

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

**GOVERNING BOARD MEETING
Thursday, October 8, 2015
12:30 p.m.**

MINUTES

The meeting was called to order at 12:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

BOARD MEMBERS

Karen Wigand, Delta
Omer Doran, Schoolcraft
Clyde Thoun, Menominee
Myra Croasdell, Delta
Dave Anthony, Menominee
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Geri Nelson, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft

OTHERS

Bill Dubord, Executive Director
Julie Moberg, Executive Director Trainee
Lannie Berg, Welcome Newborns
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Joe Dehlin, Weatherization Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Susan Kleikamp, excused
Susan Phillips, excused
Craig Reiter, excused
Tom Lippens, excused
Dave Moyle, excused
Mari Negro, excused
Kristi Wood

ACCEPTANCE OF SEPTEMBER 10, 2015 GOVERNING BOARD MINUTES

Members received a draft of the September 10, 2015 Governing Board minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY GERI NELSON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Chair Wigand called on John Stapleton who reported that the Finance Committee reviewed the CAA August Accounts Payable Schedule and recommends their approval. **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY LEE ROBBERT; MOTION CARRIED.** The committee also discussed wages and health insurance and decided that the CAA wage increases will be considered in the spring when the COLA grants are typically awarded. The committee also recommends keeping the employee health insurance co-pay at 20% and the 403b maximum of 5%. **THIS WAS APPROVED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GERI NELSON, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (See attachment "A")**

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Dave Anthony who reported that the Nominating Committee met today and made the following recommendations:

- Approval of Craig Reiter to represent the Schoolcraft County Board of Commissioners on our board. **MOTION TO APPROVE BY DAVE ANTHONY, SECONDED BY OMER DORAN; MOTION CARRIED.**
- Approve moving Mari Negro from the Elected Sector to the Private Sector representing the Media to help accommodate the change in board size from 21 to 18. **DAVE ANTHONY MOVED TO MOVE MARI NEGRO FROM THE ELECTED SECTOR TO THE PRIVATE SECTOR, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**
- Approve moving Ken Penokie from the Private Sector to the Consumer Sector as Legal Services of Northern Michigan advocate for the low income. **MR. ANTHONY MOVED TO MOVE KEN PENOKIE FROM THE PRIVATE SECTOR TO THE CONSUMER SECTOR, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

The committee also reviewed board terms and noted that Myra Croasdell's term expires January 2016. She is still interested in serving. **KEN PENOKIE MOVED TO APPROVE MYRA'S REAPPOINTMENT TO REPRESENT THE EARLY CHILDHOOD PROGRAM ON THE GOVERNING BOARD, SECONDED BY OMER DORAN; MOTION CARRIED. CLYDE THOUNE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY GERI NELSON; MOTION CARRIED. (See attachment "B")**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who told the board that the committee reviewed Bill's narrative outlining Julie's performance during her first three months of training for Executive Director. Bill reported that Julie is progressing nicely in her new role.

Due to the Affordable Care Act, language regarding our insurance coverage needs to be changed in the Personnel Policies. Therefore, we are tabling approval of the Personnel Policy revision until the November board meeting. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL TO REAPPOINT MYRA CROASDELL TO THE LEGAL SERVICES OF NORTHERN MICHIGAN BOARD

Legal Services of Northern Michigan would like Myra Croasdell to be reappointed to serve on their board, as our agency's rep. on the Legal Services board. **DAVE ANTHONY MOVED TO REAPPOINT MYRA CROASDELL TO REPRESENT THE CAA/HRA GOVERNING BOARD ON THE LEGAL SERVICES OF NORTHERN MICHIGAN BOARD, SECONDED BY OMER DORAN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who in turn called on Myra Heslip, ECP Director for an update. Ms. Heslip reported that they will be having a federal review on 11/9 & 11/10/15 on Environmental Health and Safety. Instead of doing an in-depth review for a longer period, they now do five smaller reviews of specific areas over five years. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY OMER DORAN; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 12:55 P.M. WITH A MOTION FROM JOHN STAPLEON, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, NOVEMBER 12, 2015 AT 12:30 – LUNCH PROVIDED

FINANCE COMMITTEE MEETING
Tuesday, October 6, 2015
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. with the following present: John Stapleton, Omer Doran, Bernie Lang, Bill Dubord, Julie Moberg, Kris Thibeault and Cathy Pearson. Susan Kleikamp and Tom Lippens, excused

The committee reviewed the CAA August credit card charges in the amount of \$5,127.08.

