

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:30 p.m. (EDT)**

**MINUTES**

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

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Dave Moyle, Delta  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.  
Susan Phillips, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Cathy Mercier  
Dave Anthony  
Clyde Thoune  
Kristi Wood

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**APPROVAL OF THE NEW EARLY CHILDHOOD DIRECTOR, MYRA HESLIP**

The Chair called on Bill Dubord who told the members that Myra Heslip has been selected to replace Kim Johnson as ECP Director. Ms. Heslip has been promoted from a Manager's position within the program and happens to have been enrolled in our Head Start Program as a child. Bill thanked Myra Croasdell and Julie Moberg for sitting in on the interviews. He also reviewed the procedures used to seek and screen applicants. He reminded the full board that the Executive Committee had authority to hire but the full board needs to approve that action. It was noted that the Head Start Policy Council has approved her hire. Once approved by the Governing Board, the Head Start Regional Office will be notified and asked for their approval. **MR. LAFOILLE MOVED TO APPROVE THE HIRE OF MYRA HESLIP AS ACTING EARLY CHILDHOOD PROGRAM DIRECTOR UNTIL THE REGIONAL OFFICE APPROVAL, SECONDED BY LEE ROBBERT; MOTION CARRIED.** Once the Regional Office gives their approval she will be the Early Childhood Program Director.

**FINANCE COMMITTEE REPORT**

3/10/15. He reported that the December and January CAA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MR. MOYLE; MOTION CARRIED.**

**Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and The committee reviewed and recommends a sole source purchase to contract with Jill Molli to present Conscious Discipline training in August, 2015 for approximately 100 employees for \$6,739. *JULIE MOBERG MOVED TO APPROVE THE SOLE SOURCE PURCHASE TO CONTRACT WITH JILL MOLLI, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement **AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MR. MOYLE; MOTION CARRIED.**

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future. **DAVE MOYLE MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY MARI NEGRO; MOTION CARRIED.** (see attachment "A1 & B1")

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and **REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE COUNTY BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and **THIS WAS APPROVED WITH A MOTION FROM MR. MOYLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Geri Nelson from DTE and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and **THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** (Dave Moyle excused himself from the vote)

The committee also recommends acceptance of Patrick Martin to serve as alternate for Dave Moyle and **THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM DAVE MOYLE, SECONDED BY MARI NEGRO; MOTION CARRIED.** (see attachment "C")

### **PERSONNEL COMMITTEE REPORT**

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they

come on board. **DAVE MOYLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.** (see attachment "D")

#### **AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MARI NEGRO MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. MOBERG; MOTION CARRIED.**

#### **APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.** (See attachment "E")

#### **ACCEPTANCE OF 3/2/15 HS/EHS MONTHLY REPORT**

Members were mailed a copy of the 3/2/15 Head Start/Early Head Start monthly report for their review. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM JULIE MOBERG, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF 12/16/14 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 12/16/14 Head Start Policy Council minutes for their review **AND THEY WERE ACCPETED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER**

Members were mailed a copy of the Governance, Leadership and Oversight Capacity Screener and the HS/EHS Director noted that this is part of some new requirements similar to requirements under the new organizational standards the agency is going through. **MS. MOBERG MOVED TO APPROVE THE GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER, SUPPORTED BY MRS. KLEIKAMP; MOTION CARRIED.**

#### **UPDATE ON ORGANIZATIONAL STANDARDS**

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as the Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in the process.

#### **EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who indicated he had no additional items to report on. **MR. LAFOILLE ACCEPTED THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Karen Wigand called on the Executive Director who handed out his resignation/retirement letter. He noted it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue on in a consultant role until December 31, 2015. He was commended for all of his hard work and told he will be missed.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 1:18 P.M. WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

A Hachmud A-1

**FINANCE COMMITTEE MEETING  
Tuesday, March 10, 2015  
12:00 noon (EDT)**

The meeting was called to order at noon and the following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Tom Lippens, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault, Myra Heslip, Cathy Pearson.

Members were given the revised Executive Director Exit Transition Plan and Exit Compensation noting the change that states Ex. Director remains the board's employee until his exit. **(see attachment "A")**  
This will be handed out at the 3/12/15 board meeting and be recommended for full board approval.

Members reviewed the January CAA credit card charges.

