Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:00 noon (CST)
Little Nugget, Wallace, Michigan

MINUTES

Chair Karen Wigand called the meeting to order at noon. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcrft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Dementer, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden, Communications & Special Projects
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 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 Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May CAA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY TOM LIPPENS; MOTION CARRIED.*** The committee also reviewed the June CAA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.*** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit

for the period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. ***THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. DORAN, SUPPORTED BY TOM LIPPENS. MOTION CARRIED; ONE ABSTENTION.***

DAVE ANTHONY MOVED THAT IN UPCOMING YEARS THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A, A-1 – A-5)

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and ***RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM MR. THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

The committee also recommends ***ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.***

Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none ***KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.*** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations form the floor and there being none ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. ***OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations form the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A***

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and ***THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED WITH A UNANIMOUS SHOW OF HANDS.***

ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT

Members were mailed a copy of the Early Childhood Report dated 7/20/15 for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE ANTHONY, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF 4/15 & 5/20/15 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 4/15 & 5/20/15 Head Start Policy Council minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on ECP Director, Myra Heslip who reviewed the program design for the upcoming school year. It was noted that 7 board members participated in the budget meeting and Policy Council approved the grant figures last night. Ms. Heslip reviewed the budget in the amount of $2,268,274 for the Head Start Program for 11/1/15 – 10/31/16 ***AND IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")***

APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on Myra Heslip who reviewed the program design and reviewed the budget in the amount of $817,224 for the Early Head Start Program for 11/1/15 – 10/31/16 ***AND IT WAS APPROVED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")***

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. ***(see attachment "D")*** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the

Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who reported that are numbers are down in the Early Childhood Program so staff are working diligently to get them raised and have been in contact with the Head Start Regional Office. ***SUSAN PHILLIPS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill thanked the members for their time and experience in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:15 ***WITH A MOTION FROM MS. KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

THE NEXT BOARD MEETING IS THURSDAY, SEPTEMBER 9, 2015 @ 12:30 P.M.

Attachment "A"

FINANCE COMMITTEE MEETING
Tuesday, June 9, 2015
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. and the following were present: Dan LaFoille, Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord and Kris Thibeault.

Members reviewed the April CAA credit card charges in the amount of $2,209.44.

Members reviewed the May CAA Accounts Payable Schedule and ***it was approved with a motion from Tom Lippens, seconded by Susan Kleikamp; motion carried.***

Members reviewed the April HRA credit card charges in the amount of $541.88.

Members reviewed the May HRA Accounts Payable Schedules and ***they were approved with a motion from Omer Doran, supported by Mr. Lippens; motion carried.***

Mr. LaFoille informed the committee that he is resigning from the Schoolcraft County Board of Commissioners and therefore will no longer be serving on our board effective immediately. He indicated he has enjoyed working on our board and finance committee very much.

The audit will be presented to the Finance Committee at the next meeting which is ***Tuesday, July 21st at 11:00 a.m.*** This will be the first meeting that the new Executive Director designee will be attending (in that capacity)

The meeting adjourned at 11:45 a.m.

Attachment "A-1"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 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	$	291,607
EARLY HEAD START		77,599
EARLY-ON CHILDHOOD		654
GSRP		42,969
ASSET & LIABILITY ACCOUNTS		29,621
TOTAL	$	442,450

SIGNED _____
(TREASURER)

DATE 6-9-15

Attachment "A-2"

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	$	130,104
EARLY HEAD START		53,019
EARLY-ON CHILDHOOD		290
GSRP		9,820
ASSET & LIABILITY ACCOUNTS		24,428
TOTAL	$	217,661

SIGNED Karen J Wigand, Chair
(TREASURER)

DATE 7/21/15

Attachment "A-3"

FINANCE COMMITTEE MEETING
Tuesday, July 20, 2015
10:30 a.m.

MINUTES

The meeting was called to order at 10:30 a.m. and the following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault, Cathy Pearson

Brandi Olson, lead auditor, presented the audit for the period 10/1/13 – 9/30/14. She reviewed the audit and reminded members that if they have any questions that come up after they have more time to review the audit, they are more than welcome to contact her. She reported that there were no compliance issues, deficiencies, material weaknesses or questioned costs so that shows that management is doing a good job. Because we have had several years without any deficiencies we are considered a low risk auditee. ***SUSAN KLEIKAMP MOVED TO RECOMMEND TO THE FULL BOARD THAT THE AUDIT FOR THE PERIOD 10/1/13 – 9/30/14 BE ACCEPTED, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

The auditor reviewed the opinion letter and noted that these contain some recommendations. She indicated it is very difficult to stay on top of all of the federal and state requirements as they are always changing so she strongly recommends that a fraud risk assessment be done at least annually.

