

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

**GOVERNING BOARD MEETING
Thursday, September 8, 2011
1:30 p.m.**

MINUTES

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

MEMBERS PRESENT

Karen Wigand, Delta
David Moyle, Delta
Pastor Levin, Schoolcraft
George Lyon, Schoolcraft
Omer Doran, Schoolcraft
Charmaine Lehman, Schoolcraft
Myra Croasdell, Delta
Mari Negro, Menominee
Gil Vandenhouten, Menominee
George Arkens, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Dan LaFoille, Schoolcraft
Dave Rivard, Delta
Geri Nelson, Delta
Ruth Helwig, Delta

OTHERS PRESENT

William Dubord, Executive Director
Naomi Fletcher, Housing Manager
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Sally Kidd, Senior Services Director
Beau Miller, Finance Director
Kim Johnson, ECP Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Gil Sablack, excused
John Stapleton, excused
Ken Bryant, excused
Tom Lippens, excused
Ken Penokie, excused
Helen Walker, excused
Bernie Lang, excused
Dave Anthony, excused
Ernie Hoholik, excused
Beth Pletcher, excused
Brenda Moya

APPROVAL OF JULY 21, 2011 GOVERNING BOARD MINUTES

Members received a copy of the July 21, 2011 Governing Board minutes for their review. ***THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM DAVE RIVARD, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.***

ACCEPTANCE OF DAVID MOYLE'S APPOINTMENT TO REPRESENT THE DELTA COUNTY BOARD OF COMMISSIONERS, REPLACING MARY HARRINGTON

Ms. Wigand indicated that the Delta Co. Board of Commissioners has appointed David Moyle to represent them on the Governing Board, replacing Mary Harrington. ***MR. RIVARD MOVED TO***

ACCEPT DAVID MOYLE'S APPOINTMENT, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED. The board welcomed Mr. Moyle.

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on August 31, 2011 and reviewed the CAA Accounts Payable Schedules for July **AND RECOMMENDS THEIR APPROVAL, SECONDED BY DAVE RIVARD; 1 NAY; MOTION CARRIED.** In addition, the committee reviewed health insurance increases effective October 1st of approximately 15% for single & two-person coverage and approximately 18% for family coverage in CAA. The committee recommends that we continue with the 20% employee co-pay for insurance premiums. In addition, the committee agreed with Mr. Dubord's recommendation to hold off on a decision regarding wages until later in the first quarter when the funding picture becomes clearer. **MR. LAFOILLE MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED.** (see attachment "A")

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on Bill Dubord who reported that the Personnel Committee is near completion of a final draft of the Personnel Policy revision. Once the final draft is ready it will be mailed to the full board two weeks prior to being acted on. There was some discussion on the grievance procedure and whether the full board will be involved in that process. Members were told that as of now, after much discussion by the committee members, there was a feeling that the process should not be changed much and should include the full board.

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the August Early Childhood Program monthly report for their review. There were no questions or comments **AND IT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY RUTH HELWIG; MOTION CARRIED.**

ACCEPTANCE OF 6/29 & 7/27/2011 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 6/29 & 7/27/11 Head Start Policy Council minutes for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

FUNDING UPDATE

The Chair called on Mr. Dubord who reported that as of today we anticipate level federal funding for the Early Childhood Program for next year, however the Republican budget has it reduced by 15%. We had to eliminate providing transportation for the Great Start Readiness Program students because of very limited resources.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who reported that our request of the waiver of the ECP non-federal share has been submitted and we are just waiting for a response. We also have submitted our request to reduce the number of children we serve by 17, without a reduction in funds and are awaiting final word on this request. We should be at full enrollment at the start of the school year, which is good; however, our waiting lists remain very short.

