

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

GOVERNING BOARD MEETING

**Thursday, April 9, 2015
511 First Avenue North, Escanaba MI
12:30 p.m. (EST)**

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:

MEMBERS PRESENT

Karen Wigand, Delta
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoun, Menominee
Lee Robbert, Schoolcraft
Susan Phillips, Schoolcraft
Julie Moberg, Delta
Ken Penokie, Delta
Geri Nelson, Delta
Bernie Lang, Menominee

OTHERS PRESENT

Bill Dubord, Executive Director
Myra Heslip, Acting ECP Director
Theresa Nelson, RSVP Director
Sally Kidd, Senior Services Director
Joe Dehlin, Weatherization Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Mari Negro, excused
Kristi Wood
Cathy Mercier
Dave Moyle
Tom Lippens
Myra Croasdell
Dave Anthony

APPROVAL OF MARCH 12, 2015 GOVERNING BOARD MINUTES

Members received a draft of the March 12, 2015 Governing Board minutes for their review. A correction was noted that Myra Heslip is technically *Acting Director* of the ECP until final approval from the regional office. They were **APPROVED WITH THE CORRECTION THAT MYRA HESLIP IS CURRENTLY ACTING DIRECTOR OF THE EARLY CHILDHOOD PROGRAM BY A MOTION FROM MR. LAFOILLE, SECONDED BY MR. ROBBERT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 4/09/2015 and reviewed the February and March Accounts Payable Schedules and recommends their approval – **THIS WAS DONE WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY GERI NELSON; MOTION CARRIED.** Mr. LaFoille also reported that the Finance Committee completed their annual review of the Financial Procedures Manual, making some minor revisions. Copies of the revised Financial Procedures Manual are available to board members upon request. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Bill Dubord reviewed the board vacancies needing to be filled—two private sector in Schoolcraft County and one consumer seat in Menominee County. Board members were asked to let him know if they have any suggestions. **SUSAN KLEIKAMP MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on Susan Kleikamp who reported that the process to replace Mr. Dubord is moving forward. The position has been posted, with resumes due by April 17. Mr. Dubord reported that to date eight resumes have been received. Target date for a replacement to be on board is July 6, 2015. It was also noted that interviews will be held in an open meeting. Ms. Kleikamp noted that the committee continues to work on revising the Personnel Policies. **MS. PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MR. DORAN; MOTION CARRIED.**

APPROVAL OF 1/28/2015 HEAD START/ECP POLICY COUNCIL MINUTES

Members were given a copy of the 1/28/15 Head Start/ECP Policy Council minutes for their review. There were no questions or comments **AND THEY WERE APPROVED UPON A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF ECP MONTHLY REPORT DATED 3/17/15

Members were given a copy of the ECP report dated 3/17/15 for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF WHISTLEBLOWER/COMPLAINT RESOLUTION POLICY

Members were sent the draft Whistleblower/Complaint Resolution Policy for their review. **KEN PENOKIE MOVED TO ACCEPT THE POLICY AS PRESENTED; SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

UPDATE ON ORGANIZATIONAL STANDARDS

The agency submitted to the State the agency checklist. Other updates due by October 1, 2015 are ongoing, including a strategic plan, which Bill wants to wait until the new director is hired so he/she can be involved with the planning.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that ECP is back in session after spring break. He stated he is very pleased how things are going with Myra. **LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

The board secretary position is currently vacant. Bill indicated that an election by the board must be held to fill the vacancy. **Mr. LaFoilie nominated Susan Kleikamp to fill the secretary position, with support from Mr. Penokie. Chair Wigand called for any other nominations 3 times. There were no further nominations. MR. LAFOILLE MOVED TO CLOSE NOMINATIONS AND ACCEPT SUSAN KLEIKAMP TO FILL THE SECRETARY POSITION; SECONDED BY KEN PENOKIE. MOTION CARRIED**

New board member Clyde Thoun asked for clarification between private sector and consumer sector board vacancies. Bill Dubord explained to his satisfaction.

ADJOURNMENT

The meeting adjourned at 1 p.m. **WITH A MOTION FROM DAN LAFOILLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

THE NEXT MEETING IS MAY 14, 2015 AT 12:30 P.M. (EDT)

FINANCE COMMITTEE MEETING
Thursday, April 9, 2015
11:15 a.m.