The committee reviewed the CAA credit card charges from the statement due 6/22/15 in the amount of $2,321.93.

The committee reviewed the HRA credit card charges from the statement closing date of 6/17/15 in the amount of $269.83.

The committee reviewed the June CAA Accounts Payable Schedule and ***IT WAS APPROVED WITH A MOTION FROM MR. LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

The committee reviewed the June HRA Accounts Payable Schedules and ***THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.***

The committee was also reminded that Dan LaFoille has resigned from our board, therefore we have no Treasurer. The Chair noted that although Susan Kleikamp has put her name in to run for Secretary, she would consider running for Treasurer if we have no one else. We really need the Treasurer to be a member of the Finance Committee so this would be a good fit.

The meeting adjourned at 11:40 ***WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 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	$	184,857
VOLUNTEER PROGRAMS		60,161
NUTRITION		127,327
STATE & LOCAL PROGRAMS		102,342
ENERGY AND HOUSING		23,682
ASSET & LIABILITY ACCOUNTS		49,928
TOTAL	$	548,296

SIGNED _____
(TREASURER)

DATE 6-9-15

Attachment "A-5"

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	$	115,181
VOLUNTEER PROGRAMS		39,491
NUTRITION		87,566
STATE & LOCAL PROGRAMS		122,598
ENERGY AND HOUSING		8,772
ASSET & LIABILITY ACCOUNTS		60,399
TOTAL	$	434,007

SIGNED Karen J Wiegand, Chair
(TREASURER)

DATE 7/21/15

Attachment "B"

NOMINATING COMMITTEE REPORT
Tuesday, July 23, 2015
12:00 Noon

MINUTES

The meeting was called to order at noon with the following in attendance: Susan Phillips, Omer Doran, Dave Anthony, Karen Wigand, Bill Dubord, Julie Moberg and Cathy Pearson

Bill noted that Dan LaFoille has resigned from the Schoolcraft County Board as well as all of the other boards he serves on. He indicated he might be willing to come back on our board if there is a need. Mr. LaFoille also served as Treasurer, so we need to fill that officer seat. ***SUSAN PHILLIPS MOVED TO ACCEPT DAN LAFOILLE'S RESIGNATION WITH REGRET, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

Schoolcraft County Transit has also named John Stapleton to represent them on our Governing Board. ***MS. PHILLIPS MOVED TO ACCEPT THE APPOINTMENT OF JOHN STAPLETON TO REPRESENT THEM IN THE PRIVATE SECTOR OF OUR BOARD, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.***

Members were mailed a draft ballot reflecting Karen Wigand running for Chair, Myra Croasdell running for Vice-Chair, and Susan Kleikamp running for Secretary. Dan LaFoille had expressed interest in running for Treasurer, but has since resigned so we have no one running for Treasurer. Susan Kleikamp has indicated she would volunteer to serve as Treasurer if need be.

Karen asked Susan Phillips if she would give the Nominating Committee report and run the election. She will note that Karen has agreed to run for Chair and ask three times for further nominations from the floor. Then she will not that Myra is running for Vice-Chair and ask three times for further nominations from the floor. Since no one has indicated interest in the Treasurer position, she will ask three times for nominations from the floor. Should Susan K. accept the nomination for Treasurer, then Susan will ask three times for nominations from the floor for Secretary. If any positions are contested races we will do a paper ballot.

The meeting adjourned at 12:25 ***WITH A MOTION FROM MS. PHILLIPS, SECONDED BY OMER DORAN; MOTION CARRIED.***

Attachment "C"-1

Head Start/Early Head Start Budget Work Session (2015 – 2016)

To better help the Governing Board understand and have input in the HS/EHS budget, a work session was held at 12:30 on July 21, 2015, at the CAA office.

Board members attending: Omer Doran, Karen Wigand, Dave Anthony, Susan Kleikamp, Susan Phillips, Bernie Lang, and Lee Robbert. Staff attending: Myra Heslip, Bill Dubord, and Julie Moberg.

Myra informed the members of the proposed classroom configuration and staffing needs based on the numbers of eligible children as of today. Minor changes normally occur up to the start date in September. She indicated that EHS is currently 8 children short as an unusually large number of EHS children transitioning into HS. Regional office is aware and wanted to know our recruitment methods and our need for TA.

Myra then explained the budget plan that the full board will act on Thursday, July 23, 2015. The funding is the same as last year so there is little change. She noted that training costs were higher than planned because more teachers were working to acquire degrees than anticipated. We will monitor more closely the T&TA costs. Board members felt it would be helpful if comparisons to last year's budget were available. Staff will provide that information at Thursday's meeting.