We will be having all staff training at the Island Resort on Friday, December 16th. We hold training every other year to keep our employees up to speed on required training issues. We have retained the services of Dr. Lew Bender who has presented to our organization before and is very good. We would like to offer training to the board at the same time as the fee is the same for a day. After some discussion, the board concurred the training is a good idea. Therefore, board training will be held on the afternoon of December 16th. More information will be forthcoming.

***CHARMAINE LEHMAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT,
SECONDED BY MARV MAYER; MOTION CARRIED.***

OTHER BUSINESS

Mr. Dubord informed the members that both Ernie Hoholik and Helen Walker are under the care of Hospice and not doing well.

ADJOURNMENT

The meeting adjourned at 1:58 p.m. ***WITH A MOTION FROM GEORGE LYON, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JULY 2011 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	\$	108,838
EARLY HEAD START		67,730
EARLY-ON CHILDHOOD		1,840
GSRP		5,530
ASSET & LIABILITY ACCOUNTS		139,481
TOTAL	\$	323,420

SIGNED


(TREASURER)

DATE

9-8-11

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, September 8, 2011
1:45 p.m.

MINUTES

The meeting was called to order at 1:59 p.m. by Chairperson Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
David Moyle, Delta
Pastor Levin, Schoolcraft
George Lyon, Schoolcraft
Omer Doran, Schoolcraft
Charmaine Lehman, Schoolcraft
Myra Croasdell, Delta
Mari Negro, Menominee
Gil Vandenhouten, Menominee
George Arkens, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Dan LaFoille, Schoolcraft
Dave Rivard, Delta
Geri Nelson, Delta
Ruth Helwig, Delta

OTHERS PRESENT

William Dubord, Executive Director
Naomi Fletcher, Housing Manager
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Sally Kidd, Senior Services Director
Beau Miller, Finance Director
Kim Johnson, ECP Director
Cathy Pearson, Executive Assistant

MEMBERS ABSENT

Gil Sablack, excused
John Stapleton, excused
Ken Bryant, excused
Tom Lippens, excused
Ken Penokie, excused
Helen Walker, excused
Bernie Lang, excused
Dave Anthony, excused
Ernie Hoholik, excused
Beth Pletcher, excused
Brenda Moya

APPROVAL OF JULY 21, 2011 GOVERNING BOARD MINUTES

Members received a copy of the July 21, 2011 Governing Board minutes for their review. ***THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM GEORGE LYON, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.***

ACCEPTANCE OF DAVID MOYLE'S APPOINTMENT TO REPRESENT THE DELTA COUNTY BOARD OF COMMISSIONERS, REPLACING MARY HARRINGTON

Ms. Wigand indicated that the Delta Co. Board of Commissioners has appointed David Moyle to represent them on the Governing Board, replacing Mary Harrington. ***MR. RIVARD MOVED TO HRA***

ACCEPT DAVID MOYLE'S APPOINTMENT, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED. The board welcomed Mr. Moyle.

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on August 31, 2011 and reviewed the HRA Accounts Payable Schedules for July **AND RECOMMENDS THEIR APPROVAL, SECONDED BY MR. LYON; 1 NAY, MOTION CARRIED.** In addition, the committee reviewed health insurance increases effective October 1st of approximately 7.5% for single & two-person coverage and approximately 8.5% for family coverage in HRA. The committee recommends that we continue with the 20% employee co-pay for insurance premiums. In addition, the committee agreed with Mr. Dubord's recommendation to hold off on a decision regarding wages until later in the first quarter when the funding picture becomes clearer. **MR. LAFOILLE MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED.** (see attachment "A")

PERSONNEL COMMITTEE REPORT

Ms. Wigand called on Bill Dubord who reported that the Personnel Committee is near completion of a final draft of the Personnel Policy revision. Once the final draft is ready it will be mailed to the full board two weeks prior to being acted on. There was some discussion on the grievance procedure and whether the full board will be involved in that process. Members were told that as of now, after much discussion by the committee members, there was a feeling that the process should not be changed much and should include the full board.

