

**Menominee-Delta-Schoolcraft
Community Action Agency
GOVERNING BOARD MEETING
Thursday, November 10, 2016
12:30 p.m. (eastern)
511 First Ave. No., Escanaba**

MINUTES

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

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Clyde Thoun, Menominee
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Myra Croasdell, Delta
Lee Robbert, Schoolcraft
Peter Thoun, Menominee
Susan Kleikamp, Menominee
Bernie Lang, Menominee
Geri Nelson, Delta
John Stapleton, Schoolcraft
Tom Lippens, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Mary Ciminskie, HR Manager/IT
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Naomi Fletcher, WX/Housing Director
Sarah Cantrell, RSVP Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Dave Moyle
Amanda Ely

APPROVAL OF OCTOBER 6, 2016 GOVERNING BOARD

Members received a draft of the October 6, 2016 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM FOM PETER THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the CAA Sept. Accounts Payable Schedule and charges. **Clyde Thoun moved to approve the CAA September Accounts Payable Schedule, seconded by Omer Doran; motion carried.**

Finance Director Kris Thibeault presented the agency-wide budget to the board and **IT WAS APPROVED WITH A MOTION FROM PETER THOUNE, SECONDED BY MYRA CROADELL; MOTION CARRIED.**

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2017

Members received the proposed board meeting schedule for 2017 and **IT WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF ECP MONTHLY REPORT

Members received a copy of the September ECP report for their review and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF 9/27/16 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 9/27/16 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF VEHICLE USE POLICY

Members received a draft of an agency Vehicle Use Policy for the board's consideration and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

UPDATES ON HEAD START PERFORMANCE STANDARDS

The Chair called on Myra Smeester, ECP Director who reported that there was an 11/7/16 deadline for some of the new standards to be in place. Myra reported that her staff have reviewed the current changes and believe they are meeting all of the requirements. The changes will be coming throughout the next few years and Myra will keep the board up to date.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who noted that she and Myra will be attending training in Chicago next week on the new performance standards. She assured the board that Myra and her staff are working diligently to ensure that we are in compliance.

She reported that the Head Start Continuation grant was approved by the regional Head Start office and we have not received word yet on the duration grant request.

THE EXECUTIVE DIRECTOR'S REPORT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY CLYDE THOUNE; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no other business.

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ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTON FROM CLYDE THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2016 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>HEAD START</u>	<u>\$</u>	<u>269,532</u>
<u>EARLY HEAD START</u>		<u>82,663</u>
<u>EARLY-ON CHILDHOOD</u>		<u>2,197</u>
<u>GSRP</u>		<u>18,262</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>29,301</u>
TOTAL	\$	<u>401,954</u>

SIGNED *Susan E. Kleibamp*
(TREASURER)

DATE 11-10-16

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, November 10, 2016
12:45 p.m. (eastern)
511 First Ave. No., Escanaba**

MINUTES

Chair Wigand called the meeting to order at 1:01 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Clyde Thoune, Menominee
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Myra Croasdell, Delta
Lee Robbert, Schoolcraft
Peter Thoune, Menominee
Susan Kleikamp, Menominee
Bernie Lang, Menominee
Geri Nelson, Delta
John Stapleton, Schoolcraft
Tom Lippens, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Mary Ciminskie, HR Manager/IT
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Naomi Fletcher, WX/Housing Director
Sarah Cantrell, RSVP Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Dave Moyle
Amanda Ely

APPROVAL OF OCTOBER 6, 2016 GOVERNING BOARD

Members received a draft of the October 6, 2016 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM FOM PETER THOUNE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the HRA Sept. Accounts Payable Schedule and charges. **Dave Anthony moved to approve the CAA September Accounts Payable Schedule, seconded by Tom Lippens; motion carried.**

The committee also reviewed the annual 403b Audit through the year ending 12/31/15. **THE 403B AUDIT WAS FOR YEAR ENDING 12/31/15 WAS APPROVED WITH A MOTON FROM DAN LAFOILLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