Bill pointed out that Policy Council must also approve submission of next year's budget and that meeting will be held Wednesday, July 22nd.

Board members pointed out their good experiences with the program as a result of evaluating aspects of operation this past spring. Questions were asked and answered about servicing eligible children in geographic areas where the numbers do not warrant a physical classroom.

Attachments

C-2

STG International

GRANTEE NAME: MDS Community Action Agency GRANT #:05CH8417
DIRECTOR: Myra Heslip HS: ☐ EHS: ☐ Both: ☒
PY:2016 FUNDING CYCLE: 11-01-15 / 10-31-16
PO: TAS/STATE: Tammy Funnell-Michigan
DATE COMPLETED:7/20/2016
DATE UPDATED: _____

Grantee Profile

PLEASE NOTE: Protect form to complete this section only. Unprotect form to complete pages 2-9.

T/TA AREAS COVERED IN THE TA PLAN:

☒PREVENTION AND EARLY INTERVENTION
☐HEALTH CARE TRACKING AND FOLLOW UP
☐DISABILITIES
☐MENTAL HEALTH
☒CURRICULUM, ASSESSMENT AND CHILD OUTCOMES
☒FAMILY PARTNERSHIP BUILDING
☐PARENT INVOLVEMENT
☐COMMUNITY PARTNERSHIPS
☐ERSEA
☐FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION
☒MANAGEMENT SYSTEMS
☐PROGRAM GOVERNANCE
☒HUMAN RESOURCES MANAGEMENT
☒FISCAL MANAGEMENT
☐NATIONAL INITIATIVES

COMMENTS:

Can the grantee fully implement this T/TA Plan within its current budget? Yes:☒ No:☐
Please specify the amount of additional funds requested:

C-3

PREVENTION AND EARLY INTERVENTION

Goals: 1) Staff will have the knowledge and skills to respond effectively in case of emergency.

Objectives: 1) Staff will be certified in CPR and First Aid.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
CPR and First Aid training	Health/Disabilities Manager	By October 1, 2016	Center staff will be certified and competent in performing CPR and First Aid procedures	Certification	American Red Cross		700		300	
Area Budget Total						$	$700	$	$300	$

HEALTH CARE TRACKING AND FOLLOW-UP

Goals: No T/TA Need Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

DISABILITIES SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

C-4

MENTAL HEALTH SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

CURRICULUM, ASSESSMENT, AND CHILD OUTCOMES

Goals: The program will provide comprehensive and high quality school readiness services to all enrolled children and families.

Objectives: 1) Staff will demonstrate increased knowledge and skills related to curriculum fidelity and valid child assessment.
2) Staff will demonstrate increased knowledge and skills that support social/emotional intelligence in children, families and staff.
3) Outcomes in mathematics and literacy objectives will improve across all ages.
4) Outcomes in language and motor skills will improve for infants and toddler.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Classroom staff and home visitors will participate in trainings to improve and/or maintain outcomes related to: • Mathematics and literacy skills in all children • I/T Language and motor skills Classroom staff and home visitors will participate in trainings to improve outcomes related to: • CLASS scores • Creative Curriculum Fidelity Scores Classroom staff and home visitors will participate in trainings to improve and/or maintain their competencies	CD Managers	Fall 2015 through Fall 2016	Staff will identify professional development needs with increased specificity. Additional materials and resources will be identified and purchased Increased percentages of all children will demonstrate consistent growth in mathematics and literacy outcomes. Increased percentages of infants and toddlers will demonstrate consistent growth in mathematics and literacy outcomes. Improvements in:	Professional development plans Child assessments Self-assessments Training evaluations	CDMs T/TA Consultant Workshops / Conferences Webinars to include: *TS Gold inter-rater reliability*		5000		5000	

C-5

related to: • Knowledge and implementation of curriculums and assessment			• CLASS scores • Creative Curriculum Fidelity Scores Lesson planning, classroom environments, teaching strategies, observation and assessment skills will improve.								
Area Budget Total						$	$5000	$	$5000	$	

FAMILY PARTNERSHIP BUILDING

Goals: The program will enhance implementation of the PFCE Framework.

