

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

**GOVERNING BOARD MEETING  
Thursday, September 5, 2013  
1:30 p.m.**

**MINUTES**

The meeting was called to order at 1:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
Pastor Ingmar Levin, Schoolcraft  
Walter Multerer, Menominee  
Doug Krienke, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
John Stapleton, Schoolcraft  
Geri Nelson, Delta  
Gil Vandenhouten, Menominee  
Karen Wigand, Delta  
Dave Anthony, Menominee  
Ken Penokie, Delta  
Ken Bryant, Schoolcraft

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Mary Bunnin, FGP Director  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director  
Joe Dehlin, Weatherization Director  
Kim Johnson, ECP Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Mari Negro, excused  
Beth Pletcher  
Dave Moyle  
Cathy Mercier  
Susan Phillips

**APPROVAL OF JULY 25, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the 7/25/13 Governing board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Dan LaFoille who reported that the committee met on August 28, 2013 and they reviewed the CAA July Accounts Payable Schedule and recommends their approval. **MR. DORAN MOVED TO APPROVE THE CAA JULY ACCOUNTS PAYABLE SCHEDULE, SECONDED BY MR. BRYANT; MOTION CARRIED.** Mr. LaFoille turned the report over to the Executive Director who informed the members that we received a sole source purchase for 350 web-based children's portfolios that cost \$16 each. It was noted that the program is the only one that compliments the curriculum data base that the Early Childhood Program uses. **MR. LAFOILLE MOVED TO APPROVE THE SOLE SOURCE PURCHASE OF CHILDREN'S PORTFOLIOS FROM TEACHING**

**STRATEGIES FOR \$5,582.50; KEN BRYANT SECONDED THE MOTION; MOTION CARRIED – 1 abstention.** Mr. Dubord recommended that the insurance co-payment of 80% agency/20% employee remain in effect. **THIS WAS APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MS. CROASDELL; MOTION CARRIED.** The committee also recommends entering into another three year contract with Anderson, Tackman Co. for our auditing services. This recommendation was **APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** The Finance Committee report was accepted with a **MOTION FROM MR. BRYANT, SUPPORTED BY MR. VANDENHOUTEN; MOTION CARRIED.** (see attachment "A")

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received a copy of the July Early Childhood monthly report for their review and **IT WAS ACCEPTED WITH A MOTION FROM JULIE MOBERG, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

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

The Chair called on Kim Johnson, ECP Director, who indicated the need to ask for a waiver for approximately \$320,000 of the required \$750,000. She noted that the need for waivers is becoming more prevalent nationally as the interpretation of what is allowed as non-federal share has narrowed over the years. Mr. Penokie asked if this issue with the interpretation of non-federal share is being raised by anyone on behalf of Head Start Programs. Kim noted that the National Head Start Association has raised this issue in the past but recently the focus of their efforts has been on recompetition. Kim indicated she will have a chance to talk to the National Head Start Director in September and will raise this issue at that time. She will report back to the board at the October meeting.

#### **EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on Bill Dubord who reported that classes for Head Start and Early Head Start begin September 16<sup>th</sup> and currently we are fully enrolled. He noted that the UAW contract is up October 12, 2013 and he and Kim will be meeting with the Union Representatives very soon to renegotiate the contract terms. He noted that things seem to be running very smoothly.

The Executive Director told the members that the response to the Triennial review is due the end of September. The three findings were: 1) need written procedures regarding board involvement (even though the process was in place) 2) the annual report must include a projected budget for the current year 3) criminal history checks must be done before employees are hired. Kim noted that no employees have ever been around children prior to the criminal background check but sometimes they have done some orientation/training prior to the background check having been completed. **JOHN STAPLETON MOVED TO AUTHORIZE THE ECP DIRECTOR TO WRITE THE RESPONSE AS OUTLINED, SECONDED BY MRYA CROASDELL; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business to come before the board.

**ADJOURNMENT**

There being no further business **MR. BRYANT MOVED TO ADJOURN THE MEETING AT 2:05 P.M., SUPPORTED BY MR. VANDENHOUTEN; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, OCTOBER 10, 2013**

**Finance Committee Meeting  
Wednesday, August 28, 2013  
11:30 a.m.**

**MINUTES**

The following were present: Omer Doran, Rev. Ingmar Levin, Julie Moberg, Walter Multerer, Karen Wigand, Bill Dubord, Kris Thibeault, Cathy Pearson, Sally Kidd, Rick Rudden, Joe Dehlin. Mr. LaFoilie asked to be excused.

