

**Menominee-Delta-Schoolcraft  
Community Action Agency  
GOVERNING BOARD MEETING  
Thursday, January 12, 2012  
1:30 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:32 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Ken Bryant, Schoolcraft  
George Lyon, Schoolcraft  
Brenda Moya, Menominee  
Bernie Lang, Menominee  
Gilbert Sablack, Schoolcraft  
Karen Wigand, Delta  
Dan LaFoilie, Schoolcraft  
Gil Vandenhouten, Menominee  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Mari Negro, Menominee  
Tom Lippens, Delta  
Geri Nelson, Delta  
Dave Anthony, Menominee  
Dave Rivard, Delta  
Myra Croasdell, Delta  
Ruth Helwig, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Lucy Crofton, Early Childhood Program  
Joe Dehlin, WX/Energy Director  
Theresa Nelson, RSVP Director  
Mary Bunnin, FGP Director  
Connie Maule, SCP Director  
Beau Miller, Finance Director

**MEMBERS ABSENT**

Walter Multerer, excused  
George Arkens, excused  
Marv Mayer, excused  
Dave Moyle, excused  
Pastor Levin, excused  
Beth Pletcher, excused  
Charmaine Lehman, excused

The Chair welcomed the Executive Director back from his medical leave. Mr. Dubord expressed his thanks to staff for stepping up in his absence.

**APPROVAL OF NOVEMBER 10, 2011 GOVERNING BOARD MINUTES**

Members received a copy of the 11/10/2011 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. LYON; MOTION CARRIED.**

**ACCEPTANCE OF NOVEMBER 30, 2011 HEAD START POLICY COUNCIL MINUTES**

Members were mailed a copy of the 11/30/2011 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM OMER DORAN, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the Accounts Payable Schedules for November and December **AND RECOMMENDS THEIR APPROVAL, SUPPORTED BY GILBERT SABLACK; MOTION CARRIED.** (see attachment "A")

**NOMINATING COMMITTEE REPORT**

The Chair called on John Stapleton who reported that the Nominating Committee met on January 10, 2012. They moved to approve the resignations of George Arkens and Marv Mayer with regret – **OMER DORAN MOVED TO ACCEPT THE RESIGNATIONS OF GEORGE ARKENS AND MARV MAYER WITH REGRET, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.** They directed staff to handle an appropriate token of appreciation.

He indicated that the committee also had a lengthy discussion on the size of the board, particularly since we currently have four vacancies. Additionally, Ruth Helwig and Charmaine Lehman both represent defunct Neighborhood Service Center PAC's, so they will not be able to continue in that capacity. We also have four other board members terms who have recently expired or our due to end in February.

The Executive Director indicated that we are mandated to have a board consisting of anywhere between 15-51 members with at least one-third representation from the low-income consumer sector, one-third elected sector representation and the remainder from the private (business or organizations) sector. He noted our board is much larger than most organizations this size. He indicated that he would like to see a little more representation from the Early Childhood Program since they are our largest program. He noted that if the board decides to reduce the size we will also have to change our by-laws to reflect the change. He stressed that it is not our intent to force anyone off the board as we have very good members.

**KEN PENOKIE MOVED TO HAVE STAFF TAKE THE STEPS NECESSARY TO REDUCE THE BOARD SIZE TO 21, SECONDED BY DAN LAFOILLE; MOTION CARRIED.** The board expressed their desire to place Ruth and Charmaine in a different seat if that is possible and they so desire.

**DAVE ANTHONY MOVED TO HAVE THE NOMINATING EVALUATE POSSIBLE CONFIGURATION FOR THE 21 MEMBER BOARD, MR. PENOKIE SUPPORTED THE MOTION; MOTION CARRIED.**

**GIL SABLACK MOVED TO REFER THE BOARD SIZE LANGUAGE TO THE BY-LAWS COMMITTEE, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.**

Since steps are being taken to reduce the board size to 21 **DAN LAFOILLE MOVED TO EXTEND THE EXPIRED/EXPIRING BOARD TERMS THROUGH THE END OF APRIL WHILE WE WORK ON RECONFIGURING THE BOARD STRUCTURE, JOHN STAPTLETON SUPPORTED THE MOTION; MOTION CARRIED.**

**MR. LAFOILLE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, MR. LYON SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

### SAFETY COMMITTEE REPORT

Chairperson Wigand called on Tom Lippens for the Safety Committee report. He told the board that they reviewed an accident involving a Head Start employee who removed her shoes upon entering a parents' home out of respect. A child jumped on her foot (bare) and bruised it. There were no recommendations except possibly wearing the booties that go over a shoe (like hospitals use). **MARI NEGRO MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, DAV ANTHONY SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C").**

### ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the November ECP monthly report for their review and **IT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY GERI NELSON; MOTION CARRIED.**

### APPROVAL OF ECP PLANNING POLICIES FOR 2011-2012

Members were mailed a copy of the ECP planning policies for 2011-2012. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KEN BRYANT; MOTION CARRIED.**

### UPDATE ON FUNDING

Karen Wigand called on Bill Dubord who informed the board that rather than getting a 1.5% decrease in federal Head Start funds, we may end up getting a slight increase. In addition, we now may be granted a Cost of Living Adjustment which will be used for wage increases and then gets added to the base funding.