The committee reviewed the HRA August credit card charges in the amount \$713.06.

The committee reviewed the CAA August Accounts Payable Schedule and **they were approved with a motion from Omer Doran, seconded by Bernie Lang; motion carried.**

The committee reviewed the HRA August Accounts Payable Schedule and **they were approved with a motion from Mr. Doran, supported by John Stapleton; motion carried.**

Kris reviewed the August Budget vs. Expenditure Report and noted that in the near future she will be doing an agency-wide budget report.

Bill reviewed the HRA wage recommendations as follows: a 2% or \$.25/hour wage increase for HRA employees not on the Senior Citizen Chart (whichever is greater) effective 10/12/2015. Bill noted that a modest increase is affordable and helps with morale for our staff that are doing a very good job. **Approved with a motion from Omer Doran, seconded by John Stapleton motion carried.**

Staff recommend a \$.50 increase for the Delta Client Service Worker whose job has changed to Lead Intake Worker as she has had increased responsibilities, including training other intake staff and serving as a resource for them when they have questions. **John Stapleton moved to approve a \$.50/hour increase for the Lead Intake Worker.**

Recommend deferring Senior Program Chart until November or January so more analysis can be done. Sally Kidd, Senior Services Director, explained that the reimbursement we receive for in-home services does not cover all the costs associated with running the program and paying staff. To complicate matters the Affordable Care Act made us reduce hours to under 30 because we can't afford to pay insurance for the employees -- this made the job less favorable for lots of folks. Also, minimum wage is going up and some employers like McDonalds who do not fall under the ACA mandate to insure folks averaging 30 hours/week, are paying \$10/hour. We would like to increase the starting levels and increments for the some of the charted positions, particularly the in-home workers who work evenings and weekends. The members were informed that we have been dipping into money made on in-home customers that needed 24/7 care but have since deceased. If we continue at this rate we will not be able to sustain the program. Staff are investigating lots of options. The Finance Committee suggest that staff let UPCAP know that the Finance Committee and board are very concerned about this trend to see if anything can be done to increase the reimbursement rate.

Finance Committee Meeting

October 6, 2015

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Bill announced that the "Dark Store" issue will mean a \$15,000 reduction in Delta millage revenue this year and \$5,000 for next year. We also will no longer be receiving CSFP funds from DICSA for holding the monthly senior commodity distributions as their funds have been drastically reduced. In addition, support for senior center administrators to do taxes is no longer available.

Bill reminded the members that CAA wage recommendations are handled in the spring due to the timing of mandated COLA funds/requirements.

Staff recommends that employee health insurance co-pays remain at 20%. We will revisit this if there are major changes in costs if we change plans. ***This was approved with a motion from John Stapleton, seconded by Omer Doran; motion carried.***

It was also recommended that the agency match for our 403b retirement plan match maximum remain at 5% ***and this was approved with a motion from Bernie Lang, seconded by Mr. Stapleton; motion carried.***

The meeting adjourned at 12:20 p.m.