Members reviewed the CAA July Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY WALTER MULTERER; MOTION CARRIED.**

Members reviewed the HRA July Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY JULIE MOBERG; MOTION CARRIED.**

The committee reviewed the CAA credit card charges for June.

The committee reviewed the HRA credit card charges for June.

The Executive Director explained that he would like to extend our audit engagement with Anderson, Tackman, & Co. They are doing a credible job, are local and reasonable and, in addition, we have a brand new Finance Director and it would be difficult going to a new auditor at this time. **MR. DORAN MOVED TO AUTHORIZE STAFF TO ENTER INTO ANOTHER THREE YEAR CONTRACT WITH ANDERSON, TACKMAN & CO. FOR AUDIT SERVICES, SECONDED BY PASTOR LEVIN; MR. MULTERER ABSTAINED (potential conflict of interest); MOTION CARRIED.** The committee asked that staff go out for bids for audit services after this three contract is up.

The Executive Director indicated as part of a cost saving measure we are looking at the feasibility of having an outside source handle production of all of our senior center newsletters. The company we are considering is LPI out of Milwaukee and they do many church bulletins. The only cost we would have is the cost of the bulk mailing. Volunteers will put mailing labels on the newsletters. This would be a large cost savings as well as a time saver as each center would only be responsible for a couple of pages that would all come through the administrative office & then be "cleared" for production to this company. They make their money off of getting advertisers to support the newsletter. The committee cautioned that the contract read that after one year we will evaluate how things are working, that we have input into who can advertise and that they refrain from saying "Please support these advertisers". The committee also wants this discussed by the full board.

Bill recommended to the Finance Committee that we not offer pay increases to staff effective 10/1/13 because of uncertain funding levels, increased costs and a potential significant reduction in millage funds. Senior Services "chart people" and Head Start employees due for

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**August 28, 2013**  
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their scheduled raises based on longevity, would still receive their scheduled incremental raise. **MR. MULTERER MOVED TO APPROVE THE EXECUTIVE DIRECTOR'S RECOMMENDATION OF NO WAGE INCREASE 10/1/13 WITH A REVIEW OF FUNDING FEASIBILITY AFTER THE FIRST QUARTER; PASTOR LEVIN SECONDED THE MOTION; MOTION CARRIED.**

On October 1, 2013 (our health insurance renewal date) our health insurance premiums will go up 11.2% in HRA and 8% in CAA. Mr. Dubord recommends we keep the current breakdown of 80% premium is the agency's responsibility and 20% is the employee's. **MR. MULTERER MOVED TO ACCEPT THE CURRENT INSURANCE PLANS AND PREMIUM BREAKDOWN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

Mr. Dubord explained that we have been approached by the Michigan Community Action Agency Association (MCAAA) and Clear Results to assist with spending Energy Optimization funds for refrigerators. Joe Dehlin indicated he believes we can accomplish this by putting refrigerators in multi-unit housing (the target area is Menominee) and that we use a sole source bid as the funds have to be spent and the refrigerators installed (and old ones removed) by mid October. Joe recommended using Sears as they do this across the state. The committee directed him to check with Pioneer Appliances as well and then present the information/recommendation to the full board next week.

The Executive Director indicated that it's nearly time to review the Financial Procedures Manual as it needs to be done annually.

He reported that we received a check for \$43,000 completely out of the blue that is a rebate for worker's comp. premiums overpaid from 2001-2003. We will put this money in unrestricted funds.

The meeting adjourned at 1:20 p.m. **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	61,326
EARLY HEAD START		42,456
EARLY-ON CHILDHOOD		725
GSRP		6,194
ASSET & LIABILITY ACCOUNTS		36,882
<b>TOTAL</b>	<b>\$</b>	<b>147,583</b>

SIGNED Karen Wigand Chair  
(TREASURER)

DATE 8/28/13

**SAFETY COMMITTEE MEETING  
ADMINISTRATIVE OFFICE, ESCANABA  
September 5, 2013  
12:45 p.m. (EDT)**

**MINUTES**

The meeting was called to order with the following in attendance: Omer Doran, Walter Multerer, Cathy Mercier, Debby Wiltzius and Pat Johnson. Tom Lippens and Mari Negro, were excused. Absent: Cathy Mercier

The Committee reviewed the following three accidents:

- 1) **(Nutrition Program):** Two employees were walking through the dining area at the Menominee Senior Center and collided. One employee received a gash over her eye due to the fact she was wearing glasses. She went to the Emergency Room where she received minor medical treatment. There was no lost work time. There was actually no recommendation. The committee couldn't understand how at least one of them didn't see the other person approaching. It was just an unfortunate accident.
- 2) **(Personal Care Program):** When an aide was at a client's home, she opened a drawer which had a glass handle. While opening the drawer, she didn't see the crack in the glass handle and cut her finger. She did seek medical treatment and lost time from work. Recommendation: When things get cracked or broken, have it fixed right away.
- 3) **(Personal Care Program):** A client gave the aide some trash to dispose of. The aide wasn't aware there was a needle in the garbage and in the process of receiving the trash she scraped her finger on the needle. (the finger was not punctured). She did see a physician (which is a mandatory procedure because of so many diseases that could be transmitted). She did get medical attention with no lost work time. Recommendation: Aids should be wearing gloves at all times for the safety of both the client and themselves.

Debbie noted she holds safety trainings approximately 8 different times throughout the year and always touches on issues relating to the time of year.

Omer Doran found a safety article he found very interesting and discussed it with the committee.

Attachment

# You Can't Be Too Safe

The story in my local newspaper recently could only be labeled as tragic.

A fatality at a work site occurred near my home. A backhoe operator off to the side of a busy road was clearing trash when he was hit by a truck. The truck flipped on its side, bursting into flames and causing a scene better suited for an action movie instead of a daily commute.

The backhoe operator died, while the truck driver was taken to the hospital in critical condition. Such a tragedy.

Reports show the driver of the truck most likely never used his brakes. There were no skid marks on the road to indicate the truck was slowing when it collided right into the backhoe.

Perhaps you think this is the part where I begin listing all of the errors made by the backhoe operator and his crew.

Maybe you think I'm going to say there were no warnings of "workers up ahead" or they didn't mark off their job site area. Perhaps you're thinking they were working in weather or a time of day when the visibility of drivers on the road was impacted.

Sadly, you'd be wrong.

The crew appeared to have done its job. Their site area was marked off. There was a sign indicating it was working beside the road. The accident happened during a clear, sunny day.

Like I said, you struggle to come up with anything other than "tragic."

So instead of trying to make sense of it, I think we should try to take something from it. The accident clearly shows me one thing: You can't be too careful.



Obviously, you can't control others, but you can control what you and your colleagues do every time you arrive at the office and start a workday.

So regardless of how long you've been in the industry, don't coast through your company's safety meetings. And don't let your crew drift off during daily tailgate talks if you're part of a team that has them.

Discuss. Learn from each other. Make adjustments. You can always get better and you can always get safer.

Never take shortcuts. If a piece of equipment can be moved or a setting adjusted to enhance the safety of you and your team, do it. It's not an argument that doing so will take time or is probably unnecessary.

Always mark an outdoor job site properly. If you're in an area rarely frequented, so what? Still mark it. It only takes one person not paying attention to cause a tragedy.

One final example from the accident near my house: Along with warning signs indicating his presence, a properly marked job site, and a beautifully clear day, the backhoe operator was working behind a guardrail. Can there be any question he thought he was heading home that night?

Make sure the story about you and your crew features the word "safe" and not "tragedy."

Thad Plumley is the editor of *Public Groundwater Systems Journal* and director of information products at the National Ground Water Association. He can be reached at [tplumley@ngwa.org](mailto:tplumley@ngwa.org).

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

**GOVERNING BOARD MEETING  
Thursday, September 5, 2013  
1:45 p.m.**

**MINUTES**

The meeting was called to order at 2:06 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFoille, Schoolcraft  
Pastor Ingmar Levin, Schoolcraft  
Walter Multerer, Menominee  
Doug Krienke, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
John Stapleton, Schoolcraft  
Geri Nelson, Delta  
Gil Vandenhouten, Menominee  
Karen Wigand, Delta  
Dave Anthony, Menominee  
Ken Penokie, Delta  
Ken Bryant, Schoolcraft

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Mary Bunnin, FGP Director  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director  
Joe Dehlin, Weatherization Director  
Kim Johnson, ECP Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Mari Negro, excused  
Beth Pletcher  
Dave Moyle  
Cathy Mercier  
Susan Phillips