Objectives: **Parents will report improvements in one or more protective factor(s):**

1) **Child Development**
2) **Health**
3) **Family Relationships**
4) **Family Self-Sufficiency**

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Understanding and working more effectively with children and families living in poverty	FPM	Fall 2015	Improved staff knowledge	Survey			1500		1500	
Area Budget Total						$	$1500	$	$1500	$

PARENT INVOLVEMENT

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

C-6

COMMUNITY PARTNERSHIPS

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

ERSEA

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

C-7

MANAGEMENT SYSTEMS

Goals: Maintain high quality services that meet or exceed all applicable national and state regulations

Objectives: (1) Maintain effective and efficient SA system.
(2) Improve efficiency and accuracy of recordkeeping and reporting systems.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Staff will participate in PD activities to maintain and/or improve skills in the following areas: ➢ SA Process and Product(s) ➢ Employee Relations ➢ Supervision ➢ Employment Law ➢ Preparing for and Conducting Effective Performance Evaluations ➢ Monitoring, Record-keeping and Reporting ➢ Program Outcomes ➢ Efficient/Effective Communication	ECP Director and Managers	Ongoing / as available	Self Assessment follow-up, analysis and application summaries will be timely, concise and comprehensive. Administrative staff, teachers, HV and FSWs will demonstrate core computer skill competencies.	Year-end SA Summary Report CPlus Reports Monthly reports Performance Appraisals	UCLA HS AMI National and/or regional HS / AEYC trainings Webinars CPlus TA		4014		4573	
Area Budget Total						$	$4014	$	$4573	

PROGRAM GOVERNANCE

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

Objectives: **(1) All TAs will have a CDA (minimum) or AA in ECE 9Preferred)**
(2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants – coursework to attain a CDA or AA in ECE	TA *HR Manager*	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers *HR Manager*	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						$	$13750	$	$7560	$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

Objectives: **All 2013-14 federal expenses will meet program and funding regulations.**

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						$	$750	$	$750	$

C-9

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

	PA 22	PA 20	PA 25	PA 21	Other
Grand Total Budget	$0	$25,714	$0	$19,683	$0

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HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

Objectives: (1) All TAs will have a CDA (minimum) or AA in ECE 9Preferred)
(2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants – coursework to attain a CDA or AA in ECE	TA *HR Manager*	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers *HR Manager*	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						$	$13750	$	$7560	$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

Objectives: All 2013-14 federal expenses will meet program and funding regulations.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						$	$750	$	$750	$

C-11

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						$0	$0	$0	$0	$0

	PA 22	PA 20	PA 25	PA 21	Other
Grand Total Budget	$0	$25,714	$0	$19,683	$0

2015-16 ECP Program Design Status and Projections
as of July 20, 2015

2014-15	Projection for 2015-16
Escanaba ECC	
2 HS CB Class *(@17-18)*	2 HS CB Class *(@17-18)*
2 HS/GSRP SD Classes *(@16)*	2 HS/GSRP SD Classes *(@16)*
3 HS CO-3 Classes *(@ 14)*	3 HS CO-3 Classes *(@ 14)*
2 EHS CO-2 Classes *(@ 8)*	2 EHS CO-2 Classes *(@ 8)*

Soo Hill ECC	**Projection for 2015-16**
No classroom	**No longer reporting on Soo Hill**

Webster ECC	
1 HS/GSRP SD *(@ 16)*	1 HS/GSRP SD *(@ 16)*

****

Gladstone ECC	
1 HS CO-3 *(@14)*	1 HS CO-3 *(@14)*

Cameron ECC	
1 HS/GSRP SD *(@ 16)*	1 HS/GSRP SD *(@ 16)*

****

Manistique	
1 HS/GSRP SD Class *(@ 16)*	1 HS CB Class *(@17-18)*
1 CB-3 Class *(@17-18)*	1 HS CO-3 Class *(@ 14)*

****

Menominee	
1 HS/GSRP SD Classes *(@ 16)*	1 HS/GSRP SD Classes *(@ 16)*
2 HS CO-3 Class	1 HS CO-3 Class *(@14)*
	1 HS CB Class *(@17-18)*

Rapid River

1 HS CO-3 Class *(@ 14)*	1 HS CO-3 Class *(@ 14)*

Projected 2015-16 Program Design Summary

2014-15	2015-16
9 HS Part-Day Classes	11 HS Part-Day Classes
7 HS/GSRP School-Day Classes	5 HS/GSRP School-Day Classes
2 Infant/Toddler Classes	2 Infant/Toddler Classes

