

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

**GOVERNING BOARD MEETING  
Thursday, September 4, 2014  
511 First Avenue North, Escanaba MI  
1:30 p.m.**

**MINUTES**

The meeting was called to order at 1:31 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Cathy Mercier, Menominee  
Ann Jousma-Miller, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Doug Krienke, Menominee  
Ken Penokie, Delta  
Karen Wigand, Delta  
John Stapleton, Schoolcraft  
Susan Phillips, Schoolcraft  
Tom Lippens, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Citizen Program Director  
Theresa Nelson, RSVP  
Kim Johnson, Head Start Director

**MEMBERS ABSENT**

Julie Moberg, excused  
Myra Croasdell, excused  
Ken Bryant, excused  
Pastor Levin, excused  
Geri Nelson, excused  
Dan LaFoilie, excused  
Mari Negro, excused  
Dave Anthony, excused  
Kristi Wood, excused  
Lee Robbert, excused  
Dave Moyle

**ACCEPTANCE OF JULY 24, 2014 GOVERNING BOARD MINUTES**

Members received a copy of the July 24, 2014 Governing Board minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The chair called on Omer Doran who reported that the Finance Committee met on 8/27 and reviewed the July credit card charges. They also reviewed the July Accounts Payable Schedules and recommends their approval. **THE JULY ACCOUNTS PAYABLE SCHEDULE WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY MR. LIPPENS; MOTION CARRIED. (see attachment "A")** The committee also recommended that staff go out for bids for health insurance next year.

**PERSONNEL COMMITTEE REPORT**

Ms. Wigand called on John Stapleton who reported that the personnel committee met today and reviewed the Executive Director's job description. This will be mailed to the full board for their approval in October. The committee also reviewed a Succession Plan to replace the Executive Director in an emergency as well as a Hiring Protocol to follow the Executive Director position. This will also be mailed to board members for action in October. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM SUSAN PHILLIPS, SECONDED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")**

**CONFLICT OF INTEREST POLICY**

A draft conflict of interest policy was mailed to the board for their review. It was noted that the policy seems to address organizational conflict of interest but not for individuals, i.e. define what constitutes a family member. This will be revised and resent to the board for action.

**ACCEPTANCE OF 6/26/14 HEAD START POLICY COUNCIL MINUTES**

Members were mailed a copy of the 6/26/14 Head Start Policy Council minutes. There were no questions and **THEY WERE ACCPETED WITH A MOTIN FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.**

**ACCEPTANCE OF AUGUST EARLY CHILDHOOD PROGRAM MONTHLY REPORT**

Members were mailed a copy of the August Early Childhood monthly report and **IT WAS ACCEPTED WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

**NEW ORGANIZATIONAL STANDARDS UPDATE**

The Chair called on Bill Dubord who reminded the members that he noted in May that new organizational standards are coming down the pike; many of which we are compliant with and some that need a little work and some a more considerable amount of time and work. It has been suggested that this be an agenda item from now until the standards are complete. Some of the items are: conflict of interest policy, risk assessment, an agency-wide budget and strategic plan.

**APPROVAL FOR WAIVER FOR NON-FEDERAL SHARE**

Ms. Wigand called on Kim Johnson who reported that as has been the case for the past several years, we need to request a waiver for our non-federal share of match of \$219,903, however she noted, it is approximately \$112,000 less than last year's request. **MR. PENOKIE MOVED TO APPROVE THE REQUEST FOR A WAIVER FOR NON-FEDERAL SHARE IN THE AMOUNT OF \$219,903, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on the Executive Director who reported that our Early Childhood Program is gearing up for the start of school and he asked Kim to outline the program changes this year. Ms. Johnson reported that there will not be a class at the Soo Hill Elementary School this year due to the majority of eligible children living outside of the Soo Hill area. There will be an additional class at the Escanaba Early Childhood Center to offset no class at Soo Hill. There is a reduction from two Great Start Readiness Program (GSRP) funded classes in Menominee to one due to fewer eligible applicants.