Members reviewed the January CAA Accounts Payable Schedule. There was a question about whether bids were sought for a new water heater at the Jefferson Center. It was noted that there is a provision in the Financial Procedures Manual that if there is an emergency such as this, a purchase can be made without getting bids.

The members were provided information on a sole source contract for HS/EHS Conscious Discipline training in August 2015 for two full days in the amount of \$6,739 to pay expenses to retain Jill Molli **(see attachment "B")** The sole source contract to retain Jill Molli was approved **WITH A MOTION FROM JULIE MOBERG, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Members reviewed the January & February HRA credit card charges.

Members reviewed the January HRA accounts payable schedules and they **WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Questions were raised again about helping folks with heat assistance and whether provisions are in place to prevent people from getting help from several different organizations. It was decided that a sub-committee be formed to discuss heat assistance in late summer to determine if it's something our agency should stay involved in considering the restrictions, meticulous record keeping, as well as little administrative funding, etc.

Bill reminded the members that the question was raised whether we actually need a safety deposit box. Bill updated the members that we do not need a safety deposit box and we have now purchased a good, fireproof safe instead.

Bill informed the committee that he and Kris went to Lansing last week to discuss the details of the Thorntree disposition. He reported that the work involved with the disposition will probably take until the end of this calendar year.

Review of the Financial Procedures Manual. Kris Thibeault, Finance Director, reviewed a couple of proposed changes to the FPM. These, in addition to the credit card policy, will be incorporated into a revised Financial Procedures Manual to be approved at the April or May Governing Board meeting. These changes were **APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The Committee was also asked to approve the engagement of Schneider, Larche & Haapala for our 403b audit for an additional two years for an added \$100 (total \$5,000) the first year and an additional \$100 the second year (total \$5,100). The committee was reminded that this is nearly half of what it cost through WIPFLI., our previous 403b auditing firm. **MS. KLEIKAMP MOVED TO APPROVE SCHNEIDER, LANCHE & HAAPALA AS CONTRACTOR FOR OUR 403B AUDIT FOR AN ADDITIONAL TWO YEARS, SUPPORTED BY MR. LIPPENS; MOTION CARRIED.**

There being no further business **THE MEETING ADJOURNED AT 1:30 WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

### ***Proposed Transition to William Dubord's Retirement***

At the December Governing Board meeting the Finance Committee was given authority to work with me to make the transition into retirement smooth and to give both me and the board assurance of no misunderstanding in both timing and financial considerations.

Please consider the following plan regarding my leaving:

1. Tentative last day as full-time Executive Director October 9, 2015.
2. Remain a salaried employee through December 31, 2015 at a salary of \$1,000/week beginning October 12, 2015. Receive standard agency fringe benefits through Dec. 31, 2015.
3. Agency to pay out all annual leave earned through the Oct. 9, 2015 pay period.
4. Agency to pay earned personal days at the end of the Oct. 9, 2015 pay period.
5. Agency to pay out annual and pro-rated longevity leave at the end of December at the wage in effect at that time.
6. New Executive Director to be in charge when mutually agreed upon but no later than Oct. 9th. If it is prior to Oct. 9<sup>th</sup> the above provisions remain as stated. If it is after Oct. 9<sup>th</sup> the agency and I will renegotiate a short term extension.
7. My activities during from Oct. 9 – Dec. 31, 2015 are listed below. These duties are flexible and subject to the wishes of the new Executive Director. Notwithstanding those wishes, the agreed plan will remain in effect.
8. Bill will remain a direct employee of the Board of Directors.

### ***Possible Consultant Duties***

- Assist with Strategic Planning and implementation of new organizational standards
- Stay involved with Thorntree disposition (if necessary)
- Involvement with UP CAN and regionalization issues
- Attend Board and Finance Committee as an observer and resource
- Assist in grant closeout as needed
- Assist in 2016 budget development (as needed)
- Work with Auditors and Program monitors (as needed)
- Work with new director in transferring legal authority and bank accounts
- Provide new director program-by-program analysis, i.e. strengths, weaknesses, issues
- Provide new director analysis of political landscape on the national, state and local levels as they pertain to our programs/funding
- Provide new director with analysis of major vendors, i.e. insurances, retirement plan, IT provider, auditors, contracts, etc.
- Other tasks as requested and mutually agreed to.