****

Projected Staff Changes

2014-15	2015-16
16 FT Preschool Teachers	*No change*
7 PT Preschool Teaching Asst. *(31-34 h per wk)*	*5 PT Preschool Teaching Asst. (31-34 h per wk)*
9 PT Preschool Teaching Asst. *(< 30 h per wk)*	*11 PT Preschool Teaching Asst. (<30 h per wk)*
26 PT Preschool Center Aides	*24 PT Preschool Center Aides*
5 PT FSWs	*1FT FSW, 5PT FSW*
6 PT HS Preschool Bus Drivers	*7 PT HS Preschool Bus Drivers*
2 FT Toddler Teachers	*No change*
1 PT Toddler CA	*No change*
2 PT Toddler Bus Monitors	*No change*
5 FT I/T Home Visitors	*No change*
2 PT I/T Home Visitor	*No change*
1 PT Toddler Bus Driver	*No change*
3 PT Custodians	*No change*
2 PT Records Clerks	*No change*
1 ECP Director	*No change*
1 Human Resources Manager	*No change*
4 Child Development Managers	*No change*
1 ECE Quality Assurance Manager	*No Change*
2 Family Partnerships Managers	*No change*
1 Health/Disabilities Manager	Temp Changes *1 HD manager* *1 Health Coordinator*
1 Transportation/Facilities Manager	*No change*
1 Program Secretary	*No change*
Total: 98-99	***Total: 98-99***

	A		B	C	D	E	F	G
1	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
2		*20-Jul*						
3	Salaries, Wages, & Fringes							
4								
5	Salaries & Wages	7311	$ 1,130,529	$ 1,214,623	-7%	$ 421,052	$ 438,423	-4%
6			**$ 1,130,529**	**$ 1,214,623**	**-7%**	**$ 421,052**	**$ 438,423**	**-4%**
7								
8	FICA	7351	$ 82,524	$ 92,919	-11%	$ 33,000	$ 33,539	-2%
9	Health Ins	7361	$ 209,800	$ 146,172	44%	$ 62,611	$ 38,613	62%
10	W Comp	7366	$ 15,600	$ 16,534	-6%	$ 8,000	$ 6,213	29%
11	UE	7371	$ 66,669	$ 77,135	-14%	$ 22,000	$ 23,298	-6%
12	Annuity	7376	$ 52,021	$ 59,750	-13%	$ 18,166	$ 20,679	-12%
13								
14	**TOTAL**		**$ 426,614**	**$ 392,510**	**9%**	**$ 143,777**	**$ 122,342**	**18%**
15								
16	**Total Salary/Fringe**		**$ 1,557,143**	**$ 1,607,133**	**-3%**	**$ 564,829**	**$ 560,765**	**1%**
17								
18	**Contracted Services/Admin**							
19								
20	Contracted Svcs	7420	$ 8,000	$ 16,000	-50%	$ 6,000	$ 12,000	-50%
21	Admin Costs	7421	$ 45,000	$ 61,000	-26%	$ 12,500	$ 19,000	-34%
22	Disab Contract Costs	7423	$ 500	$ -	100%	$ 100	$ -	100%
23	Legal Expenses	7427	$ 3,000	$ 3,000	0%	$ 1,000	$ 1,000	0%
24	Bookkeeping	7480	$ 65,000	$ 63,000	3%	$ 20,700	$ 19,000	9%
25								
26	**Total**		**$ 121,500**	**$ 143,000**	**-15%**	**$ 40,300**	**$ 51,000**	**-21%**
27								
28	**Travel / Vehical Expense**							
29								
30	O of A mileage	7501	$ 500	$ -	100%	$ 300	$ -	100%
31	O of A Per Diem	7502	$ 500	$ -	100%	$ 500	$ -	100%
32	O of A Registration	7503	$ 1,000	$ -	100%	$ -	$ -	0%
33	Local Mileage	7511	$ 16,500	$ 18,700	-12%	$ 18,500	$ 15,000	23%
34	Vehicle Fuel	7560	$ 20,000	$ 18,000	11%	$ 1,000	$ 4,000	-75%
35	Vehicle Expense	7561	$ 30,000	$ 30,000	0%	$ 6,500	$ 3,000	117%
36								
37	TOTAL		**$ 68,500**	**$ 66,700**	**3%**	**$ 26,800**	**$ 22,000**	**22%**
38								
39	**Space Costs**							
40								
41	Rent	7613	$ 15,000	$ 17,000	-12%	$ 5,000	$ 6,500	-23%
42	Space Costs	7631	$ 110,500	$ 60,000	84%	$ 20,500	$ 20,000	3%
43	Utilities	7634	$ 30,000	$ 33,000	-9%	$ 14,075	$ 10,000	41%
44								
45	**TOTAL**		**$ 155,500**	**$ 110,000**	**41%**	**$ 39,575**	**$ 36,500**	**8%**