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the various program monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the 6/10 (Delta) & 7/8/11 (Menominee) Foster Grandparent Program PAC minutes and the 8/16/11 (Menominee) Senior Companion Program PAC minutes for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM CHARMAINE LEHMAN, SECONDED BY GEORGE LYON; MOTION CARRIED.**

APPROVAL OF MDOT MASTER AGREEMENT

Chair Wigand called on Sally Kidd who noted that this contract is for our senior citizen busses in Menominee and they require a resolution from the board approving the Michigan Dept. of Transportation master agreement. **MR. RIVARD MOVED TO APPROVE THE MDOT MASTER AGREEMENT, SECONDED BY DAVID MOYLE; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT 2012 CSBG REFUNDING APPLICATION FOR \$176,036

Karen Wigand called on Bill Dubord who explained that this is our annual refunding application. It is approximately \$14,000 less than last year. These funds support central administration, Client Services staff and board expenses. **MR. LAFOILLE MOVED TO AUTHORIZE SUBMISSION OF THE 2012 CSBG REFUNDING APPLICATION FOR \$176,036, SECONDED BY MR. RIVARD; MOTION CARRIED.**

FUNDING UPDATE

The Chair called on Mr. Dubord who reported that RSVP will be funded at least through March as some RSVP Programs relinquished their funding because of limited resources to run the program.

We will be getting \$219,000 in LIHEAP deliverable fuel funds soon (this is the same as last year). While this is good news for those needing assistance, there are no administrative funds with which to support delivery of this service.

The Weatherization ARRA funding is quickly approaching its end (3/31/2012). In addition to supporting Weatherization staff this funding supported a great deal of the Client Service Workers' time. Without these funds and reductions in other sources such as TEFAP, it is likely that we will be making some major staffing changes in regards to Client Services.

The Senior Services funding is relatively stable. In addition, the millage funds in Menominee and Delta County are a huge help in allowing us to continue to provide quality services for our senior citizens.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who reported that that Weatherization should have no problem reaching the projected 540 homes under the Weatherization ARRA funding. They also completed a multi-unit complex in Powers and are finishing up one in Escanaba.

The Community Development Block Grant (CDBG) housing rehabilitation program in Delta County will be spent out by the 12/31/2011 deadline. We have heard that the next go around for funding will be very different.

The Gladstone kitchen renovations are near completion.

We will be having all staff training at the Island Resort on Friday December 16th. We hold training every other year to keep our employees up to speed on required training issues. We have retained the services of Dr. Lew Bender who has presented to our organization before and is very good. We would like to offer training to the board at the same time as the fee is the same for a day. After some discussion, the board concurred the training is a good idea. Therefore, board training will be held on the afternoon of December 16th. More information will be forthcoming.

Mr. Dubord informed the board that our in-home services staff, particularly the Personal Care Program, are doing very well, both programmatically and financially.

HRA Governing Board Minutes

Thursday, September 8, 2011

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Sally Kidd updated the members on the new policy for take-out meals at the senior centers, since this is not allowed. A meal can be taken out if you are bringing one to a homebound senior as well. The biggest impact has been at the Escanaba Senior Center where we have dropped about 20 meals per day. Mr. Multerer noted that \$4 is still a very good price for such a nutritious meal.

MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY MR. MOYLE; MOTION CARRIED.

OTHER BUSINESS

Chair Wigand thanked staff for taking part in the board meetings and for doing such a good job with the limited resources we have.

ADJOURNMENT

The meeting adjourned at 2:30 p.m. **WITH A MOTION FROM GEORGE LYON, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JULY 2011 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>188,368</u>
<u>VOLUNTEER PROGRAMS</u>		<u>38,223</u>
<u>NUTRITION</u>		<u>100,092</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>68,449</u>
<u>ENERGY AND HOUSING</u>		<u>298,281</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>64,582</u>
TOTAL	\$	<u>757,995</u>

SIGNED 
(TREASURER)

DATE 9-8-11