

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

**GOVERNING BOARD MEETING
Thursday, March 9, 2017
511 First Avenue North, Escanaba MI
12:30 p.m.**

MINUTES

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

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Tom Lippens, Delta
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Karen Wigand, Delta
Clyde Thoun, Menominee
David Moyle, Delta
Myra Croasdell, Delta
Lee Robbert, Schoolcraft
Peter Thoun, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Dawn Gorecki, Bus Driver
Pam Haluska, Hermansville Sr. Ctr. Admin.
Mary Lee La Bonte, Bus Passenger
Myra Smeester, ECP Director
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Naomi Fletcher, Weatherization Director
Mary Ciminskie, HR Manager
Connie Maule, SCP Director
Sarah Cantrell, RSVP Director
Angie Gardner, Family Community Mgr.

MEMBERS ABSENT

Geri Nelson, excused
Dave Anthony, excused
John Stapleton, excused
Bernie Lang, excused
Shanna Jasmin, excused
Ken Penokie, excused
Andrea Raygo

APPROVAL OF JANUARY 12, 2017 GOVERNING BOARD MINUTES

Members were mailed a copy of the 1/12/2017 Governing Board minutes for their review. **THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 2/14/17 & 3/9/17 and reviewed the December and January CAA Accounts Payable Schedules. **PETER THOUNE MOTIONED TO APPROVE THE DECEMBER CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY CRAIG REITER; MOTION CARRIED. CLYDE**

THOUNE MOVED TO APPROVE THE JANUARY ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.

SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who reported that the Safety Committee met today and reviewed one accident in the Early Childhood Program. An employee was getting out of her vehicle and slipped on the ice and twisted her ankle. The parking area had been salted, but it just hadn't had time to eliminate the ice. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF DEC./JAN./FEB. ECP REPORTS

Members received a copy of the Dec./Jan./Feb. ECP reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF 1/31/2017 ECP POLICY COUNCIL MINUTES

Members were mailed a copy of the 1/31/2017 ECP Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF UNION CONTRACT

Members were mailed a copy of the Head Start Union Contract that has been ratified by the Union members. The Executive Director highlighted the changes, which were very minor. **THE HEAD START UNION CONTRACT FOR LOCAL No. 2172 (11/30/16 – 11/30/19) WAS APPROVED WITH MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2017-18U

The Chair reminded members that this is an annual authorization for refunding applications only. **DAVE MOYLE MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATION FOR 2017-18, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF PROPOSED HIPPA POLICY

Members were mailed a draft of a proposed HIPPA Policy for their review and **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

BOARD TRAINING ON ERSEA AND THE NEW PERFORMANCE STANDARDS

The Chair called on Angie Gardner, Family Community Mgr. who reviewed the most recent Eligibility, Recruitment, Selection, Enrollment and Attendance Policies with the members. ECP Director, Myra Heslip did a Power point presentation on the new Head Start Performance Standards and what the ECP staff are working on this regard.

The Board recommended that oral reports/training be offered at the meetings by the various programs.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that we are in the process of trying to negotiate a lease for the second half of the building next door where the ECP administrative office is. She noted that we are having difficulty agreeing on an out clause.

Nancy Kutzera has been promoted to the new position of Health and Disabilities Coordinator. On a sad note, a long-time kitchen aide from the Escanaba Early Childhood Center passed away. We have been trying to provide support services to the staff who worked with her and her family.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYE, SECONDED BY CRAIG REITER; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no other business.

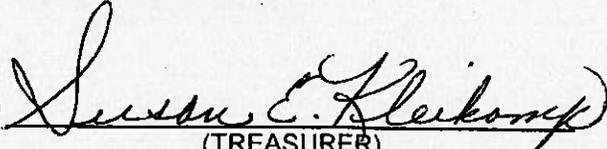
ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 1:25 P.M. WITH A MOTION FROM PETER THOUNE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2016 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	\$	269,834
EARLY HEAD START		88,769
EARLY-ON CHILDHOOD		983
GSRP		20,627
ASSET & LIABILITY ACCOUNTS		21,786
TOTAL	\$	401,998

SIGNED


(TREASURER)

DATE

2-14-2017

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

**GOVERNING BOARD MEETING
Thursday, March 9, 2017
511 First Avenue North, Escanaba MI
12:45 p.m.**

MINUTES

Chair Karen Wigand called the meeting to order at 1:26 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Tom Lippens, Delta
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Karen Wigand, Delta
Clyde Thoune, Menominee
David Moyle, Delta
Myra Croasdell, Delta
Lee Robbert, Schoolcraft
Peter Thoune, Menominee

MEMBERS ABSENT

Geri Nelson, excused
Dave Anthony, excused
John Stapleton, excused
Bernie Lang, excused
Shanna Jasmin, excused
Ken Penokie, excused
Andrea Raygo

OTHERS PRESENT

Julie Moberg, Executive Director
Dawn Gorecki, Bus Driver
Pam Haluska, Hermansville Sr. Ctr. Admin.
Mary Lee La Bonte, Bus Passenger
Myra Smeester, ECP Director
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Naomi Fletcher, Weatherization Director
Mary Ciminskie, HR Manager
Connie Maule, SCP Director
Sarah Cantrell, RSVP Director
Angie Gardner, Family Community Mgr.