	A		B	C	D	E	F	G
46	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
47	Supplies							
48								
49	Office Supplies	7711	$ 8,000	$ 8,000	0%	$ 3,000	$ 3,000	0%
50	Computer HW/SW	7712	$ 8,000	$ 10,500	-24%	$ 5,000	$ 5,000	0%
51	Program Supplies	7721	$ -	$ 10,000	-100%	$ 100	$ 5,000	-98%
52	Disab Supplies	7722	$ 500	$ 500	0%	$ 100	$ 100	0%
53	Educational Supplies	7731	$ 33,000	$ 30,000	10%	$ 13,000	$ 8,438	54%
54	Med/Dent Supplies	7733	$ 3,000	$ 2,000	50%	$ 300	$ 700	-57%
55	Consumable Supplies	7751	$ 14,000	$ 15,458	-9%	$ 2,000	$ 4,200	-52%
56	Maintenance Supplies	7771	$ 8,500	$ 6,000	42%	$ 3,000	$ 1,800	67%
57	Xerox Supplies	7780	$ 7,000	$ 5,000	40%	$ 3,000	$ 2,000	50%
58	Meeting Supplies	7781	$ 2,000	$ 1,500	33%	$ 500	$ 500	0%
59								
60	TOTAL		$ 84,000	$ 88,958	-6%	$ 30,000	$ 30,738	-2%
61								
62	Equipment							
63								
64	Depreciation Expense	7632						
65	Major Equipment	7811	$ 35,000	$ 18,000	94%	$ 10,000	$ 12,000	-17%
66	Minor Equipment	7821	$ 500	$ -	100%	$ -	$ -	100%
67	Equip Repair/Lease	7831	$ 18,000	$ 18,000	0%	$ 4,000	$ 6,000	-33%
68								
69	TOTAL		$ 53,500	$ 36,000	49%	$ 14,000	$ 18,000	-22%
70								
71	Communications							
72								
73	Phone/Internet	7961	$ 30,000	$ 38,000	-21%	$ 10,000	$ 10,400	-4%
74	Postage	7971	$ 6,500	$ 5,000	30%	$ 2,000	$ 2,000	0%
75								
76	TOTAL		$ 36,500	$ 43,000	-15%	$ 12,000	$ 12,400	-3%
77								
78	Other Costs							
79								
80	Emp Physicals/EAP	7377	$ 2,000	$ 4,000	-50%	$ 400	$ 200	100%
81	Parent Participation	7901	$ 20,000	$ 15,000	33%	$ 15,000	$ 12,000	25%
82	Male Involvement	7902	$ 100	$ 500	-80%	$ 100	$ 200	-50%
83	Awards/Recognition	7910	$ 4,000	$ 4,000	0%	$ 300	$ 500	-40%
84	Insurance	7911	$ 22,000	$ 21,000	5%	$ 500	$ 7,000	-93%
85	Training	7915		$ 31,369	-100%	$ 14,691	$ 6,888	113%
86	Membership Dues	7920	$ 4,300	$ 4,000	8%	$ 1,000	$ 1,000	0%
87	Student Physicals	7938	$ 600	$ 400	50%	$ 500	$ 300	67%
88	Misc Expenses	7982	$ 75,717	$ -	100%	$ 30,296	$ -	100%
89								
90	TOTAL		$ 128,717	$ 80,269	60%	$ 62,787	$ 28,088	124%

C-15

	A		B	C	D	E	F	G
91	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference
92	Raw Food	7761	$ 18,000	$ 55,000	-67%	$ 4,200	$ 35,000	-88%
93	TOTAL		$ 18,000	$ 55,000	-67%	$ 4,200	$ 35,000	-88%
94								
95	Printing/Publications							
96								
97	Printing/Recruitment	7924	$ 18,000	$ 12,000	50%	$ 2,500	$ 2,500	0%
98	Publications	7922	$ 1,200	$ 500	140%	$ 550	$ 550	0%
99								
100	TOTAL		$ 19,200	$ 12,500	54%	$ 3,050	$ 3,050	0%
101								
102								
103	GRAND TOTALS		$ 2,242,560	$ 2,242,560	0%	$ 797,541	$ 797,541	0%
104	*Operating Budget*		*$ 2,242,560*	*$ 2,242,560*	0%	*$ 797,541*	*$ 797,541*	0%
105			$ -	$ -		$ -	$ -	
106								
107								

Attachment "D"

Community Action Agency Boards of Directors and the CSBG Organizational Standards

The Boards of Directors plays a unique and important role in the life of a Community Action Agency. While staff members transition, founding directors retire, and programs change, the board offers consistency in purpose, intent, and responsibility. The governing board acts as a body, not as individuals, and its members are bound by the Duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.

In Community Action Agencies, the board embodies the core belief and value of *maximum feasible participation*. Through its tri-partite structure and the involvement of those representing the people our Network serves, elected officials, and private sector individuals, this elegant, yet challenging board structure allows Community Action to be in and of the community, all across the U.S.