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 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	\$	208,685
EARLY HEAD START		76,842
EARLY-ON CHILDHOOD		678
GSRP		25,494
ASSET & LIABILITY ACCOUNTS		56,590
TOTAL	\$	368,289

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	117,286
VOLUNTEER PROGRAMS		41,817
NUTRITION		69,577
STATE & LOCAL PROGRAMS		176,141
ENERGY AND HOUSING		50,830
ASSET & LIABILITY ACCOUNTS		65,448
<b>TOTAL</b>	<b>\$</b>	<b>521,098</b>

SIGNED



(TREASURER)

DATE \_\_\_\_\_

Attachment "A-1"

THE FINANCE COMMITTEE HAS REVIEWED THE JANUARY 2015 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	\$	255,938
EARLY HEAD START		71,901
EARLY-ON CHILDHOOD		209
GSRP		25,136
ASSET & LIABILITY ACCOUNTS		53,626
TOTAL	\$	<u>406,810</u>

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

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

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>117,268</u>
<u>VOLUNTEER PROGRAMS</u>		<u>50,859</u>
<u>NUTRITION</u>		<u>97,936</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>146,015</u>
<u>ENERGY AND HOUSING</u>		<u>24,025</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>63,708</u>
<b>TOTAL</b>	<b>\$</b>	<b>499,812</b>

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

Attachment 01



Serving Menominee, Delta, and Schoolcraft Counties  
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William Dubord  
Executive Director

Myra Heslip  
Early Childhood Director

February 23, 2015

Mr. Bill Dubord  
MDSCAA  
507 First Avenue North  
Escanaba, MI 49829

Jill Molli is a Loving Guidance Associate for Concious Discipline. Loving Guidance Associates (LGAs) are trained, certified and hand selected by Dr. Bailey to present the principles of Conscious Discipline to teachers, administrators, childcare professionals, Head Start professionals, school districts (large and small), parents and community groups.

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) into one seamless curriculum. Conscious Discipline is an evidence-based comprehensive program that includes school climate changes, social-emotional competency changes in adults, social-emotional competency changes in children, behavioral and resiliency changes, classroom management shift from external rewards and punishments to problem-solving, and results in academic success.

The Early Childhood Program implemented Conscious Discipline strategies into our program in the 2006-2007 school year. Strategies are used as classroom guidance policies and are taught to parents for them to use in the home with their children. We are continually looking to improve our current Conscious Discipline practices as well as implement new ones.

Andrea Schick  
Child Development Manager  
MDSCAA Early Childhood Program

- Administrators
- Teachers
- Mental Health Specialists
- Parents

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## Loving Guidance Associates



### Jill Molli

Mexico, MO • LGA since 2002  
Connecting With Kids

**Specialties:** Major Keynotes, School-wide implementation for Pre-K and Elementary, Mental Health & Medical, Prison Staff, Businesses

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Jill Molli has a B.A. in Elementary Education and a Masters in Counseling. She possess the gift of delivering this important message of Dr. Becky Bailey's Conscious Discipline program with humor which makes for a wonderful learning experience. Jill was selected as an LGA because of her no-nonsense ability to get to the heart of a situation plus her commitment to living Conscious Discipline principles at school and at home.

Jill's experience includes delivering state and national keynotes, teaching children with behavior disabilities, teaching elementary school and serving as a guidance counselor. Her background has proved invaluable in teaching schools and school districts how to implement Conscious Discipline. She has also taught hundreds of Conscious Discipline parenting classes which included imprisoned mothers, "Soccer Dads" and parents interested in learning more about how to parent their children. Jill is a contagious source of enthusiasm for and knowledge about Conscious Discipline.

Contact us today to bring Jill to you!

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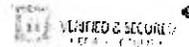
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# Professional Development Activity Description/Funds Request

Date 2/13/15

Staff Name **Andrea Schick**

Supervisor **Myra Heslip**

Description: Group   x   Individual        [If individual: Supervisor approval to submit request: \_\_\_\_\_]

Detail: Bring in certified Conscious Discipline Trainer- 2 days in August. All staff (100) training.