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST 2015 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	117,379
VOLUNTEER PROGRAMS		29,416
NUTRITION		87,661
STATE & LOCAL PROGRAMS		79,354
ENERGY AND HOUSING		14,963
ASSET & LIABILITY ACCOUNTS		38,878
TOTAL	\$	<u>367,650</u>

SIGNED Karen J. Weigand, Chair
(TREASURER)

DATE 10-8-15

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

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TOTAL	\$	<u>367,650</u>

SIGNED Karen J. Weigand, Chair
(TREASURER)

DATE 10-8-15

NOMINATING COMMITTEE MEETING
Thursday, October 8, 2015
12:00 noon (EDT)

MINUTES

The meeting was called to order at noon with the following in attendance: Dave Anthony, Omer Doran, Karen Wigand, Bill Dubord, Julie Moberg and Cathy Pearson. Susan Phillips, excused

The committee was reminded that in changing the by-laws to reflect the board size change from 21 to 18, it necessitated us making a few changes in the sectors. Therefore, we are seeking approval to move Mary Negro from the Public Sector to the Private Sector, representing the media. ***Dave Anthony moved to approve this change, seconded by Omer Doran; motion carried.***

Another change is to move Ken Penokie from the Private Sector to the Consumer Sector, which is still appropriate as he represents Legal Services of Northern Michigan, which advocates for the low income. This was approved ***with a motion from Mr. Anthony, supported by Omer Doran; motion carried.***

Craig Reiter, Schoolcraft County Board of Commissioners Chair, has appointed himself to represent Schoolcraft County on our Board. ***This was accepted with a motion from Mr. Doran, seconded by Dave Anthony; motion carried.***

The committee was reminded that we still have a vacancy in the Menominee Consumer Sector that has been vacant for quite some time. The committee also reviewed board terms and noted that Myra Croasdell's term expires January of 2016. She currently represents the Head Start Policy Council. ***Dave Anthony moved to recommend that the board reappoint Myra Croasdell to another five-year board term upon expiration of this term in January, supported by Omer Doran; motion carried.***

The committee also suggested that the ECP Director find out whether or not Kristi Wood is still interested in representing the EC Program, as she has not attended a meeting in quite some time.

There being no further business ***Dave Anthony moved to adjourn at 12:20 p.m., seconded by Omer Doran; motion carried.***

**Menominee-Delta-Schoolcraft
Human Resources Authority**

**GOVERNING BOARD MEETING
Thursday, September 10, 2015
511 First Avenue North, Escanaba MI
12:45 p.m.**

MINUTES

Chair Wigand called the meeting to order at 12:51 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Tom Lippens, Delta
Myra Croasdell, Delta
John Stapleton, Schoolcraft
Lee Robbert, Schoolcraft
Clyde Thoun, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Geri Nelson, Delta
Karen Wigand, Delta
Dave Moyle, Delta
Mari Negro, Menominee
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Julie Moberg, Executive Director Trainee
Myra Heslip, ECP Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director
Theresa Nelson, RSVP Director
Angela Gardner, ECP Family Partnership Mgr.
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Lannie Berg, Welcome Newborns Coordinator
Joe Dehlin, Weatherization Director
Elsie Stafford, Bishop Noa Home Director
Sister Rosalie, Bishop Noa Home
Randy Daigneault, Perspectives Director
Craig Reiter, Schoolcraft Co. Commissioner

MEMBERS ABSENT

Susan Phillips, excused
Omer Doran, excused
Dave Anthony
Kristi Wood

ACCEPTANCE OF JULY 23, 2015 GOVERNING BOARD MINUTES

Members received a draft of the July 23, 2015 Governing Board minutes for their review. ***THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY GERI NELSON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer, Susan Kleikamp, for the report. Ms. Kleikamp reported that the Finance Committee met today and reviewed the HRA June and July credit card charges. They also reviewed and recommend approval of the July Accounts Payable Schedules, which was done ***WITH A MOTION FROM MR. PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")*** Ms. Wigand thanked Susan Kleikamp and noted that she has done a good job serving as Treasurer.