MINUTES

The meeting was called to order at 11:15 a.m. and the following were present: Dan LaFolle, Omer Doran, Susan Kleikamp, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault and Sally Kidd.

The committee reviewed the CAA February credit card charges.

The committee reviewed the CAA February Accounts Payable Schedule and **it was approved with a motion from Susan Kleikamp, seconded by Julie Moberg; motion carried.**

The committee reviewed the CAA March Accounts Payable Schedule and **it was approved with a motion from Omer Doran, supported by Julie Moberg; motion carried.**

Karen Wigand mentioned rebates available for on-line ordering. Kris will look into it.

The committee reviewed the HRA March credit card charges (February done at last meeting).

The committee reviewed the HRA February Accounts Payable Schedules and **they were approved with a motion from Ms. Kleikamp, supported by Mr. Doran; motion carried.**

The committee also reviewed the HRA March Accounts Payable Schedules and **they were approved with a motion from Omer Doran, seconded by Ms. Moberg; motion carried.**

The committee reviewed the Financial Procedures Manual draft revision. Kris reviewed the highlighted changes. Karen questioned the word "periodic" for reviewing the front desk register, as too undefined. Suggested it be changed to at least monthly. Kris will take care of that change.

The Financial Procedures Manual changes were approved with a motion from Ms. Kleikamp seconded by Ms. Moberg; motion carried. The full board will be made aware that the Financial Procedures Manual is available upon request.

Other business: Kris explained the Budget vs. Actual Expenditures reports dated 2/28/2015. She indicated that there is new funding for Weatherization of \$117,400. She also informed the committee that our cash balances remain healthy.

The meeting adjourned at 12:10 p.m. **with a motion from Susan Kleikamp, seconded by Omer Doran; motion carried.**

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 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	\$	218,901
EARLY HEAD START		59,014
EARLY-ON CHILDHOOD		41
GSRP		30,798
ASSET & LIABILITY ACCOUNTS		31,228
TOTAL	\$	339,983

SIGNED 
(TREASURER)

DATE 4-9-15

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 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	\$	124,632
VOLUNTEER PROGRAMS		41,236
NUTRITION		96,732
STATE & LOCAL PROGRAMS		118,856
ENERGY AND HOUSING		48,674
ASSET & LIABILITY ACCOUNTS		44,791
TOTAL	\$	474,921

SIGNED 
(TREASURER)

DATE 4-9-15

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	234,010
EARLY HEAD START		65,287
EARLY-ON CHILDHOOD		672
GSRP		26,775
ASSET & LIABILITY ACCOUNTS		26,037
TOTAL	\$	352,780

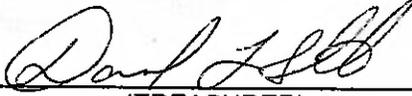
SIGNED 
(TREASURER)

DATE 4-9-15

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	117,916
VOLUNTEER PROGRAMS		40,741
NUTRITION		94,196
STATE & LOCAL PROGRAMS		76,262
ENERGY AND HOUSING		8,277
ASSET & LIABILITY ACCOUNTS		67,203
TOTAL	\$	<u>404,596</u>

SIGNED 
(TREASURER)

DATE 4-9-15

NOMINATING COMMITTEE MEETING
Thursday, April 9, 2015
12:15 p.m.

MINUTES

The Nominating Committee met at 12:15 and the following were present: Dan LaFoilie, Omer Doran, and Bill Dubord. Also attending were Karen Wigand and Sally Kidd.

Bill reminded the members that we still have two vacancies in the Schoolcraft County Private Sector. He reported that Susan Phillips asked Rosemary Sablack but she declined. Options include Schoolcraft County Transit, the Commission on Aging and service clubs. Susan and Dan will continue to work on this.

Bill noted that there is also a vacancy in the Menominee County Consumer Sector. We continue to search to fill this vacancy.

The meeting adjourned at 12:25 p.m.