**APPROVAL OF JULY 25, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the 7/25/13 Governing board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Dan LaFoille who reported that the committee met on August 28, 2013 and they reviewed the HRA July Accounts Payable Schedules and recommends their approval. **KEN PENOKIE MOVED TO APPROVE THE HRA JULY ACCOUNTS PAYABLE SCHEDULES, SECONDED BY JULIE MOBERG; MOTION CARRIED.** Mr. LaFoille turned the report over to the Executive Director who indicated that due to the uncertainty of funding for the upcoming year he recommended there be no wage increase for staff other than the Senior Citizen chartered positions that may be due for one. The committee agreed with this recommendation but would like a raise increase

revisited later in the quarter once we know more about funding. The Executive Director reported that health insurance premiums increased 8% in CAA and 11.2% in HRA. He recommended that we continue to have the agency pay 80% of premium and the employee 20%. **JOHN STAPLETON MOVED TO ACCEPT THE RECOMMENDATION FOR NO WAGE INCREASE AT THIS TIME AND THAT THE HEALTH INSURANCE CO-PAY FOR EMPLOYEES REMAIN AT 20%. THIS WAS SECONDED BY MYRA CROASDELL; MOTION CARRIED.** The committee also recommends entering into another three year contract with Anderson, Tackman Co. for our auditing services. This recommendation was **APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** Mr. Dubord reported that we have been contacted by Clear Results to assist them in getting energy efficient refrigerators to some housing units in Menominee as part of the Energy Optimization Program and what Wisconsin Public Service is required to do. The old refrigerators have to be removed and made in operable and the new refrigerators delivered by mid October. We would make approximately \$7,000 by assisting in this venture. We have a bid from Sears and are getting another from another local vendor. The Finance Committee report was accepted with a **MOTION FROM MR. BRYANT, SUPPORTED BY MR. VANDENHOUTEN; MOTION CARRIED. (see attachment "A")**

#### **SAFETY COMMITTEE REPORT**

Ms. Wigand called on Omer Doran who reported that the Safety Committee met today and reviewed three accidents in the Senior Services Program. One involved two people walking into each other and the employee incurred a gash from her eye glasses. There was no lost work time. The second involved an aide in a client's home that cut her finger on a crack in the glass handle of a drawer. The third involved an employee disposing of a client's trash who scrapped her finger on a needle. She sought medical attention which is required when there is the possibility of contact with hazardous waste. The committee said staff needs to require aides to wear the gloves that we provide them with. Debby Wiltzius indicated that she does provide training in this area on a regular basis. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. MULTERER; MOTION CARRIED. (see attachment "B")**

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received copies of the May/June RSVP, Aug. Weatherization, Jul./Aug. SCP and third quarter Senior Services staff monthly reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

#### **ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

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

7/22/13 (Schoolcraft) Foster Grandparent Program PAC minutes

8/16 (Menominee) & 8/20/13 (Schoolcraft) Senior Companion Program PAC minutes

4/9 & 8/20/13 (Rock) & 6/26/13 (Hermansville) Senior Center PAC minutes

There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY JULIE MOBERG; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on Bill Dubord who reported that our Community Services Block Grant (CSBG) funds have been reduced \$10,000. In addition they have "bundled" some other discretionary funds that is actually a reduction of nearly \$20,000. It is highly likely that there will be a Continuing Resolution at the start of the fiscal year.

The Executive Director noted that the board was given a copy of the DHS fiscal monitoring report from the monitoring done last August. He noted the finding has been corrected and the \$82 returned.

Mr. Dubord announced that we received a \$1,000 donation from the DTE Foundation to support our client services and thanked Geri Nelson in her efforts to obtain this for us.

Mr. Dubord indicated that we will start the review of the Personnel Policies in the next few months. In addition, members are being given a performance evaluation form to complete on the Executive Director's performance for the past year.

The Executive Director announced that we will be having our all staff training on Friday, December 6<sup>th</sup>. We are hiring a Phillip Hedgepeth from Battle Creek who will do a keynote address on Engaging Change. Board members are welcome to attend as well. Mr. Dubord indicated that since we have this presenter coming from Battle Creek we could contract with him for some training the day before if the board so wishes. After some discussion the board indicated they would like training on the Open Meetings Act and board responsibilities. Mr. Dubord will talk with Julie Moberg since she indicated MSU has some training available in this regard. **PASTOR LEVIN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. STAPLETON SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no public comments or other business **THE MEETING ADJOURNED AT 2:46 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY OMER DORAN; MOTION CARRIED.**

**NEXT MEETING THURSDAY, OCTOBER 10, 2013**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	126,366
VOLUNTEER PROGRAMS		30,934
NUTRITION		95,388
STATE & LOCAL PROGRAMS		44,879
ENERGY AND HOUSING		28,508
ASSET & LIABILITY ACCOUNTS		14,219
<b>TOTAL</b>	<b>\$</b>	<b>340,294</b>

SIGNED Karen Wigard Chair  
(TREASURER)

DATE 8/28/13