

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

**GOVERNING BOARD MEETING  
Thursday, November 7, 2013  
1:30 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Doug Krienke, Menominee  
Ken Bryant, Schoolcraft  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen, Wigand, Delta  
Gil Vandenhouten, Menominee  
Julie Moberg, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord,, Executive Director  
Pat Johnson, CAA Receptionist  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Dan LaFoille, excused  
Tom Lippens, excused  
Cathy Mercier, excused  
John Stapleton, excused  
Mari Negro, excused  
Susan Phillips, excused  
Dave Moyle  
Dave Anthony

**ACCEPTANCE OF OCTOBER 10, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the October 10, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM DOUG KRIENKE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Julie Moberg who reported that the Finance Committee reviewed the CAA September Accounts Payable Schedule and recommends its approval. **KEN BRYANT MOVED TO ACCEPT THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULE, KEN PENOKIE SUPPORTED THE MOTION; MOTION CARRIED.** The Finance Committee reviewed the CAA October Accounts Payable schedule and recommends its approval. **OMER DORAN MOVED TO ACCEPT THE OCTOBER ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY KEN BRYANT; MOTION CARRIED.** The Finance Committee reviewed the CAA September credit card statement and found

the charges to be reasonable and accurate. The Finance Committee tabled the proposed changes to the Financial Procedures Manual until the next meeting. (**See Attachment "A"**)

#### ACCEPTANCE OF ECP MONTHLY REPORT

Members were mailed a copy of the ECP monthly report for their review **AND IT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

#### APPROVAL OF BOARD MEETING SCHEDULE FOR 2014

Members received a copy of the proposed Board Meeting schedule for 2014. Mr. Penokie asked the Executive Director how many times a year the Board is required to meet and if members have ever considered meeting every other month? Mr. Dubord responded CAA requires six meetings per year. Presently we hold ten meetings a year because there is very little activity during a couple of months. Six meetings a year may not work real well whereas often financial or other issues arise which requires Board action. After some discussion it was determined to eliminate the December meeting. **THE BOARD CHAIR ASKED THAT THE BOARD MEETING SCHEDULE FOR 2014 BE APPROVED WITH THE ELIMINATION OF THE DECEMBER MEETING. MR. DORAN MOVED TO APPROVE THE BOARD MEETING SCHEDULE WITH THE ELIMINATION OF THE DECEMBER MEETING; MR PENOKIE SECONDED THE MOTION. MOTION CARRIED. THERE WAS ONE NAY. MOTION CARRIED**

#### ACCEPTANCE OF RESIGNATION OF BETH PLETCHER

Board members were given a copy of Beth Pletcher's resignation letter. She has accepted a position with the City of Menominee which makes it impossible for her to attend the Board Meetings. **KEN PENOKIE MADE A MOTION TO ACCEPT BETH PLETCHER'S RESIGNATION, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.** Mr. Dubord stated Beth was appointed by Menominee County. A letter will be sent notifying them of the vacancy and a letter to Beth thanking her for the time she served on the Board

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director stated every other year we hold an all staff training. This year it is scheduled for December 6<sup>th</sup> at the Island Resort Convention Center. Mr. Dubord extended an invitation to all the Board members and welcomes their attendance. If you would like to attend please call your reservation in to Cathy Pearson no later than November 27<sup>th</sup>.

The Executive Director requested that due to the work involved with the Dec. 6<sup>th</sup> workshop, the December 5<sup>th</sup> Governing Board meeting be either rescheduled or cancelled. **KEN PENOKIE MADE A MOTION TO CANCEL THE DECEMBER 5<sup>TH</sup> GOVERNING BOARD MEETING, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.** A Finance Committee meeting will be scheduled sometime in December.

Ms. Wigand stated she met with Bill to review his yearly evaluation as Executive Director. She reported the majority of the comments stated that he was an outstanding administrator with

approximately only two being satisfactory. Comments included he is thoughtful, positive and thorough in his job performance along with being a trusted and valued director. Bill thanked the Board for their thoughtful comments and trust.

Mr. Dubord reported the Early Childhood Program year ended Oct. 31<sup>st</sup>. Last year ECP staff did not receive a raise due to budget constraints. There was enough funding remaining this year to give ECP employees a well deserved raise, to complete some computer upgrades and purchase some discretionary materials for programs. The raise authorized by the board at the October meeting, was very much appreciated by staff.

The Executive Director and ECP Director are in the midst of negotiations with the Union Bargaining unit. All is going well so hopefully Nov. 11<sup>th</sup> will be the last meeting. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY KEN BRYANT; MOTION CARRIED.**

**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 1:45 P.M. WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY OMER DORAN; MOTION CARRIED**

**THE NEXT MEETING IS JANUARY 9, 2014 AT 1:30 P.M.**

Respectfully submitted,

\_\_\_\_\_  
Ken Bryant, Secretary

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 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	\$	150,121
EARLY HEAD START		59,475
EARLY-ON CHILDHOOD		563
GSRP		5,104
ASSET & LIABILITY ACCOUNTS		55,174
TOTAL	\$	<u>270,436</u>

SIGNED Julie Mobley  
(TREASURER)

DATE 11-7-13

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

**GOVERNING BOARD MEETING  
Thursday, November 7, 2013  
1:45 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:45 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance: .:

**MEMBERS PRESENT**

Doug Krienke, Menominee  
Ken Bryant, Schoolcraft  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen, Wigand, Delta  
Gil Vandenhouten, Menominee  
Julie Moberg, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord,, Executive Director  
Pat Johnson, CAA Receptionist  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Dan LaFoilie, excused  
Tom Lippens, excused  
Cathy Mercier, excused  
John Stapleton, excused  
Mari Negro, excused  
Susan Phillips, excused  
Dave Moyle  
Dave Anthony