Attachment "C"

PERSONNEL COMMITTEE MEETING
Thursday, April 2, 2015
11:00 a.m.
MINUTES

The meeting was called to order at 11:07 a.m. and the following were present: Susan Kleikamp, Karen Wigand, Geri Nelson, Susan Phillips, Myra Croasdell, Bill Dubord and Cathy Pearson. Ken Penokie, excused

Bill updated the committee on the progress of hiring a new Executive Director. His position has been posted with a deadline of April 17th. He noted that he was happy that the board agreed to have only one candidate brought before them for approval. The resumes of applicants who meet the qualifications will be mailed to the Personnel Committee on April 20th (Geri will pick her packet up). Members were given a list of potential interview questions for them to review and let Bill know if they have any recommendations.

The committee continued the review and revision of the Personnel Policies. Previously the committee had asked about Section XII., D. 4 on paid leave for the Early Childhood Program f-time staff. Bill informed them that this is their vacation leave that usually follows the school vacation days.

The following recommendations to the original marked up copy were made.

- Make all bullet points and arrows consistent throughout the document.
- Page 15, Section XII., G. # 6 last sentence should change outline to **"outlined" an H. to letter F.**
- Page 16, " " H, #12 remove **(medical tests, i.e. elective surgery)**
- Page 16, " " I, Heading should include the word **Act** after Leave.
- Page 18, " " J, #2 after status add **"and will be granted on a scheduled work day."**
- Page 18, " " K. #1 should be changed to **U.S. Armed Forces, Armed Forces Reserve Corps or National Guard"**
- Page 18 " " L. Add new number 3 that reads **"Documentation for jury duty must be provided."**
- Page 19, " " L. Eliminate #3.
- Page 19, " " O., #2 add after the word eligible **"but not required"**
- Page 19, " " O, #3 eliminate **"between 1-5%"**
- Page 19 " " O, #3 2nd bullet point change the word "even" to **"whole"**
- Page 19, " " O, #3, eliminate letter a and change letter b to a bullet point that reads **"The orientation period is included in the one year of employment eligibility."** Make former letter c a bullet point
- Page 19, Section XIII., A. eliminate **"paid in advance or"**
- Page 20, Section XIV. Letter A. – the first paragraph under this section should be made # 1.
- Page 20 " " - the 2nd paragraph under this section should be made #2 and add **"camera"** before the word phone.
- Page 20 " " 2nd bullet point under new #2 – remove **"client information"**
- Page 20 " " Make new third bullet point that reads: **Disseminating any client information, including photos or other confidential information (including any that fall under HIPPA laws).**
- Page 21, Section XIV., B. – remove the word **"occurring"** from the 2nd sentence. Also remove the 5th sentence **"If an employee mentions CAA by name in any blog or social media site, the employee MUST disclose that they are a CAA employee and post a disclaimer stating that the opinions expressed are the employee's own and do not represent CAA's position"**.

The committee completed the review up through Section XVI. Dress.

The committee was given information on tobacco use, medical marijuana and weapons to discuss at the next meeting. Staff will look into getting language relating to HIPPA that we may want to adopt.

The next meeting will be April 30th at 11:00 a.m. The meeting adjourned at 12:55 p.m.

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

GOVERNING BOARD MEETING

**Thursday, April 9, 2015
511 First Avenue North, Escanaba, MI
12:45 p.m. (EST)**

MINUTES

The meeting was called to order at 1:22 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Bernie Lang, Menominee
Susan Phillips, Schoolcraft
Lee Robert, Schoolcraft
Ken Penokie, Delta
Julie Moberg, Delta
Geri Nelson, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Myra Heslip, ECP Acting Director
Theresa Nelson, RSVP Director
Sally Kidd, Senior Services Director
Mary Bunnin, FGP Director
Joe Dehlin, Weatherization Director
Mark Bomberg, UPCAP/AAA

MEMBERS ABSENT

Mari Negro, excused
Kristi Wood,
Myra Croasdell
Dave Moyle
Cathy Mercier
Dave Anthony
Tom Lippens

APPROVAL OF MARCH 12, 2015 GOVERNING BOARD MINUTES

Members received a draft of the March 12, 2015 Governing Board minutes for their review and they were **APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoilie who reported that the Finance Committee met on 4/9/15 and reviewed the February and March Accounts Payable Schedules and recommends their approval. **THIS WAS DONE WITH A MOTION FROM MS. MOBERG, SUPPORTED BY MS. KLEIKAMP; MOTION CARRIED.** Mr. LaFoilie also reported that the Finance Committee completed their annual review of the Financial Procedures Manual, making some minor revisions. Copies of the revised Financial Procedures Manual are available to board members upon request. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