**JOHN STAPLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:10 WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, OCTOBER 9, 2014 AT 1:30**

**FINANCE COMMITTEE MEETING**  
**Wednesday, August 27, 2014**  
**11:00 a.m.**

**MINUTES**

The meeting began at 11:00 a.m. with the following in attendance: Dan LaFoille, Omer Doran, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault and Cathy Pearson

The committee reviewed the July CAA credit card charges.

The committee reviewed the July CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The committee reviewed the July HRA credit card charges.

The committee reviewed the July HRA Accounts Payable Schedules. The question regarding cell phones for employees that was raised at the last meeting when Bill was not present was revisited. Members expressed concern about cost, whether there are any tax implications and whether or not employees should pay a portion of the phone bill. Bill explained that in 2011 the IRS ruled that cell phones are a legitimate expense for employers to incur for their employees and personal use need not be separated from business use for tax reasons. Bill noted that the "smart phones" are issued very sparingly for management that need to be reached/available outside of normal work hours. In addition, we get a very favorable non-profit rate and never go over the data usage charge. Our drivers and in-home workers get free phones whereby we purchase minutes for them that is closely tracked as they are strictly for work. There was some discussion on the large amount of heat assistance granted to individuals. Julie Moberg suggested that someone from our agency attend the Delta County Homeless Coalition meetings to better coordinate all of our services. **THE JULY ACCOUNTS PAYABLE SCHEDULES WERE APPROVED UPON A MOTION FROM MS. MOBERG, SUPPORTED BY MR. DORAN; MOTION CARRIED.**

Bill reviewed the health insurance information that was sent to the members. He explained that there is no longer a U.P. Blue plan so the plan we are under has a larger network of providers. The committee asked if we had checked into Consumer's Insurance and Bill noted that we did not consider them as an option because St. Francis Hospital was not in network at the time we were reviewing our options (now they are participating). Karen noted it would be helpful to have budget impact information. The Finance Committee recommends that we bid out our insurance in the next six months or so to allow plenty of time to make an informed decision before next October 1<sup>st</sup>. The bid should also look at agent services.

The Treasurer called on Bill to explain his recommendation for a wage increase for HRA employees that was mailed to members with the agenda. Mr. LaFoille questioned the fact that a percentage increase benefits higher paid employees more than lower wage employees. Julie Moberg pointed out that higher compensated employees generally have more responsibility, are higher skilled and better trained. The Executive Director pointed out that other methods of increasing wages could be considered. He stated that HRA employees are deserving of a modest increase of 2%, the programs can afford it, and it is a way to show they are appreciated. **OMER DORAN MOVED TO APPROVE A 2% OR \$.25/HOUR WAGE INCREASE (whichever is greater) FOR HRA EMPLOYEES (EXCEPT THOSE ON THE SENIOR PROGRAM CHART) EFFECTIVE 9/29/14 FOR EMPLOYEES WITH AN ACCEPTABLE PERFORMANCE APPRAISAL. JULIE MOBERG SUPPORTED THE MOTION; MOTION CARRIED.** A recommendation for the Senior Program Charted employees will be presented at the October Finance Committee meeting.

Mr. LaFoille brought up mileage reimbursement and feels that our current rate is well below the allowable federal rate. He feels that our lower paid employees who travel are adversely affected by the lower rate. Bill indicated the large number of miles reimbursed through the Senior Program has caused us to pay less than the federal rate. He will provide a detailed analysis at the next meeting.

There being no further business the meeting adjourned at 12:55 p.m.