The role and responsibilities of nonprofit board members has grown in the past decade and today, board members shoulder significant responsibility for the oversight of finance, executive leadership, human resources, and planning. In addition, the CSBG Act states that boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Community Action Agency boards must find ways to fulfill their responsibilities while maintaining their governance role and not engage dipping into operational activities.

The proposed **CSBG Organizational Standards** are a new element of Community Action accountability that boards need to be aware of and consider when carrying out their responsibilities. These 56 Standards address three broad categories: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability and include areas such as leadership, governance financial management, human resources, strategic planning, customer input, community engagement, community assessment, and data and analysis,

These Standards will likely be incorporated into your Community Action Agency's CSBG contract with your State CSBG Office over the next 1-2 years. Your staff will work to ensure your CAA meets all 56 Standards and very likely, your CAA already meets the vast majority of them. Part of meeting the Standards may mean adding some work to the plate of the Board of Directors in terms of oversight and approval, and may lead to some changes in general process. The Standards were designed, however, to minimize this while ensuring the board is informed over time of critical elements of organizational functioning.

It is important that Board members are aware of the Organizational Standards and that your CAA will be working to meet them. These Standards may cause new items to be brought to the board table for discussion or approval, or for new activities to be conducted. You may find that your CAA is already meeting the 56 Standards, or very close to that number; or you may find that your CAA has some work to do. This document is designed to assist you in explaining how the Standards may impact your regular board work. There are additional resources and other training videos on the Standards for boards that can help you dig a deeper into each area and explain the Standards in more detail. We also encourage boards to read the full Standards document and access these training materials at www.communityactionpartnership.com.

What does this mean for Board Members?

- **Your Duties of Care, Loyalty, and Obedience remain unchanged.** Your current legal requirements to be informed, conduct your duties in a prudent manner, ensure the agency meeting legal compliance, and work as a body remain intact.

- **Board meetings may include additional action items for approval, acceptance, or review.** The CSBG Act calls on boards to be engaged in the development, planning, implementation, and evaluation of CSBG activities. Boards carry out this responsibility through board action and oversight. Given this, the Standards may increase the number of action items you vote on at board meetings over the course of the year.
- **Strategic Planning will be an element of work the board carries out.** Many CAAs regularly conduct Strategic Planning but others do not. The Standards may impact your role in planning and the frequency in which it is conducted.
- **ED/CEO evaluation and compensation setting will be annual activities.** Many CAA boards regularly evaluate their Chief Executive and the Standards will require this as well as the annual update on compensation of the executive.
- **Financial and programmatic reporting may become more frequent.** Most CAAs receive financial and programmatic updates at each meeting and the Standards require it for those that currently do not. In addition, you will be asked to approve an annual agency-wide budget and for some CAAs, this will be new.
- **Customer Satisfaction Data will be collected and reported to you.** Standards related to satisfaction do not call on your CAA to achieve a certain satisfaction level, only that the board and staff collect, review, and use this information in your deliberations and planning.
- **Additional policies may be created.** The Standards call for certain policies and plans to be in place and the board will need to review and approve.
- **Legal review of documents may need to occur.** The Standards include legal review of bylaws and personnel policies periodically.
- **Training and Orientation of board members will occur.** As with any position, good orientation and regular training is important and the Standards provide for both for board members.

<u>What does this NOT mean for board members?</u>

- **Your role on the board has not changed.** You maintain the same legal responsibilities
- **You do not need to be onsite to observe the agency's procedures to ensure that all the Standards are met.** You need to maintain your governance role and leave responsibility for operations to your Chief Executive
- **Your board structure does not need to change.** There are no term limits, mandated committees, meeting frequencies, or other structural mandates in the Standards.

Please keep the lines of communication open with your Chief Executive and leadership team. They will have access to updates on how Standards are being implemented, tools to help CAAs be successful with implementing Standards that may be new to the agency, and resources for information and training.

Questions? The Community Action Network has several national groups that can assist you and your board as you learn more about the Standards. You may also have a State or Regional Association that can of assistance as well. Please don't hesitate to reach out if you have questions.