PRESENTATION OF AWARD TO DAWN GORECKI

Karen Wigand presented a plaque to Dawn Gorecki, Hermansville Bus Driver, for heroism demonstrated in late December. Ms. Gorecki showed quick response in avoiding what could have been a terrible accident while passengers were on the bus. Great job!

APPROVAL OF JANUARY 12, 2017 GOVERNING BOARD MINUTES

Members were mailed a copy of the 1/12/2017 Governing Board minutes for their review. **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 2/14/17 & 3/9/17 and reviewed the December and January HRA Accounts Payable Schedules. **DAVE MOYLE MOTIONED TO APPROVE THE DECEMBER CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY LEE ROBBERT; MOTION CARRIED. PETER THOUNE MOVED TO APPROVE THE JANUARY ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF CSBG ANNUAL REPORT FOR FY2016

Members were mailed a copy of the Community Services Block Grant (CSBG) Annual report for their review. Julie Moberg reviewed some highlights of the report and **IT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following reports for their review: Dec./Jan. FGP report, Dec. Jan. RSVP report, Jan./Feb. SCP report, 2016 annual and 1st quarter Senior Services reports, Weatherization report through 1/31/2017. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following advisory committee minutes for their review:

- 12/8/16 & 1/13/17 FGP Advisory Committee minutes
- 12/13/16 (M/M) & 1/5/17 (Delta) RSVP Advisory Committee minutes
- 2/8/17 (Menominee) SCP Advisory Committee minutes
- 1/26/2017 (Escanaba) & 1/30/2017 (Senior Center Advisory Committee minutes

TOM LIPPENS MOVED TO ACCEPT THE ADVISORY COMMITTEE MINUTES AS PRESENTED, SUPPORTED BY PETER THOUNE; MOTION CARRIED.

ACCEPTANCE OF FINANCIAL MONITORING REPORT DATED 1/30/2017

Members received a copy of a Financial Monitoring report from the Aging & Adult Services Dept. There were no findings and **THE REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2017-18

The Chair reminded members that this is an annual authorization for refunding applications only. **CLYDE THOUNE MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS FOR 2017-18, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF PROPOSED HIPAA POLICY

Members were mailed a draft of a proposed HIPAA Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

WALK FOR WARMTH UPDATE

Karen Wigand called on Cathy Pearson who reported that the following amounts have been raised to date (with more funds trickling in): Delta - \$34,000, Menominee - \$10,000 – Schoolcraft - \$5,000. She told the board that the Delta and Menominee County campaigns are down approximately \$12,000 each. She noted that she believes it's mainly due to the large number of worthwhile causes people are asked to donate to. Ms. Pearson commended Sharla on a job very well done, particularly for her first time and also Lori Lacasse and Renelle Betters in Menominee.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that the Weatherization Program is meeting its targeted goals with 17 jobs completed, 29 in process and a waiting list of 22 jobs. In February we were allocated an additional \$25,593 in LIHEAP funds. Naomi has also applied for MSHDA Neighborhood Revitalization Grant that would assist approximately 20 homeowners on beautification or rehabilitation of their home. She also reported on the following:

SCP & FGP are both doing well with recruitment. SCP has approximately 43 volunteers at 13 stations and FGP has approximately 44 volunteers at 12 stations. Both programs held Christmas parties for their volunteers in December.

RSVP: Sarah has been working on applying for funding for her the program's transportation service and so far has received \$1000 from the Sackerson Foundation, \$4046 from the Delta Co. United Way and \$3,000 from the Superior Health Foundation. We will review whether or not we can continue this service once these funds are exhausted.

Our heat assistance grants continue to be utilized. We were granted an additional 8% for administration of LIHEAP deliverable fuel grant which is much needed.

Senior Services: We have finalized the complaints with the National Labor Relations Board, the U.S. Wage & Hour Division and the Dept. of Civil Rights – all in our favor! We are gearing up for presentations to the County Boards to begin the process of promoting our senior citizen millages. We have been told that we will be receiving additional millage money that was lost in 2016 from the State allocation received by Delta County.

Homeless Services: We continue to see people daily who are in need of housing assistance, even in the winter. Julie Hardy is serving people in all three counties. Our intern has been a big help to Julies as she catches up on reporting requirements.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG MYRA CROASDELL; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

Dan LaFoille, commended staff for all of the good work they do.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 2:05 P.M. WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 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	\$	132,150
VOLUNTEER PROGRAMS		61,335
NUTRITION		132,328
STATE & LOCAL PROGRAMS		130,526
ENERGY AND HOUSING		56,342
ASSET & LIABILITY ACCOUNTS		76,841
TOTAL	\$	<u>589,523</u>

SIGNED *Susan E. Kleckamp*
(TREASURER)

DATE 2-14-2017