

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, May 16, 2013
511 First Avenue North, Escanaba
1:30 p.m. (EDT)

MINUTES

The meeting was called to order at 1:25 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Mari Negro, Menominee
Myra Croasdell, Delta
John Stapleton, Schoolcraft
Julie Moberg, Delta
Walter Multerer, Menominee
Karen Wigand, Delta
David Moyle, Delta
Ken Bryant, Schoolcraft
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Tom Lippens, Delta

OTHERS PRESENT

Kristine Berhow, Auditor – Anderson, Tackman
William Dubord, Executive Director
Beau Miller, Finance Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Geri Nelson, excused
Doug Krienke, excused
Beth Pletcher, excused
Gil Vandenhouten, excused
Dan LaFoille, excused
Pastor Levin, excused
Ken Penokie
Cathy Mercier

ACCEPTANCE OF APRIL 4, 2013 GOVERNING BOARD MINUTES

Members were mailed a draft of the April 4, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. MULTERER, SECONDED BY MR. MOYLE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Julie Moberg of the Finance Committee for the report. She told the board that the committee met and reviewed the CAA April Accounts Payable schedule as well as the CAA March & April credit card charges. **MR. MULTERER MOVED TO APPROVE THE CAA APRIL ACCOUNTS PAYABLE SCHEDULE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Chair called on Kristine Berhow, Auditor from Anderson, Tackman & Co. who reviewed the Audit for the year ending 9/30/2012. Members were provided a copy of the audit. There were no findings or questioned costs. There were four internal control recommendations that staff is working on. One of the recommendations is to get numbered check stock to run our checks on. **DAVE MOYLE**

MOVED TO ACCEPT THE AUDIT FOR THE YEAR ENDING 9/30/12 AS PRESENTED, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met on May 15th with our representative from the Accident Fund, Michael Taylor. He reviewed the agency's loss analysis for the first five months of this year. He noted that we have had three claims so far this calendar year. He also reminded the committee that he has plenty of training materials that can be provided for individual programs and/or all staff and handouts for use as payroll stuffers/reminders.

The committee reviewed one accident in the Early Childhood Program that occurred while an added was changing a child. The child kicker her in the wrist – their was no lost work time or ongoing care. **DAVE MOYLE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, KEN BRYANT SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

REVIEW OF ELECTION PROCEDURES

Karen Wigand called on Cathy Pearson who explained that she will send out a Board Officer Interest Survey to all the members at the end of May. It will give a brief description of each of the officer duties. It will be sent with a self-addressed, stamped envelope with a deadline return date. If there are any offices with no one interested in running, the Nominating Committee will seek someone to put their name in nomination. The election will take place at the annual board meeting on July 25, 2013.

ACCEPTANCE OF MARCH ECP MONTHLY REPORT

The members were mailed a copy of the March Early Childhood report and **IT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

ACCEPTANCE OF 3/27/13 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 3/27/2013 Head Start Policy Council minutes. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on Bill Dubord who reported that Early Childhood Program staff will be busy working on next year's budget to incorporate the expected cut of nearly \$150,000 from sequestration that is not expected to be reinstated into their funding level.

He indicated we are very aware that the Health Care Reform changes coming into effect 2014 will have a big impact on our organization as well as most others. However, nothing is finalized and there just are no definitive answers at this time. The Board was informed that we have hired Kristine

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Thibeault as our new Finance Director. She is a CPA with over 20 years experience and she will begin training with Beau on Monday, May 20th. **JOHN STAPTLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

The Chair reminded the members that there is no June meeting. Our next meeting will be a luncheon meeting on Thursday July 25th at the Little Nugget just south of Wallace (detailed instructions will be sent with the agenda). Lunch will be at 11:30 a.m. (CST) with the board meetings to follow.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 2:15 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL, MOTION CARRIED.**

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2013 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	199,212
EARLY HEAD START		69,569
EARLY-ON CHILDHOOD		1,052
GSRP		32,947
ASSET & LIABILITY ACCOUNTS		53,042
TOTAL	\$	355,822

SIGNED



(TREASURER)

DATE

6-25-13

SAFETY COMMITTEE MEETING

May 15, 2013

10:00 a.m. (EDT)

MINUTES

The following were in attendance: Michael Taylor, (Accident Fund Representative), Jill Johnsen, Walter Multerer, Tom Lippens, Omer Doran, Bill Dubord, Cathy Pearson, Joe Dehlin, Debby Wiltzius, Lucy Croften and Pat Johnson.

