

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, October 6, 2016
12:30 p.m.
511 First Avenue North, Escanaba**

MINUTES

Karen Wigand called the meeting to order at 12:30 p.m. A written roll call was taken and a quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFolle, Schoolcraft
Tom Lippens, Delta
Karen Wigand, Delta
Bernie Lang, Menominee
Lee Robbert, Schoolcraft
Clyde Thoune, Menominee
Peter Thoune, Menominee
Craig Reiter, Schoolcraft
John Stapleton, Schoolcraft
Amanda Ely, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Kim Boutilier, Education Mgr.
Naomi Fletcher, WX/Hsng. Director
Kris Thibeault, Finance Director
Mary Ciminskie, HR. Mgr./IT Coord.
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Susan Kleikamp, excused
Geri Nelson, excused
Andrea Raygo, excused
Dave Moyle, excused
Dave Anthony, excused
Myra Croasdell, excused
Ken Penokie, excused

APPROVAL OF SEPTEMBER 8, 2016 GOVERNING BOARD MINUTES

Members received a draft of the 9/8/16 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF REVISED JULY 7, 2016 GOVERNING BOARD MINUTES

Members were given a copy of a proposed change to the 7/7/16 CAA Governing Board minutes noting that a quorum of the Policy Council was present. **PETER THOUNE MOTIONED TO APPROVE THE REVISED 7/7/16 CAA GOVERNING BOARD MINUTES, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Dan LaFoille who reported that the Finance Committee met today and reviewed the CAA August Accounts Payable Schedule and **DAN LAFOILLE RECOMMENDED THEIR APPROVAL, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF ECP SEPTEMBER MONTHLY REPORT

Members were mailed a copy of the ECP September monthly report and **IT WAS ACCEPTED UPON A MOTION FROM JOHN STAPLETON, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

APPROVAL OF 0-5 SCHOOL READINESS PLAN

Members received a copy of the 0-5 ECP School Readiness Plan. ECP Director, Myra Heslip explained that the plan was updated due to the Office of Head Start putting out a new 0-5 Early Learning Framework and to ensure that the School Readiness Plan aligned with our program goals as well.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that the new Head Start Performance Standards were officially released on 9/1/16. Myra and Julie will be attending training on the new regulations in November. Some of the main focus areas are on extending the service hours, operations such as child absences and working with difficult behaviors, staff background checks, group classroom ratios, data management, curriculum, and staff qualifications. She also noted that Myra continues to work on some minor revisions to the duration grant request and the program continuation grant.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

Kris Thibeault indicated we are going to direct deposit of travel checks for staff and volunteers and this option is available to the board members that receive travel reimbursement as well. A form was provided to those interested.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 12:45 WITH A MOTION FROM CLYDE THOUNE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, October 6, 2016
12:45 p.m.
511 First Avenue North, Escanaba**

MINUTES

Karen Wigand called the meeting to order at 12:46 p.m. A written roll call was taken and a quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Tom Lippens, Delta
Karen Wigand, Delta
Bernie Lang, Menominee
Lee Robbert, Schoolcraft
Clyde Thoun, Menominee
Peter Thoun, Menominee
Craig Reiter, Schoolcraft
John Stapleton, Schoolcraft
Amanda Ely, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Kim Boutilier, Education Mgr.
Naomi Fletcher, WX/Hsng. Director
Kris Thibeault, Finance Director
Mary Ciminskie, HR. Mgr./IT Coord.
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Susan Kleikamp, excused
Geri Nelson, excused
Andrea Raygo, excused
Dave Moyle, excused
Dave Anthony, excused
Myra Croasdell, excused
Ken Penokie, excused

APPROVAL OF SEPTEMBER 8, 2016 GOVERNING BOARD MINUTES

Members received a draft of the 9/8/16 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Dan LaFoille who reported that the Finance Committee met today and reviewed the HRA August Accounts Payable Schedules and **DAN LAFOILLE RECOMMENDED THEIR APPROVAL, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed copies of the final Delta Housing Rehabilitation report and the September RSVP & Senior Services reports for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY BERNIE LANG; MOTION CARRIED.**

ORGANIZATIONAL STANDARDS MONITORING REPORT

Members received a copy of the 9/22/16 Organizational Standards Monitoring Report indicating we met all 58 of the standards. Julie Moberg indicated we were very pleased considering this was our first time being monitored on the new standards. She also noted that we received a STAR rating of 2 which is excellent. The Board Chair indicated staff have been working diligently to meet these standards and commended them for a job well done, particularly in this first year with a new Executive Director.