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the Personnel Committee met on 8/18/15 to continue work on revising the personnel policies. She noted they will be having another meeting next week to finalize the

revised policies revision for review and approval by the full board in October or November. Additionally, the committee will be reviewing Julie Moberg's three month evaluation. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

UPDATE ON BISHOP NOA HOME MEMORY CLINIC

Karen Wigand called on Sally Kidd, Senior Services Director, who introduced Elsie Stafford and Sister Rosalie from the Bishop Noa Home and Randy Daigneault who runs our Perspectives Adult Day Care Program. Ms. Stafford told the board that she is very grateful for this collaboration between Community Action Agency, the Sisters of St. Paul DeChartes and Pat Abrahamson-Besse, who donated over \$500,000 to build and help furnish the Memory Clinic (that will be named the Gary Abrahamson Memory Clinic after her son). It is a separate private non-profit entity that will be staffed by our employees from Perspectives Adult Day Care. There will be another fundraiser next April 7th. It was noted that the plan is to have the facility completed by this November 15th. It is hoped to have a grand opening sometime in December. It was noted that there is no religious affiliation required to receive services. Randy and his staff were commended for the good work that they do.

ACCEPTANCE OF MONITORING REPORTS

Members received copies of the following monitoring reports for their review:

- DHS Monitoring of Weatherization Program dated 8/10/15
- DHS Monitoring of Organizational Standards dated 8/20/15
- DHS Monitoring of DOE/WX, DOE/LIHEAP, CSBG-D, LCA, LCA/LIHEAP & LCA-S dated 8/19/15

There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MR. MOYLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the PAC minutes for their review:

- 7/14/15 (Mid-Co.) Foster Grandparent Program PAC minutes
- 8/7 (Men) & 8/27/15 (School) Senior Companion Program PAC minutes
- 4/30 (Escanaba), 8/19 (Menominee) & 9/1/15 (Mid-Co.) Senior Center PAC minutes

There were no question **AND THE WERE ACCEPTED WITH A MOTION FROM GERI NELSON, SECONDED BY TOM LIPPENS; 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 MR. STAPLETON, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

AUTHORIZATION FOR JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS EFFECTIVE 10/1/2015

MR. LIPPENS MOVED TO AUTHORIZE JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS IN PLACE OF BILL DUBORD EFFECTIVE 10/1/2015, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.

RESOLUTION TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS

MR. PENOKIE MOVED TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.

RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR

KEN PENOKIE MOVED TO PASS A RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER, REPLACING DAN LAFOILLE, ON ALL BANK DOCUMENTS AND CHECK MICR, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who indicated that we have revised our travel vouchers and they require a signature at the bottom of the voucher, which is different than what members previously received.

Mr. Dubord noted that we have had a vacancy in the Menominee County Consumer Sector for quite some time. If anyone has any thoughts on an organization/person that would be appropriate to fill this vacancy, please let us know.

Bill called on Julie Moberg who introduced Lannie Berg, Coordinator for the Welcome Newborns Program that the agency recently agreed to house. Ms. Berg thanked the members and indicated she had a really good feeling coming into our office.

Julie reported that she has sent surveys to all of our staff as part of the Strategic Planning process. The next step will be a face-to-face meeting with the board and program directors. Information will be mailed to all directors and board members prior to the Strategic Planning session to be held on **Thursday, October 15th from 8:30-2:30** in the conference room at 511 First Ave. No. Lunch will be served and participation greatly appreciated.

The Executive Director called on Cathy Pearson who announced that we will be having an open house following the board meeting on October 8th to celebrate Bill's upcoming retirement and we hope members can stay a bit after the meeting to extend their well wishes to Bill.

MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MS. NELSON; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair called on Bill Dubord who reported that the Nominating Committee was scheduled to meet today but the meeting was cancelled because no one could attend. He reported that the board will be asked to approve moving Mari Negro from the Public Sector to the Consumer Sector, representing the media and Ken Penokie from the Private Sector to the Consumer Sector now that we've changed the board size from 21 to 18. They will also be asked to approve Mr. Reiter to fill the Schoolcraft Elected Sector vacancy.

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Ms. Wigand called on Clyde Thoun who asked where he could direct comments about the "Matter of Balance" classes being offered at the senior centers. Sally Kidd indicated he could let her know and then she can determine if it should be directed to UPCAP or our senior center staff.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:38 WITH A MOTION FROM MR. MOYLE, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, OCTOBER 8, 2015 – FOLLOWED BY AN OPEN HOUSE FOR BILL DUBORD'S RETIREMENT