the seniors. Mr. Dubord indicated he will call the Executive Director

the commodities from DICSA but it's more than simply getting volunteers as large trucks and lifts are needed and we would need to ensure we had proper insurances.

PUBLIC COMMENT/OTHER BUSINESS

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

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 2:35 P.M. WITH A MOTION FROM MR. STAPLETON, SECONDED BY JULIE MOBERG; MOTION CARRIED.***

THE NEXT MEEING IS THURSDAY, NOVEMBER 7, 2013 AT 1:30 P.M.

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST **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	$	137,733
VOLUNTEER PROGRAMS		38,914
NUTRITION		80,146
STATE & LOCAL PROGRAMS		65,791
ENERGY AND HOUSING		32,836
ASSET & LIABILITY ACCOUNTS		49,951
TOTAL	$	405,371

SIGNED _____
(TREASURER)

DATE 10-10-13