The Finance Committee reviewed a recommendation from staff to authorize a 2% or \$.25/hour wage increase for non-charted HRA employees. The committee recommends that the board approve this as staff have indicated it can be sustained. **DAN LAFOILLE MOTIONED TO APPROVE A 2% OR \$.25/HOUR WAGE INCREASE FOR NON-CHARTED HRA EMPLOYEES EFFECTIVE 1/2/2017, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

Finance Director Kris Thibeault presented the agency-wide budget to the board and **IT WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2017

Members received the proposed board meeting schedule for 2017 and **IT WAS APPROVED WITH A MOTION FROM ANDREA RAYGO, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

APPROVAL OF MONTHLY REPORTS

Members received copies of the FGP, SCP & RSVP monthly reports and they were **APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

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

- 9/8 (Delta) & 10/14/16 (Mid-Co.) Foster Grandparent Program Advisory Committee minutes
- 9/26/16 (Delta) Senior Companion Program Advisory Committee minutes
- 9/20/16 (M/M) & 9/21/16 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes

THEY WERE ACCEPTED WITH A MOTION FROM PETER THOUNE, SECONDED BY KEN PENOKIE; MOTION CARRIED.

APPROVAL OF VEHICLE USE POLICY

Members received a draft of an agency Vehicle Use Policy for the board's consideration and **IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

ACCEPTANCE OF DHHS PROGRAMMATIC MONITORING REPORT DATED 10/4/16

Members received a copy of the DHHS Programmatic Monitoring report dated 10/4/16. Overall the report was good with a couple of minor recommendations. **CRAIG REITER MOVED TO ACCEPT THE DHHS MONITORING REPORT DATED 10/4/16, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

REPORT ON ORGANIZATIONAL STANDARDS BOARD TRAINING EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg who reported that the National Community Action Program (NCAP) provided training to CAA board members on the Organizational Standards. Tom Lippens who attended reported that our CAA is spot on in meeting the standards and the things we are doing. Susan Kleikamp who also attended noted that they urged CAA's to get the people we help more

involved in our programs and governance. Lee Robbert also attended and noted that the theme of the training was Beyond Compliance.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on Julie Moberg who reported that Naomi Fletcher is working with Marquette staff for the intake process and energy audits now that we are serving Alger and Marquette Counties too. She has also applied for new rehab dollars for Delta and Schoolcraft Counties.

The Senior Companion Program has been heavily recruiting and have four new volunteers in the last two months.

The Foster Grandparent Program has been getting a lot of media coverage with the help of our Communications Specialist, Rick Rudden. TV6 will be doing a story on the program. They are participating in the Younkers Goodwill Sale November 10th & 11th.

RSVP has been working on training the program's transportation drivers that provide rides for people trying to get to medical appointments.

Our heat assistance grants have been approved and we are now accepting applications for assistance.

Sally Kidd and the Adult Day Center established an annual fundraiser during November for Alzheimer's Awareness month. The "Brats for Bucks" event was held today. Senior Center staff are busy with Medicare open enrollment counseling that began Oct. 15th and runs through December 7th.

We are working with our new retirement provider – WIPFLI Hewins. The new plan will go into effect January 1, 2017. We have also been working with our health insurance provider to obtain affordable health plans for our employees for 2017. **LEE ROBBERT MOVED TO APPROVE THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

PUBLIC COMMENT

The Chair announced that former FGP Director and FGP Foundation Founder has passed away. Former long-time board member, Ruth Helwig also passed away.

OTHER BUSINESS

Lee Robbert asked if we have given any more thought to having a board meeting at the Adult Day Center. It is not a good set-up for a meeting, however, we will plan to hold a lunch and tour prior to one of our upcoming board meetings.

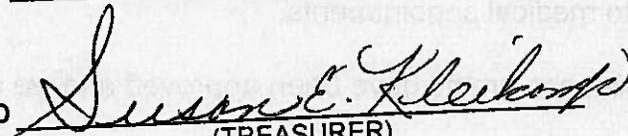
ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:30 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2016 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	161,589
VOLUNTEER PROGRAMS		44,102
NUTRITION		109,754
STATE & LOCAL PROGRAMS		184,084
ENERGY AND HOUSING		26,776
ASSET & LIABILITY ACCOUNTS		109,241
TOTAL	\$	<u>635,546</u>

SIGNED


(TREASURER)

DATE

11-10-16