

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING

*Thursday, May 14, 2015
511 First Avenue North, Escanaba, MI
12:30 p.m. (EST)*

MINUTES

The meeting was called to order at 12:34 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Dan LaFoille, Schoolcraft
Susan Phillips, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoun, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
Myra Croasdell, Delta
Bernie Lang, Menominee
Ken Penokie, Delta
Geri Nelson, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Naomi Fletcher, Escanana Senior Center
Kris Thibeault, Finance Director
Myra Heslip, ECP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Sara DeMenter, Receptionist

MEMBERS ABSENT

Mari Negro, excused
David Moyle
Dave Anthony
Kristi Wood

APPROVAL OF APRIL 9, 2015 GOVERNING BOARD MINUTES

Members received a draft of the April 9, 2015 Governing Board minutes for their review. ***APPROVED BY A MOTION FROM MS. PHILLIPS, SECONDED BY MR. ROBBERT; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 5/05/2015 and reviewed the April Accounts Payable Schedule and recommends approval – ***THIS WAS DONE WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.***
(See attachment "A")

NOMINATING COMMITTEE REPORT

Mr. LaFoille informed the board of the resignations of Cathy Mercier and Julie Moberg. **MR. LAFOILLE MOTIONED TO ACCEPT THE RESIGNATIONS OF CATHY MERCIER AND JULIE MOBERG, SUSAN PHILLIPS SECONDED THE MOTION; MOTION CARRIED.** Dan LaFoille recommended that the number of board seats be reduced from 21 to 18. Bill Dubord stated how difficult it has been to try to fill the vacancies. Mr. Dubord informed the board that our by-laws would need to change in order for this to occur. **MR. LAFOILLE MOTIONED TO ACCEPT THE RESIGNATIONS OF CATHY MERCIER AND JULIE MOBERG, OMER DORAN SECONDED THE MOTION; MOTION CARRIED. SUSAN KLEIKAMP MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; SECONDED BY KEN PENOKIE; MOTION CARRIED. (See attachment "B")**

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on Geri Nelson who reported that interviews were held on Tuesday, May 12, 2015 for the Executive Director position. There were four applicants interviewed for the position. The Personnel Committee recommends Julie Moberg for the Executive Director position, contingent on a criminal background check, DHS clearance and reference checks. **GERI NELSON MOVED TO APPROVE THE HIRE OF JULIE MOBERG AS EXECUTIVE DIRECTOR CONTINGENT ON THE AFOREMENTION, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. MR. LAFOILLE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY MR. ROBBERT; MOTION CARRIED. 12 YEAS TO 0 NAYS.**

SAFETY COMMITTEE REPORT

Tom Lippens reviewed the Safety Committee report, stating that there were two employee injuries. One injury was from the Personal Care Services. An employee did not use proper safety equipment with a client, resulting in a back injury. The employee received a verbal warning and a re-instruction on the safety equipment. The other was from the Nutrition Program. An employee cut her wrist while using a blade on a box of tin foil. The blade has been secured for future use. **SUSAN KLEIKAMP MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SUPPORTED BY GERI NELSON; MOTION CARRIED. (See attachment "C")**

ACCEPTANCE OF 3/18/15 HEAD START POLICY COUNCIL MINUTES

Members were given a copy of the 3/18/15 Head Start Policy Council Minutes for their review. There were no questions or comments. **THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that the next Governing Board meeting would be held on July 23, 2015 at the Little Nugget in Menominee. Bill Dubord, also made the announcement that Myra Heslip has now officially been given the ECP Director position. Mr. Dubord welcomed the board to sit in on the Head Start Budget meeting that will take place on Thursday, May 21, 2015. Mr. Dubord also spoke about

making renovations to the Evergreen School in Menominee, as this would be more economically efficient for us.

Mr. Dubord also informed the board that May 18, 2015 is the 50th anniversary of President Johnson signing the Head Start Act. Rose bushes will be planted at the Escanaba, Gladstone, Manistique and Menominee centers on Monday, May 18, 2015 to acknowledge this anniversary. Board members are invited to attend the planting nearest them. ***TOM LIPPENS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments/other business.