Bill Dubord reviewed the board vacancies needing to be filled—two private sector in Schoolcraft County and one consumer seat in Menominee County. Board members were asked to let him know if they have any suggestions. **CLYDE THOUNE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on Susan Kleikamp who reported that the process to replace Mr. Dubord is moving forward. The position has been posted, with resumes due by April 17. Mr. Dubord reported that to date eight resumes have been received. Target date for a replacement to be on board is July 6, 2015. It was also noted that interviews will be held in an open meeting. The committee also continued work on revising the Personnel Policies. **MS. PHILLIPS MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MS. NELSON; MOTION CARRIED. (see attachment "C")**

APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES

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

- 2/13 (Schoolcraft) & 2/28/2015 (Mid County) Foster Grandparent Program PAC minutes
- 3/4 (Schoolcraft) & 3/17/15 (Delta) Senior Companion Program PAC minutes
- 2/12/15 (Delta) Retired & Senior Volunteer Program PAC minutes
- 2/23/15 Mid County Senior Center PAC minutes

THEY WERE APPROVED WITH A MOTION FROM MR. ROBBERT, SUPPORTED BY GERI NELSON; MOTION CARRIED.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the Senior Citizen Program first quarter report as well as the February/March Weatherization Program report for their review and **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE; SUPPORTED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF WEATHERIZATION LANDLORD/CONTRIBUTION POLICY

Chair Wigand called on Joe Dehlin, Weatherization Director, to report on the Weatherization Landlord/Contribution Policy, which members were sent. Joe reported that recent Michigan Legislative action regarding LIHEAP Weatherization funds require a 25% landlord contribution. He indicated our requested policy include 25% landlord contribution for all Weatherization funds for consistency purposes. Mr. Penokie asked if the 25% is collected up front, and it is. **MR. PENOKIE MOVED TO ACCEPT THE POLICY AS PRESENTED, SECONDED BY MR. DORAN; MOTION CARRIED.**

UPDATE ON ORGANIZATIONAL STANDARDS

The agency submitted to the State the agency checklist. Other updates due by October 1, are ongoing, including a strategic plan, which Bill wants to wait until the new director is hired so he/she can be involved with the planning.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Bill Dubord to give his report. Mr. Dubord reported that Theresa Nelson, RSVP Director is now working part-time (70%) on a test basis. Mary Bunnin, FGP Director has submitted her retirement letter, effective June 1, 2015.

The Bishop Noa Home is moving forward with the Memory Care facility. BNH staff will present to the board later this year.

SUSAN KLEIKAMP MOVED TO ACCEPT BILL'S REPORT AS PRESENTED, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

Mark Bomberg from UPCAP/AAA was on hand to explain a change in our Waiver contract with UPCAP. UPCAP is participating in a pilot project that serves clients who receive both Medicare and Medicaid. Because Medicare dollars will be in play, federal rules will apply to all agencies involved with this project. One of the rules is that all employees AND board members are subject to a Medicare Exclusion background check. Bill did not want to sign this contract without bringing this to the board for discussion.

If the contract is signed, all board members names will be entered into two data bases. If their name matches any in the OIG or SAM data bases, then we will be required to investigate and rule out that it is our board member, which is done by running their social security number. Names of employees and board members must be run every month in order to be compliant, which will be time consuming for staff.

Mark explained that some reasons to be on the Medicare Exclusion list are fraudulently billing Medicare, not signing up for the draft, defaulting on student loans.

Bill stated that our contract should have been signed by April 1, 2015, and that we do run the risk of having our reimbursement taken away for not being in compliance. We are currently serving approximately 15 people under the waiver program.

CLYDE THOUNE MOVED TO TABLE SIGNING THE CONTRACT UNTIL FURTHER INVESTIGATION, SECONDED BY KEN PENOKIE; MOTION CARRIED.

ADJOURNMENT

The meeting adjourned at 2:00 p.m. **WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

THE NEXT MEETING IS MAY 14, 2015 AT 12:45 P.M (EDT)