Michael reported on the Agency's Loss Analysis for the first five months of this year. He stated to determine Worker's Comp rates they average out the previous three year's claims. The renewal date for this policy is Jan 1st, of each year. Mike ran the agency claim statistics for the past 17 months and determined that of the 13 claims, 7 of the accidents were slip and falls. Most slip and falls are due to improper footwear.

Mike noted that staff should periodically be reminded of safety hazards and training offered on preventive safety measures. He has a variety of information on most safety issues. Mike is in the vicinity on a monthly basis so if any program would like him to do a presentation just give him a call.

The committee reviewed the following two accidents:

- 1) (Personal Care Aide) An aide was vacuuming in a client's home pushing a very heavy vacuum. A short time after completing the task, her neck and shoulder became very sore. She did seek medical attention. There was no work time lost and she returned to work with no limitations. A suggestion was made that weight limitations be added to the Safety Control Procedures. Recommendation: Refuse to pick up or push extremely heavy items.
- 2) (Early Childhood Program) While changing a small child, the child resisted and kicked the aide causing a wrist injury. She did seek medical attention and there was no lost work time. There is no recommendation because children are unpredictable so this was an unavoidable accident.

While looking over the accident reports, Mr. Multerer noticed a full Social Security number printed on one of the reports. When handing out any kind of report/statement, always make sure SS#'s are blacked out.

The meeting adjourned at 10:50 a.m.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, May 16, 2013
511 First Avenue North, Escanaba
1:45 p.m. (EDT)

MINUTES

The meeting was called to order at 2:16 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Mari Negro, Menominee
Myra Croasdell, Delta
John Stapleton, Schoolcraft
Julie Moberg, Delta
Walter Multerer, Menominee
Karen Wigand, Delta
David Moyle, Delta
Ken Bryant, Schoolcraft
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Tom Lippens, Delta

OTHERS PRESENT

Kristine Berhow, Auditor – Anderson, Tackman
William Dubord, Executive Director
Beau Miller, Finance Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Geri Nelson, excused
Doug Krienke, excused
Beth Pletcher, excused
Gil Vandenhouten, excused
Dan LaFoilie, excused
Pastor Levin, excused
Ken Penokie
Cathy Mercier

ACCEPTANCE OF APRIL 4, 2013 GOVERNING BOARD MINUTES

Members were mailed a draft of the April 4, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Julie Moberg of the Finance Committee for the report. She told the board that the committee met and reviewed the HRA April Accounts Payable schedule as well as the HRA March & April credit card charges. **MR. BRYANT MOVED TO APPROVE THE HRA APRIL ACCOUNTS PAYABLE SCHEDULE, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

The Chair called on Kristine Berhow, Auditor from Anderson, Tackman & Co. who reviewed the Audit for the year ending 9/30/2012. Members were provided a copy of the audit. There were no findings or questioned costs. There were four internal control recommendations that staff is working on. One of the recommendations is to get numbered check stock to run our checks on. **DAVE MOYLE**

MOVED TO ACCEPT THE AUDIT FOR THE YEAR ENDING 9/30/12 AS PRESENTED, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met on May 15th with our representative from the Accident Fund, Michael Taylor. He reviewed the agency's loss analysis for the first five months of this year. He noted that we have had three claims so far this calendar year. He also reminded the committee that he has plenty of training materials that can be provided for individual programs and/or all staff and handouts for use as payroll stuffers/reminders.