Community Action Partnership-Denise Harlow dharlow@communityactionpartnership.com

Created June, 2014 Community Action Partnership...This publication was created by National Association of Community Action Agencies – Community Action Partnership in the performance of the U.S. Department of Human Services, Administration for Children and Families, Office of Community Services Grant Number 90ET0434. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:15 p.m. (CST)
Little Nugget, Wallace, Michigan

MINUTES

Chair Karen Wigand called the meeting to order at 1:17 p.m.. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcrft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Dementer, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden,
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May HRA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY KEN PENOKIE; MOTION CARRIED.*** The committee also reviewed the June HRA Accounts Payable Schedule and ***THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.*** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit for the

period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. ***THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. THOUNE, SUPPORTED BY MYRA CROASDELL. MOTION CARRIED; ONE ABSTENTION.***

DAVE ANTHONY MOVED THAT THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A & A1-5")

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and ***RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY MR. THOUNE; MOTION CARRIED.***

The committee also recommends ***ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY BERNIE LANG; MOTION CARRIED.***

The Chair turned the meeting over to Susan Kleikamp to conduct the election of the Chair. Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none ***KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.*** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations form the floor and there being none ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.***

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. ***OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations form the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. ***DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A***

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and ***THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MR. THOUNE; MOTION CARRIED BY A UNANIMOUS SHOW OF HANDS.***

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed a copies of the FGP & SCP monthly reports for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MS. PHILLIPS; MOTION CARRIED.***

APPROVAL TO ACCEPT WELCOME NEWBORNS PROGRAM

The Chair called on Julie Moberg for more information. Ms. Moberg reported that the Welcome Newborns Program has been around since 1995 and has been a partnership between the Delta County Community Foundation and the MSU Extension Office. Julie has overseen this program but since she is now employed by CAA/HRA MSU Extension no longer has the capacity to provide the oversight. We would like to house the program at our office with Julie continuing to provide the oversight. The program fits well within our mission as it provides support to newborns up to age three. Our agency would provide in-kind in the form of space and supervision and have no other financial obligation. ***MR. PENOKIE MOVED TO ACCEPT THE WELCOME NEWBORNS PROGRAM INTO OUR AGENCY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

APPROVAL TO SUBMIT CSBG REFUNDING APPLICATION FOR $175,000

Ms. Wigand called on Bill Dubord who reminded the board that this is an annual authorization needed to apply for these funds that are the glue the holds the agency together. ***KEN PENOKIE MOVED TO AUTHORIZE APPROVAL TO SUBMIT THE CSBG REFUNDING APPLICATION, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

ACCEPTANCE OF CSBG MONITORING REPORT DATED 6/4/15

Members were mailed a copy of the CSBG monitoring report dated 6/4/15 for their review. Mr. Penokie thanked staff for a job well done. ***TOM LIPPENS MOVED TO ACCEPT THE CSBG MONITORING REPORT DATED 6/14/2015; SUPPRTED BY MYRA CROASDELL; MOTION CARRIED.***

ACCEPTANCE OF WEATHERIZATION MONITORING REPORT DATED 5/28/2015

Members were mailed a copy of the Weatherization monitoring report dated 5/28/15 for their review. Mr. Penokie again thanked staff for a job well done. ***THE WEATHERIZATION MONITORING REPORT DATED 5/28/2015 WAS ACCEPTED WITH A MOTIN FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

ACCEPTANCE OF MSHDA MONITORING REPORT DATED 6/25/2015

Members received a copy of the MSHDA monitoring report dated 6/25/2015. Again staff were thanked for a job well done and ***THE REPORT WAS ACCEPTED UPON A MOTION FROM MS. CROASDELL, SECONDED BY OMER DORAN; MOTION CARRIED.***

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. ***(see attachment "D")*** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to see that ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who reported that we hope to disengage from the Thorntree Development Project in Gladstone by the end of this calendar year when we reach the 15 year mark of our agreement.

Mr. Dubord informed the members that the groundbreaking at Bishop Noa Home for the Adult Day Care facility we are collaborating on with them, was held recently. They hope to open in November and we may invite them to give an update on the project at the September Governing Board meeting.

The Executive Director noted that wood provided as part of our deliverable fuel services has caused some difficulties at time with complaints about the quality of wood and quantity (even though the recipient is told to sign the receipt indicating the amount delivered). We received a complaint a few months ago from a gentleman who was very upset about someone who received wood from us who went on to put his home up for sale noting that there was enough wood to last for two years. The recipient was eligible and we cannot prevent someone from selling their home. We tried reporting the situation to the State Fraud line as instructed by our funding source and were told the person who was making the complaint needed to contact them. He did so and was told our agency to contact them. Needless to say, he was very frustrated, as were we, but no it appears the complaint has been forwarded to the proper authorities. ***LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill indicated we hope to have one more personnel committee before having a draft revision ready to go to the full board for approval.

Bill thanked the members for their time and expertise in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:52 ***WITH A MOTION FROM MR. THOUNE, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, SEPTEMBER 10, 2015 AT 12:30 P.M.