ADJOURNMENT

The meeting adjourned at 1:30 p.m. ***WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

THE NEXT MEETING IS JULY 23, 2015 AT 12:30 P.M. (EDT)

FINANCE COMMITTEE MEETING

Thursday, May 5, 2015

10:45 a.m. (EDT)

The meeting was called to order at noon and the following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Tom Lippens, Bill Dubord, Kris Thibeault and Sally Kidd.

Members reviewed the April CAA credit card charges. Two credits relate to a pre-paid hotel for a Head Start conference that was not near enough to the conference. Head Start is working on minimizing credit card use.

Member reviewed the April CAA Accounts Payable Schedule and they ***WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.***

There were no HRA credit charges to review in April 2015.

Members reviewed the April HRA Accounts Payable Schedule and they ***WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

In other business, Kris reported that we should have our completed audit by the end of the month of May. Upon receipt, an audit presentation will be set up, for either the Finance Committee or the full board.

Bill reported that the Personnel Committee will be recommending his replacement to the full board. The Finance Committee will meet with the Personnel Committee to discuss how to proceed with the job offer.

There being no further business ***THE MEETING ADJOURNED AT 11:15 A.M. BY CONSENSUS.***

Attachment "A11"

THE FINANCE COMMITTEE HAS REVIEWED THE APRIL 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	\$	208,349
EARLY HEAD START		60,263
EARLY-ON CHILDHOOD		640
GSRP		23,694
ASSET & LIABILITY ACCOUNTS		80,683
TOTAL	\$	373,631

SIGNED



(TREASURER)

DATE

5-14-15

NOMINATING COMMITTEE REPORT

Thursday, May 14, 2015

11:45 a.m.

MINUTES

The meeting was called to order at 11:45 a.m. with committee members Omer Doran and Dan LaFoille, Board Chair Karen Wigand and Executive Director Bill Dubord in attendance.

Committee voted to accept board resignations from Cathy Mercier and Julie Moberg. Motion made by Mr. LaFoille and seconded by Mr. Doran. Mr. Dubord reported Ms. Mercier is leaving due to a change in her job and Ms. Moberg is leaving because she has applied for the CAA executive director position.

In related discussion, Mr. Dubord and Mr. LaFoille discussed the likelihood that John Stapleton will be reappointed to the board by the Schoolcraft County Transit Authority.

Mr. Dubord reported on continuing challenge of finding new board members and brought up possibility of asking governing board to ask bylaws committee to review a possible change, replacing 21-member board with an 18-member board. The makeup of new board could be six representatives each from the private, consumer and elected sectors, but current bylaws do allow for some flexibility in the private and consumer sectors. Mr. Dubord discussed ongoing challenge of finding board members, with committee mentioning the difficulty of finding members due to board members needing to know about great diversity of agency programs and the timing of meetings conflicting with potential candidates' busy schedules. Committee voted to ask the board to start the process of a possible bylaws change. Motion made by Mr. Doran and seconded by Mr. LaFoille.

There was no other business.

Meeting adjourned at 12:05 p.m.

SAFETY COMMITTEE MEETING

**Thursday, May 14, 2015
12:15 p.m.**

Present: Omer Doran, Tom Lippens, Pat Royer and Debby Wiltzius.

Two injuries were discussed.

PERSONAL CARE

Personal Care Aide in home of client. Client did not have a gait belt on. Client was being lifted out of bed and fell. Aide and client's husband caught her and guided her to the floor. Aide pulled her back out. Had a gait belt been used this would have prevented the injury. Aide has been verbally warned to use a gait belt. Aide was out for about a month and is currently working again.

SENIOR NUTRITION

Kitchen worker went to use tin foil and the box slipped out of her hands. She tried to retrieve it and seriously slashed her wrist. She was rushed to the ER and had to be stitched up twice to stop the bleeding. She has seen a hand specialist since the incident and the specialist reported no long term damage was done to the wrist that he can see. Worker has stated it feels better each day. The worker did not miss a day of work. We will be installing a stationary shelf for foil and plastic foil so workers do not need to pull the whole box down, they can just tear off what they need.