**1. Participation in this training is intended to improve skills in the following areas (check all that apply):**

CD Info & Outcomes	FP Info & Outcomes	Health Info & Outcomes	Admn. Syst. Info & Outcomes	Performance Monitoring (Supervision)	PQA	Program Self Assm.	Program Satisfaction Surveys	Quality Assurance	Annual Performance Evaluation	Community Assessment	Corrective Action	Other
X	X				X	X						

**2. Benefits of chosen PD strategy (check all that apply):**

Direct Benefit to Individual Staff	Direct Benefit to Multiple Staff	Learn New Concepts	Practice Concepts	Problem-Solving	Gather Information & Resources	Earn Needed Credits	Networking	Inspiration Motivation
X	X	X	X	X	X			X

3. Estimated total expenses **\$6,739**

**4. Total Projected Paid Time:**

Training/TA   14   hrs. / Travel        hrs. / Other (see reverse side for examples):        hrs.

Describe other \_\_\_\_\_

\*\*\*\*\*

Attachment B1<sup>u</sup>

Attachment "C"

**NOMINATING COMMITTEE MEETING**  
**Tuesday, February 10, 2015**  
**12:00 Noon**

**MINUTES**

The meeting began at 12:11 p.m. and the following were in attendance: Omer Doran, Dan LaFoilie, Susan Phillips, Karen Wigand, Bill Dubord and Cathy Pearson

The Menominee County Board of Commissioners has appointed Bernie Lang to represent them on our Governing Board, replacing Doug Krienke. **BERNIE LANG'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

The committee was reminded that we still have not received a letter from the Schoolcraft Transit Authority reappointing John Stapleton. Dan offered to follow-up with John one more time. He noted that if John does not get reappointed he will ask the Schoolcraft County Deputy Transit Director if he would be interested in serving and if so, see if that board will appoint him.

It was noted that there is another vacancy in the Schoolcraft County Private Sector. After some discussion the committee decided to see if Rosemary Sablack would be interested in serving on the board. If not, Susan will check with Judy Zerilla and someone from the Kiwanis to see if there might be interest.

There is also a vacancy in the Menominee County Consumer Sector. Staff will check with our Menominee Senior Center staff and Client Services staff to see if they might know of someone who might be interested and a good fit to serve on the board.

The Hannahville Indian Community has reappointed Dave Anthony to represent them on the Governing Board, **DAN LAFOILLE MOVED TO APPROVE THE REAPPOINTMENT, SECONDED BY OMER DORAN; MOTION CARRIED.**

DTE has reappointed Geri Nelson to represent them on our Governing Board. **MR. LAFOILLE MOTIONED TO APPROVE THE REAPPOINTMENT OF GERI NELSON, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

Bill informed the members that Delta County has reappointed Dave Moyle to be their representative and Patrick Johnson as his alternate.

Karen noted that she will work on committee assignments as these vacancies get filled.

The meeting adjourned at 12:40 p.m.

**PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 25, 2015**  
**11:30 a.m.**

**MINUTES**

The meeting began at 11:32 with the following in attendance: Susan Kleikamp, Geri Nelson, Ken Penokie, Susan Phillips, Myra Croasdell, Bill Dubord and Cathy Pearson. Karen Wigand, excused.

The committee discussed their upcoming role and timeline for hiring a new Executive Director. Bill informed the members that the Finance Committee has reviewed his transition and exit compensation plan and will most likely approve that at their March 10<sup>th</sup> meeting. They will recommend to the full board that they approve what they have worked out. He told the members that he plans to remain at his current status until October 9, 2015. He then will be at a reduced salary until December 31, 2015 to serve as a consultant to the new director. He made it clear, however, that once the new director is hired, they will be the only director and Bill will be working more in the background to train him or her.

Members were presented an email of suggestions from Karen Wigand. The following rough timeline was proposed (see attached calendar):

- *Bill will make his official announcement of retirement at the 3/12/15 board meeting pending Finance and Board approval of the transition & exit plan.*
- *Post the E.D. position the week of 3/16/15. On 3/16/15 MCAAA, MSHDA, National CAA and MI Works websites. Post in the following newspapers maximum of two days (depending on when they publish, some are weekly) during the week of 3/16: The Daily Press, Eagle Record, Pioneer Tribune and the Marquette Mining Journal. Posting should note: **Anticipated start date 7/6/15***
- *Resumes must be received by the close of business on 4/17/15.*
- *Staff will review resumes and not forward non-qualified applicants. Remaining resumes will be copied and mailed to the Personnel Committee on 4/21/15.*
- *Committee will meet to determine applicants to be interviewed between 4/30 – 5/5.*
- *Schedule interviews for the week of 5/11 (we have board meeting on 5/14)*
- *Bill & Cathy check references & do background check on potential hires by 5/19.*
- *Make job offer and negotiate details – job offer contingent on board approval. Candidate to respond on job offer by 5/27/19*
- *Special board meeting to be held the week of 6/1 to approve the recommended hire.*
- *New director's official start date 7/6/15 or later if necessary.*

It was suggested that a temporary or "dummy" account be established to receive resumes.