CMAA

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2014 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	\$	118,658
EARLY HEAD START		62,358
EARLY-ON CHILDHOOD		-
GSRP		11,557
ASSET & LIABILITY ACCOUNTS		43,062
<b>TOTAL</b>	<b>\$</b>	<b>235,635</b>

SIGNED   
(TREASURER)

DATE 8-27-14

**PERSONNEL COMMITTEE MEETING**  
**Thursday, September 4, 2014**  
**12:15 p.m.**

**MINUTES**

The meeting was called to order at 12:15 p.m. The following were present: Karen Wigand, Susan Kleikamp, Ken Penokie, John Stapleton, Susan Phillips, Bill Dubord and Cathy Pearson

The members were mailed a copy of the Executive Director's job description as requested at the last meeting. The members think the description is good and **SUSAN PHILLIPS MOVED TO FORWARD THE JOB DESCRIPTION FOR THEIR REVIEW AND ACTION AT THE OCTOBER BOARD MEETING, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

Members were mailed a draft of the Executive Director Succession Plan Policy for their review. Karen noted that she feels there should be a succession plan for all key positions but this is a good start. The proposed plan addresses the scenario of an unplanned exit of the Executive Director. The committee feels the plan looks good.

A second part of the succession plan involves the hiring process to replace the Executive Director. Members were also mailed the draft of the protocol for the Personnel Committee to follow. The committee suggested that under #8 we remove "put ads in classified sections of local newspapers" and replace with "appropriate media and employment sites". **KEN PENOKIE MOVED TO SUBMIT THE SUCCESSION PLAN DRAFT AND HIRING PROTOCOL; TO THE FULL BOARD FOR THEIR REVIEW AND ACTION, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

Bill indicated his plan is to give at least six months' notice before retiring and indicated there is a possibility that we will give that notice within the next year. The committee agreed with the need to have both the agency and the Executive Director be clear on the exit plan and requests the Executive Director to provide a plan for discussion prior to giving his notice.

Bill reported that the first markup of the Personnel Policies have been given to program directors for their input. Once we have that we will mail the initial mark-up to the Personnel Committee.

The meeting adjourned at 1:15 p.m.

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

**GOVERNING BOARD MEETING  
Thursday, September 4, 2014  
511 First Avenue North, Escanaba MI  
1:45 p.m.**

**MINUTES**

The meeting was called to order at 2:11 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Cathy Mercier, Menominee  
Ann Jousma-Miller, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Doug Krienke, Menominee  
Ken Penokie, Delta  
Karen Wigand, Delta  
John Stapleton, Schoolcraft  
Susan Phillips, Schoolcraft  
Tom Lippens, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Citizen Program Director  
Theresa Nelson, RSVP  
Kim Johnson, Head Start Director

**MEMBERS ABSENT**

Julie Moberg, excused  
Myra Croasdell, excused  
Ken Bryant, excused  
Pastor Levin, excused  
Geri Nelson, excused  
Dan LaFoille, excused  
Mari Negro, excused  
Dave Anthony, excused  
Kristi Wood, excused  
Lee Robbert, excused  
Dave Moyle

**ACCEPTANCE OF JULY 24, 2014 GOVERNING BOARD MINUTES**

Members received a copy of the July 24, 2014 Governing Board minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The chair called on Omer Doran who reported that the Finance Committee met on 8/27 and reviewed the July credit card charges. They also reviewed the July Accounts Payable Schedules and recommends their approval. **THE JULY ACCOUNTS PAYABLE SCHEDULE WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY MR. LIPPENS; MOTION CARRIED.** The committee also recommended that staff go out for bids for health insurance next year. Upon the recommendation of the Executive Director the Finance Committee recommends a 2% or \$.25/hr. wage increase (whichever is greater) for HRA employees (except those on the Senior Program Chart) effective 9/29/14 for HRA employees with an acceptable performance appraisal. **THIS MOTION WAS MADE BY TOM LIPPENS, SECONDED BY MR. STAPLETON; MOTION CARRIED. (see attachment "A")** It was noted that the Senior Center chart employees will be handled at the October meeting.