UPDATE ON EMPLOYEE COMPLAINT

Karen Wigand called on Julie Moberg for more information. She noted that the employee who filed three other complaints recently filed a Civil Rights Claim with the MI Civil Rights. Terry Burkhardt has ceased his representation on the latest claim. Our insurance carrier has assigned a lawyer for us that has background in such suits. She reported that two of the four lawsuits have now been settled.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that Naomi Fletcher, new Weatherization Director, is up and running with 15 jobs started. We have sent Alger-Marquette Community Action a service agreement as we plan to use one of their staff for inspections and one for intake. We have also been approved as a third party administrator for the new CDBG program being run through the Michigan Economic Development Corp. Naomi is contacting Delta and Schoolcraft Counties to see if they wish to apply for the new rehab dollars and have us be the administrator.

The Senior Companion Program ended up returning a few dollars as we are having a difficult time recruiting enough volunteers. MDDHS is working with us and have approved a formal evaluation of the program and we have a third party evaluator that will come in and help us review the program. The SCP Recognition Dinner is October 28th at the Terrace.

Our Foster Grandparent Program received an additional \$2,000 to be used for recognition. These funds will also be added to our new 2017 grant. The FGP Foundation is conducting its annual fundraiser from October through December. These funds help fund or FGP Assistant position.

The Retired & Senior Volunteer Program has held its Reading Buddies orientation and is ready for the school year. They continue to receive requests from schools for more Reading Buddies.

HRA Governing Board Meeting

Thursday, October 6, 2016

Page 3

Our new Housing Resource Specialist is up and running serving homeless individuals and families in all three counties. She is having success moving some people into the MSHDA rental voucher system too.

We currently have funds for deliverable fuel only (propane, fuel oil, wood pellets) and were given an additional \$64,000 which is the balance from the summer pre-buy program. We only receive 7% for administrative costs (including staff time to process applications) and 6% for the small amount of state funds we will be getting which makes covering staff time a challenge. We still receive requests from energy companies to distribute their money to clients without paying us anything to cover our time.

We are working with the Adult Day Center to establish an annual fundraiser during November for Alzheimer's Awareness month. We are planning a "Brats for Bucks" event on November 10th, similar to what the Menominee Senior Center does. We will serve brats from 6-9:00 a.m. and also sell uncooked brats to hunters for hunting season.

The Medicare open enrollment counseling will begin October 15th and runs through December 7th. We continue to struggle financially with our Personal Care Program. We ended the year in a deficit, but we anticipate a small rate increase from UPCAP for the new fiscal year.

We hired a Facilities/Safety Mgr. to assist with the HRA administrative office and the senior center buildings and kitchens, Ken LaCosse. He has already saved us a bundle at the Menominee Senior Center.

We are putting out written bids for the redesign of the front office entrance at the administrative office to make it safer and more room for clients.

TOM LIPPENS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAN LAFOILLE; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

The Chair called on the Executive Director who reported that there is training for board members on their role in the Organizational Standards from 9-5 Oct. 26th & 9-noon on Oct. 27th at NMU. The agency will pay for mileage and lodging if needed. Interested board members should contact Cathy Pearson so she can get you registered and make lodging arrangements.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:06 WITH A MOTION FROM JOHN STAPLETON, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

SCHEDULE OF 2017 CAA/HRA BOARD MEETINGS

The board of the Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority, Inc. of Escanaba announces the following schedule of regular meetings during the calendar year of 2017.

The meetings are held @ 12:30 p.m. eastern time except for the July meeting (time to be announced later).

Thursday, January 12, 2017

Thursday, March 9, 2017

Thursday, April 13, 2017

Thursday, May 11, 2017

Thursday, July 20, 2017

Thursday, September 4, 2017

Thursday, October 12, 2017

Thursday, November 9, 2017

The Governing Board meetings are held @ 511 First Avenue North in the conference room (office adjacent to our admin. office); with the exception of the July meeting that is held in either Menominee or Manistique.

Any change in the above meetings and any special meetings will be posted at least three days in advance.