Bill noted that he would like to get the new person on board to attend management/fiscal training design for Community Action Agencies that is usually mid-July. Would also like to take the new hire to the MCAAA summer conference for introductions, etc. in late July.

Bill will develop a list of interview questions and it was noted that anyone from the board and a representative from Policy Council should be invited to sit in on the interviews if they choose.

The committee intends to present one candidate to the full board for approval.

The committee reviewed the current Executive Director job description and there are no recommended changes.

***The next meeting is April 2<sup>nd</sup> at 11:00 a.m.***

**MDS COMMUNITY ACTION AGENCY  
GRIEVANCE/APPEALS PROCEDURES**

It is the intent of the MDS Community Action Agency, Inc. (MMCAA) to provide all participants, subgrantees, subcontractors and other interested parties a process to resolve grievances or complaints about the programs and activities administered by MDSCAA. The procedure shall include a process of information and notification to all interested parties, which includes an informal resolution and appeal. This process should be initiated if the matter cannot be resolved with the local program staff.

All program and service grievance or complaints, except those alleging fraud or criminal activity, must be filed with 14 days of the date of the alleged occurrence. At any time during the grievance/complaint process you may contact the agency regarding the procedures to properly address your concerns at each level of the process.

The Grievance/Appeals process includes three components or levels to include the following:

**1. Informal Resolution**

You will be afforded the opportunity and encouraged to discuss your concern with the Program Manager/Director to resolve the matter to the mutual satisfaction of the parties involved. You should complete a written explanation of your concern (see attached form). A complaint may be dismissed if you fail to state a course of action for which relief can be granted. You will receive a written notice stating why your complaint was dismissed and informed of the procedure on how to request a review at the next level.

**2. Agency Level Review**

If you wish to appeal the decision made by the Program Manager/Director, you may do so by filing a grievance/appeal with the MDSCAA Executive Director. The request must be in writing and include a brief description of the alleged occurrence and the reason the applicant believes he/she is eligible or should receive the denied services or contract (see attached form). A review of your grievance or complaint must be conducted within 14 days of the filing of your grievance or complaint. You may expect a written decision within 14 days after filing this appeal with the agency's Executive Director. If you fail to receive a

written decision regarding your appeal within 14 days of your filing or if you receive an adverse written decision, you may request a review at the next level.

### 3. Board of Directors and/or Grantor Level Review

If you wish to appeal the decision made by the Executive Director, you may do so by filing a grievance/appeal with the MDSCAA Board of Directors or for specific programs you may file your complaint with the Department of Human Services, State of Michigan or other funding source. A request for review of your grievance or complaint must be submitted in writing within 14 days of receipt of the adverse decision or 14 days from the date on which you should have received a decision to the MDSCAA Board of Directors or the Department of Human Services or other funding source specific to the program involved. Your written appeal should include, to the extent possible, the following information (feel free to use the form provided):

- A. A copy of the original appeal all correspondence to the appeal.
- B. The full name, address, and telephone number of the person(s) making the appeal.
- C. The name of the staff and program site against whom the appeal is made, or other information sufficient to identify the party against whom the appeal is made.
- D. A clear and concise statement of the facts, as alleged, including the pertinent dates, constituting the alleged violations.
- E. The provisions of the act, regulation, grant, or other agreements believed to have been violated.
- F. The relief requested.

Upon receipt of a request for review by the appropriate office, the matter shall be reviewed and a written decision rendered. In the event a hearing is conducted, you will be notified prior to the hearing of the date, time and place of the hearing and the opportunity to present your concerns, including witnesses.