**ACCEPTANCE OF OCTOBER 10, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the October 10, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Julie Moberg who reported that the Finance Committee reviewed the HRA September Accounts Payable Schedules and recommends their approval. **OMER DORAN MOVED TO ACCEPT THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULES, KEN BRYANT SUPPORTED THE MOTION; MOTION CARRIED.** The Finance Committee reviewed the HRA October Accounts Payable schedules and recommends their approval. **KEN BRYANT MOVED TO ACCEPT THE OCTOBER ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.** The Finance Committee reviewed the HRA September and October credit card

statements and found the charges to be reasonable and accurate. The Finance Committee tabled the proposed changes to the Financial Procedures Manual until the next meeting. **(See Attachment "A")**

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received copies of the July/Aug. RSVP, Sept./Oct. SCP and 10/01/12 – 9/30/13 Senior Services reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM DOUG KRIENKE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Member received copies of the following PAC minutes for their review: 9/26 (Delta) & 10/28/13 (Menominee) Foster Grandparent Program PAC minutes; 9/30/13 (Delta) Senior Companion Program PAC minutes; 9/10 (Men./Marinette) & 10/16/13 (Delta) Retired & Senior Volunteer Program PAC minutes; 4/16 & 7/18/13 (Escanaba), 9/25/13 (Gladstone) & 10/14/13 (Mid-County) Senior Citizen Program PAC minutes. There were no question or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM GIL VANDENHOUTEN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF BOARD MEETING SCHEDULE FOR 2014**

Members received a copy of the proposed Board Meeting schedule for 2014. After some discussion it was determined to eliminate the December Board meeting. **MR. DORAN MOVED TO APPROVE THE BOARD MEETING SCHEDULE WITH THE ELIMINATION OF THE DECEMBER BOARD MEETING; MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED. THERE WAS ONE NAY.**

#### **ACCEPTANCE OF RESIGNATION OF BETH PLETCHER**

Board members were given a copy of Beth Pletcher's resignation letter. She has accepted a position with the City of Menominee which makes it impossible for her to attend the Board Meetings. **OMER DORAN MADE A MOTION TO ACCEPT BETH PLETCHER'S RESIGNATION, SUPPORTED BY WALTER MULTERER; MOTION CARRIED.** Mr. Dubord stated Beth was appointed by Menominee County. A letter will be sent notifying them of the vacancy and a letter to Beth thanking her for the time she served on the Board.

#### **ACCEPTANCE OF FUEL ASSISTANCE FUNDS FROM MCAAA & DHS**

Mr. Dubord reported DHS received the contract for LIHEAP Deliverable Fuel Funds. From this contract CAA is eligible for \$219,000 with 8% being used to cover admin. costs. Board approval is needed to apply for this LIHEAP funding. **KEN BRYANT MADE A MOTION AUTHORIZING COMMUNITY ACTION AGENCY TO APPLY TO DHS FOR \$219,000 IN LIHEAP DELIVERABLE FUEL ASSISTANCE. PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.**

Mr. Dubord explained most metered utility bills have a 2% surcharge attached. This year \$50 million dollars was attained from this surcharge. Michigan CAA's were granted \$7 million dollars out of this \$50 million. Our agency allocation will be \$55,000 which will be used to aid clients in need of

metered utility assistance. Both the City of Escanaba and Gladstone opted not to participate with this surcharge. It will have to be verified if residents of Escanaba and Gladstone will be eligible for this assistance. **KEN PENOKIE MADE A MOTION AUTHORIZING CAA TO APPLY FOR MCAAA FUNDS IN THE AMOUNT OF \$55,000 IN METERED UTILITY ASSISTANCE. KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.** The guidelines for these funds are still being developed.

#### UP COMMUNITY ACTION NETWORK UPDATE

The Executive Director explained the U.P. Community Action Network is still in the organizational stages. The six U.P. CAA's are working on developing a set of by-laws, searching for a director and board members and just doing a lot of brainstorming. Karen Wigand will represent the Board along with the Executive Director at UPCAN's organizational meeting.

#### EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Executive Director who reported the agency had a very successful year and fund balances as a whole will increase. The Personal Care Program did especially well.

HRA year end reports have been closed out and Kris Thibeault, Finance Director, is in the process of closing out CAA. Ms. Thibeault is scheduled to attend a WIPFLI training session in mid-December.

Mr. Dubord informed the Board he will not be renewing the lease on the parking lot located across the road from the agency. Last year the rent and snow removal exceeded \$10,000. Parking space has been secured at the Escanaba Daily Press parking lot for staff. If Board members deem there are not enough parking spaces available on Board meeting days, the meetings can be moved to the Civic Center. **KEN BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

**MR. DUBORD WISHED EVERYONE A HAPPY THANKSGIVING AND CHRISTMAS HOLIDAY SEASON.**

#### 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 2:20 P.M. WITH A MOTION FROM KEN BRYANT, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

**THE NEXT MEETING IS JANUARY 9, 2014 AT 1:30 P.M.**

Respectfully submitted,

\_\_\_\_\_  
Ken Bryant, Secretary

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2013 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>185,140</u>
<u>EARLY HEAD START</u>		<u>61,230</u>
<u>EARLY-ON CHILDHOOD</u>		<u>590</u>
<u>GSRP</u>		<u>37,299</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>37,044</u>
TOTAL	\$	<u><u>321,303</u></u>

SIGNED *Lulu Moberg*  
(TREASURER)

DATE 11-7-13