Meeting adjourned at 12:30

2014-2015 SURVEY OF RECIPIENTS (HEAT ASSISTANCE)

Name (optional)	Date Received (mo/year)	City Assistance was Received	Respectful	Helpful	Friendly	Easy to Understand	Disrespectful	Nonresponsive	Unfriendly	Confusing	Recommend (Yes or No)	Emergency Solved (Yes or No)	Improvements Suggested	Comments
E.B.	12-14	Escanaba	X	X	X	X					Yes	Yes	Doing just fine.	If it wasn't for you, I would have to move from my home.
S.K.		Stephenson		X	X	X					Yes	Yes		Would like to get wood in October
T.T.	Nov 2014 - Feb 2015	Escanaba	X	X	X	X					Yes	Yes	Can't think of anything.	Thank You
J.R.		Gladstone	X	X	X	X					Yes	Yes	Continue with exactly what your doing.	Your services made it possible to get through this winter after a short seasonal work year. Thank You!!
R.B.	3-15	Wallace	X	X	X	X					Yes	Yes	Keep up the great work!!	Check on your wood supplier cuz they don't bring out what their paid to bring out.
T.B.	2-15	Gladstone	X	X	X	X					Yes	Yes	Great Job!	Very helpful and kind.
K.L.	2-15	Manistique	X	X	X	X					Yes	Yes	Nothing.	
	2-15	Wallace	X		X	X					Yes	Yes		
M.R.		Gladstone	X	X	X	X					Yes	Yes	You are doing a good job.	Could use more wood.
S.A.B.	Feb - Mar 2015	Rapid River	X	X	X	X					Yes	Yes	I can't think of anything else. Everyone's been great.	
	2-15	Menominee	X	X	X	X					Yes	Yes		
M.B.	1-15	Cooks	X	X	X	X					Yes	Yes	It's just fine the way it is.	
	Nov - Dec 2014	Gladstone	X	X	X	X					Yes	Yes		I'm glad you have different locations to sign up to get help.
	2-15	Escanaba	X	X	X	X					Yes	Yes		
	2-15	Manistique	X	X	X	X					Yes	Yes	Nothing, you guys rock.	

D.R.	2-15	Wallace	X	X	X	X	X	X	X	X	Yes	Yes	Thank you for the help with heating.
L. & S. C.	1-15	Manistique	X	X	X	X	X	X	X	X	Yes	Yes	Everything is really good.
A.M.	2-15	Menominee	X	X	X	X	X	X	X	X	Yes	Yes	
R.W.	4-15	Menominee	X	X	X	X	X	X	X	X	Yes	Yes	Lori is absolutely terrific - couldn't be better in her position.
L.V.	4-15	Escanaba	X	X	X	X	X	X	X	X	Yes	Yes	I was very satisfied & grateful for your help!
G.M.	March - April 2015	Manistique	X	X	X	X	X	X	X	X	Yes	Yes	You couldn't have had a better person.
	4-15	Escanaba	X	X	X	X	X	X	X	X	Yes	Yes	Very good.
A.P.		Rapid River	X	X	X	X	X	X	X	X	Yes	Yes	This area needs this in this country even more now - Thank you so much.
F.K.	1-15	Escanaba	X	X	X	X	X	X	X	X	Yes	Yes	Very satisfied.
	3-15	Powers	X	X	X	X	X	X	X	X	Yes	Yes	
D.R.	2-15	Rapid River	X	X	X	X	X	X	X	X	Yes	Yes	We thank you for all you did, we like to do it ourselves but can't.
N.L.	4-15	Escanaba	X	X	X	X	X	X	X	X	Yes	Yes	You were a real stress relief.
											Nothing.	Cindy is great :)	

Updated 5/14/15

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

GOVERNING BOARD MEETING

*Thursday, May 14, 2015
511 First Avenue North, Escanaba
12:45 p.m. (EST)*

MINUTES

The meeting was called to order at 12:50 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Dan LaFoille, Schoolcraft
Susan Phillips, Schoolcraft
Susan Kleikamp, Menominee
Clyde Thoun, Menominee
Tom Lippens, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
Myra Croasdell, Delta
Bernie Lang, Menominee
Ken Penokie, Delta
Geri Nelson, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Naomi Fletcher, Escanaba Senior Center
Kris Thibeault, Finance Director
Myra Heslip, ECP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Sara DeMenter, Receptionist