**ALL DECISIONS AT THE MDSCAA BOARD OF DIRECTORS OR GRANTOR LEVEL REVIEW ARE FINAL.**

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:45 p.m. (EDT)**

**MINUTES**

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

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Susan Phillips, Schoolcraft  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Geri Nelson, excused  
Dave Moyle, excused  
Dave Anthony  
Clyde Thoune  
Kristi Wood  
Cathy Mercier

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 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 OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and 3/10/15. He reported that the December and January HRA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MS. NEGRO; MOTION CARRIED.**

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement **AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED**

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future. **MYRA CROASDELL MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachments "A1& B1")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and **REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE CO. BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and **THIS WAS APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Geri Nelson from DTE and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and **THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY MS. KLEIKAMP; MOTION CARRIED. (Dave Moyle excused himself from the vote).**

The committee also recommends acceptance of Patrick Johnson to serve as alternate for Dave Moyle and **THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (See attachment "C")**

**PERSONNEL COMMITTEE REPORT**

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they come on board.

**MR. LAFOILLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

**AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MS. PHILLIPS MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. KLEIKAMP; MOTION CARRIED.**

**APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. DORAN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED. (see attachment "E")**

**ADOPTION OF TRANSPORTATION ADA COMPLAINT POLICY**

Karen Wigand called on Sally Kidd who reported that members were mailed a copy of a complaint policy for our transportation services run in Menominee that is required. **MS. KLEIKAMP MOTIONED TO ADOPT THE TRANSPORTATION ADA COMPLAINT POLICY AS PRESENTED, JULIE MOBERG SUPPORTED THE MOTION; MOTION CARRIED.**

**ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received a copy of the January/February Senior Companion Program monthly report and **IT WAS ACCEPTED WITH A MOTION FROM LEE ROBBERT, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

**APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES**

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

- 2/13 (Schoolcraft) & 2/18/15 (Mid-County) Foster Grandparent PAC minutes
- 1/19 (Delta) & 1/29/15 (Menominee) Senior Companion Program PAC minutes

**UPDATE ON ORGANIZATIONAL STANDARDS**

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as: Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in this process.

**UPDATE ON NEW ADULT DAY CARE FACILITY**

The Chair called on Sally Kidd and Bill Dubord who reminded the members that Pat Besse is donating approximately \$400,000 to build a new Memory Center to replace the current Perspectives Adult Day Care, which will be owned by the Bishop Noa Home. The project is a collaborative one with CAA and Bishop Noa Home and the facility will be for folks who have Alzheimer's and/or dementia to give their loved ones some respite as it is very challenging to deal with folks with dementia 24/7. We will be able to retain our current staff and will be housed in the new facility rent free. There is a beautiful outdoor space that will be provided and Pat Besse is donating another \$50,000 to furnish the facility. Mr. LaFolle asked if the outdoor space will be a secured area and Sally indicated she will check. The Chair commended Sally for her efforts in this collaborative effort and Randy Daigneault, Adult Day Care Director, who has taken the initiative over the past few years to fund-raise to keep this program going.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who asked Cathy Pearson to give a report on Walk for Warmth. She told the members the following: Delta County had approximately 110 walkers and has raised nearly \$37,000; Menominee County had about 55 walkers and has raised just over \$19,000 and Schoolcraft had about 25 walkers and has raised approximately \$6,200. She noted that the brat sales were successful despite the sub-zero temperature during those events. She announced that Susan Phillips was the winner of the in-house raffle for a quilt that was donated by Cathy's sister. She thanked the board for all of their support. The Chair commended Cathy on a job well done.

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The Executive Director informed the board that during the two-day power outage that affected our office and kitchen in Escanaba, our staff from the Escanaba kitchen took it upon themselves to get the meal out despite there being no electricity. The ovens are gas and when Bill came in in the morning to check on things the staff was working with flashlights to get a meal out to our homebound seniors. Special thanks to the Escanaba kitchen staff for their dedication to the senior citizens we serve. A big thanks also to Gary Royer, husband of our Nutrition Mgr., Pat Royer, who borrowed a generator to help get lights on temporarily during the outage. Bill noted that this effort typifies the kind of things that make Community Action Agency's unique.

**SUSAN KLEIKAMP MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MS. PHILLIPS  
SECONDED; MOTION CARRIED.**

**OTHER BUSINESS**

Karen Wigand called on the Director who handed out his resignation/retirement letter. He noted that it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue in a consultant role. He was commended for all of his hard work and was told he will be missed.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 1:44 P.M. WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**