The committee reviewed one accident involving a Homemaker Aide who strained a muscle vacuuming. There was no lost work time. It was suggested that weight limitations be added to the Safety Control Procedures. ***THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MR. MOYLE; MOTION CARRIED. (see attachment "B")***

REVIEW OF ELECTION PROCEDURES

Karen Wigand called on Cathy Pearson who explained that she will send out a Board Officer Interest Survey to all the members at the end of May. It will give a brief description of each of the officer duties. It will be sent with a self-addressed, stamped envelope with a deadline return date. If there are any offices with no one interested in running, the Nominating Committee will seek someone to put their name in nomination. The election will take place at the annual board meeting on July 25, 2013.

INTENT TO APPLY FOR AREA AGENCY ON AGING FUNDS

The Chair called on Bill Dubord who noted that we intend to apply for Congregate Home Delivered Meals, Personal Care, Homemaker Aide, Respite and Adult Day Care funds. Every year we need to get authorization from the board. ***DAVE ANTHONY MOVED TO AUTHORIZE STAFF TO APPLY FOR AREA AGENCY ON AGING FUNDS, MR. STAPLETON SECONDED THE MOTION; MOTION CARRIED.***

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 4/30/13 (Menominee) Senior Companion Program PAC minutes
- 4/9 (Menominee/Marinette) & 4/17/13 (Delta) Retired & Senior Volunteer Program PAC minutes
- 1/8 (Rock), 1/24 (Esanaba), 1/29 (Mid-Co.), 2/14 (Perspectives) & 4/9/13 (Rock) Senior Center PAC minutes

There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

MARCH/APRIL SENIOR COMPANION PROGRAM & 2nd QUARTER SENIOR SERVICES REPORT

Members were given a copy of the March/April Senior Companion Program report and the Senior Services 2nd Quarter Report. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on Bill Dubord who reported we finally received the Weatherization LIHEAP funds contract. This will allow us to work on 21 more homes and keep staff employed another 4 months.

The Executive Director announced that he was contacted by Dave Feathers from the Island Resort & Casino, who informed us they have chosen Walk for Warmth to be the recipient of half of the profit from their annual Charity Golf Outing this year. This could net us a sizable donation.

Members were given a copy of a monitoring report from UPCAP dated 5/8/13 for the Germfask congregate meal program.

Bill Dubord informed the board that anticipated DOE funding for weatherization looks like it won't be nearly enough to run a viable program. In fact, the worst case scenario would allow not much more than one month's activity. The state is considering regionalizing the program with the entire Upper Peninsula being one region. The Executive Director noted he is very concerned with the concept, believing it may lead to further efforts to regionalize or consolidate programs in the U.P. Additionally, he feels the geography would make efficient operation nearly impossible as well as harm this agency's local identity as a quality provider of services. The CAA directors in the U.P. want to incorporate a new non-profit that would be able to accept regionalized funding so the local agencies' identities can be maintained. The non-profit would be governed by a board consisting of the current U.P. CAA's staff and board appointees. He said that our board would have to agree to participate and may be asked for authorization to do so at a future meeting.

He indicated we are very aware that the Health Care Reform changes coming into effect in 2014 will have a big impact on our organization as well as most others. However, nothing is finalized and there just are no definitive answers at this time.

The Board was informed that we have hired Kristine Thibeault as our new Finance Director. She is a CPA with over 20 years experience and she will begin training with Beau on Monday, May 20th.
JOHN STAPLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair reminded the members that there is no June meeting. Our next meeting will be a luncheon meeting on Thursday July 25th at the Little Nugget just south of Wallace (detailed instructions will be sent with the agenda). Lunch will be at 11:30 a.m. (CST) with the board meetings to follow.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:15 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2013 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	51,907
VOLUNTEER PROGRAMS		32,287
NUTRITION		46,808
STATE & LOCAL PROGRAMS		34,240
ENERGY AND HOUSING		33,406
ASSET & LIABILITY ACCOUNTS		55,050
TOTAL	\$	253,698

SIGNED 
(TREASURER)

DATE 6-25-13