**PERSONNEL COMMITTEE REPORT**

Ms. Wigand called on John Stapleton who reported that the personnel committee met today and reviewed the Executive Director's job description. This will be mailed to the full board for their approval in October. The committee also reviewed a Succession Plan to replace the Executive Director in an emergency as well as a Hiring Protocol to follow the Executive Director position. This will also be mailed to board members for action in October. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. PENOKIE, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "B")**

**CONFLICT OF INTEREST POLICY**

A draft of the Conflict of Interest Policy was mailed to the board for their review. It was noted that the policy seems to address organizational conflict of interest but not for individuals, i.e. define what constitutes a family member. This will be revised and presented to the board for action.

**ACCEPTANCE OF 6/26/14 POLICY ADVISORY COMMITTEE MINUTES**

Members were mailed copies of the 8/11/14 (Menominee) Senior Companion Program PAC minutes and the 4/24/14 Escanaba Senior Center PAC minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.**

**ACCEPTANCE OF JULY/AUGUST SENIOR COMPANION PROGRAM MONTHLY REPORT**

Members were mailed a copy of the July/August Senior Companion Program monthly report and **IT WAS ACCEPTED WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MS. PHILLIPS; MOTION CARRIED.**

**NEW ORGANIZATIONAL STANDARDS UPDATE**

The Chair called on Bill Dubord who reminded the members that he noted in May that new Organizational Standards are coming down the pike; many of which we are compliant with and some that need a little work and some a more considerable amount of time and work. It has been suggested that this be an agenda item from now until the standards are complete. Some of the items are: Conflict of Interest Policy, risk assessment, an agency-wide budget and strategic plan.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on the Executive Director who provided the following refresher to the board on the Gladstone Development/Thorntree Affordable Housing Development. In 1999 we were approached by Trilogy Development from Kalamazoo to determine our interest in partnering with them for the development. Trilogy was already working with the CAA in both Sault St. Marie and Marquette for similar projects. These type of developments can only be built with a non-profit sponsor. Bill indicated that our board investigated and approved moving forward. Bill reviewed our working with the City of Gladstone, Michigan Capital Fund for Housing and the Michigan State Housing Development Authority (MSHDA). After 15 years the Capital Fund exits leaving only Trilogy and the Gladstone Development Corporation. The GDC is assessing whether or not Trilogy would be interested in buying us out. We are working with Laurie Pung and Associates to help us in this area. Bill noted he will keep the board updated on this process.

Members were given a report noting the various heat funds available as well as how many households were assisted as well as the amount given out. Bill commended Cathy and her staff on a job well done during an exceptionally difficult winter. Cathy also gave a commendation to Cindy Gold, our Delta County Intake Worker who processed approximately 50% of all the applications herself.

At the July board meeting the board was told that Pat Besse had offered to pay to have a building constructed to house our Perspectives Adult Day Care Center. The site she had identified did not meet zoning regulations. In the meantime, Bishop Noa Home had approached us about moving into a facility they would be building. Sally Kidd facilitated a meeting between our agency, Bishop Noa and Pat Besse to avoid duplication of effort in providing services through an Adult Day Care. Pat Besse has agreed to donate a generous sum to Bishop Noa with the stipulation that the facility be started by this coming spring, it be named after her son, and that it has a sliding fee schedule. Bishop Noa wants to have Community Action continue to run the program. Ann Jousma-Miller noted that it speaks extremely well for us that they want to retain us to run it. **OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Karen Wigand called on Ann Jousma-Miller who commented on what a large turnout there was for a food give away for veteran's in Iron Mountain yesterday.

She called on Bill Dubord who thanked the board for their understanding while he was helping with his wife's recent health issues.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 3:05 WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, OCTOBER 9, 2014 AT 1:30 P.M.**

Attachment "A"

HRA

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2014 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	120,539
VOLUNTEER PROGRAMS		29,092
NUTRITION		99,537
STATE & LOCAL PROGRAMS		73,022
ENERGY AND HOUSING		10,242
ASSET & LIABILITY ACCOUNTS		43,982
TOTAL	\$	<u>376,415</u>

SIGNED



(TREASURER)

DATE

8-27-14