MEMBERS ABSENT

Marie Negro, excused
David Moyle
Dave Anthony
Kristi Wood

ACCEPTANCE OF APRIL 9, 2015 GOVERNING BOARD MINUTES

Members received a draft of the April 9, 2015 Governing Board minutes for their review. ***APPROVED BY A MOTION FROM MS. PHILLIPS, SECONDED BY MS. KLEIKAMP; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Mr. LaFoille who reported that the Finance Committee met on 5/05/2015 and reviewed the April Accounts Payable Schedules and recommends approval – ***THIS WAS DONE WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

NOMINATING COMMITTEE REPORT

Mr. LaFoille informed the board of the resignations of Cathy Mercier and Julie Moberg. **MR. LAFOILLE MOTIONED TO ACCEPT THE RESIGNATIONS OF CATHY MERCIER AND JULIE MOBERG, SUSAN PHILLIPS SECONDED THE MOTION; MOTION CARRIED.** Mr. LaFoille recommended that the number of seat on the Governing Board be reduced from the current 21 down to 18. Bill Dubord informed the Governing Board that our by-laws would indeed need to be changed in order for this to occur. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT

Karen Wigand called on Geri Nelson who reported that the Executive Director applicants were interviewed on Tuesday, May 12, 2015. There were four applicants that were interviewed for the position. The Personnel Committee recommends Julie Moberg for the position of Executive Director, contingent on a criminal background check, DHS clearance and reference checks. **GERI NELSON MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY DAN LAFOILLE; MOTION CARRIED. 12 YEA TO 0 NAY.**

SAFETY COMMITTEE REPORT

Mr. Lippens reviewed the Safety Committee report, stating that there two employee injuries. One injury was from Personal Care Services. An employee did not use the proper safety equipment while moving a client, resulting in a back injury. The employee received a verbal warning and a reinstruct on the safety equipment. The other injury was from the Nutrition Program. An employee was injured when a box of tin foil fell and the employee tried to catch it, severely cutting her wrist on the box blade. The box has since been put in a more secure location. **SUSAN PHILLIPS MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

LETTER OF INTENT TO APPLY FOR AREA AGENCY ON AGING (AAA) FUNDS

The Chair called on Sally Kidd who explained that we intend to apply for funding for the following grants Congregate Meals, Home Delivered Meals, Home Care Assistance, Homemaker Aide, Respite Care and Adult Day Care Services. **TOM LIPPENS MOVED TO AUTHORIZE STAFF TO APPLY FOR AAA FUNDS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

AUTHORIZATION TO ACCEPT AREA AGENCY ON AGING CONTRACT

The Chair called on Mr. Dubord who reminded the members of the lengthy discussion at the last meeting regarding running board members' names through the OIG and SAM databases. Bill and Sally Kidd provided the board an analysis of the ramifications of not signing the amendments and recommends the board sign and allow their names to be run through these databases. He noted that it is highly unlikely that there will be a match and it is required under Medicare regulations. **DAN LAFOILLE MOVED TO ACCEPT THE AMENDED AAA CONTRACT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED WITH ONE OBSTAIN FROM MR. PENOKIE.**

FAIR HOUSING RESOLUTION FOR DELTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Chair called on Naomi Fletcher who explained the resolution is required annually even though we are in the mid-term of a two year contract. ***MR. PENOKIE MOVED TO APPROVE THE FAIR HOUSING RESOLUTION FOR DELTA COUNTY CDBG, SECONDED BY MR. DORAN; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who reported that the next Governing Board meeting would be held on Thursday, July 23, 2015 at the Little Nugget in Menominee. Bill Dubord announced that Mary Bunnin, Foster Grandparent Program Director is retiring effective June 1, 2015. Peggy Ramsden has been promoted from FGP Supervisor to FGP Director. Mr. Dubord presented the board with a spreadsheet of heat assistance recipients that was created from a survey that was mailed to recipients. The board was pleased with the information collected from the survey. ***(See attachment "D") SUSAN KLEIKAMP MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments/other business.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m. ***WITH A MOTION FROM DAN LAFOILLE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, JULY 23, 2015 AT 12:30 P.M. (EDT)

THE FINANCE COMMITTEE HAS REVIEWED THE APRIL 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	\$	123,418
VOLUNTEER PROGRAMS		42,170
NUTRITION		100,386
STATE & LOCAL PROGRAMS		129,270
ENERGY AND HOUSING		14,577
ASSET & LIABILITY ACCOUNTS		65,597
TOTAL	\$	475,417

SIGNED 
(TREASURER)

DATE 5-14-15