### EXECUTIVE DIRECTOR'S REPORT

The Executive Director noted that he had nothing to report in the Early Childhood Program.

### PUBLIC COMMENT/OTHER BUSINESS

Mr. Dubord thanked the members for the healthy discussion on board size.

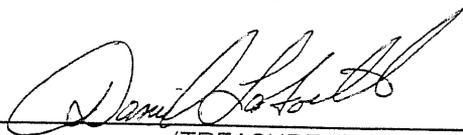
### ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 2:20 WITH A MOTION FROM KEN BRYANT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, FEBRUARY 9, 2012**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF NOVEMBER & DECEMBER 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	\$	375,086
EARLY HEAD START		131,248
EARLY-ON CHILDHOOD		1,292
GSRP		35,854
ASSET & LIABILITY ACCOUNTS		300,928
TOTAL	\$	<u>844,408</u>

SIGNED   
(TREASURER)

DATE 1-12-12

**Finance Committee Meeting  
Tuesday, January 10, 2012  
10:30 a.m.**

**MINUTES**

The meeting was called to order by Chair Dan LaFoille. The following were present: Dan LaFoille, Karen Wigand, Omer Doran, Bernie Lang, Pastor Levin. Gil Sablack excused

The committee reviewed the CAA Accounts Payable Schedules for November and **THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY BERNIE LANG; MOTION CARRIED.** They also reviewed the CAA Accounts Payable Schedules for December and **THEY WERE APPROVED WITH A MOTION FROM MR. DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee reviewed the Head Start credit card charges for 9/27 – 10/26 & 10/27 – 11/23/11 and found them to be reasonable. They questioned a few charges such as Elmer's since we have a charge account there.

The committee reviewed the HRA Accounts Payable Schedules for November and **THEY WERE APPROVED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.** They also reviewed the HRA Accounts Payable Schedules for December and **THEY WERE APPROVED WITH A MOTION FROM MR. LANG, SECONDED BY OMER DORAN; MOTION CARRIED.** There was some discussion on wood providers and how we can ensure that they actually provide a service.

The committee also reviewed the HRA credit card charges for 10/20 – 11/18 & 11/19 – 12/20. There was a question on two charges for Sid Harvey – they were for repair and calibration of Weatherization CO2 detectors.

Beau Miller, Finance Director, gave a brief update on changes in the fund balance for HRA for the period ending 9/30/2011. A more detailed report will be given once the preliminary audit figures are in.

The Executive Director reported that the funding picture looks better today than it did back in early November. Our CSBG funding was reduced only slightly and we are getting \$20,000 in CSBG for tax credit preparation. RSVP looks like it may survive past the end of March. In addition, the anticipated 1.5% cut in Early Childhood Program funding is not happening and in fact, we believe there will be a Cost of Living Adjustment for Head Start.

The committee discussed wages for 2012. The Executive Director reminded the members that he had recommended a 2% (or \$.25, whichever is greater) wage increase for HRA employees (once we saw how funding was going to shake out). We would like to include the \$.25 increase to the charted positions as well. In addition, some exceptions were requested in the Personal Care Program and the Senior Services and Nutrition Program.

The Executive Director explained that we anticipate that CAA employees will get a Cost of Living Adjustment retroactive to 11/1/2011. Therefore, he indicated we could make the HRA wage adjustment retroactive to 10/1 (the start of the fiscal year), 11/1 or 1/9/2012.

After much discussion **BERNIE LANG RECOMMENDED THE FOLLOWING: A 2% OR \$.25(which ever is greater) WAGE INCREASE BE GIVEN TO ALL HRA EMPLOYEES EFFECTIVE 1/9/2012 WITH THE EXCEPTION OF AN \$.85/HR. INCREASE FOR THE PERSONAL CARE SUPERVISOR, A \$1.00/HR. RAISE FOR THE PC ASSISTANT, A \$.25/HR. RAISE FOR THE SENIOR CITIZEN CHARTED POSITIONS AND INCREASES BETWEEN \$.25/HR. - \$.40/HR. FOR SENIOR CENTER SUPERVISORS AND HEAD COOKS, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

There being no further business, **THE MEETING ADJOURNED AT 12:05 P.M.**

**NOMINATING COMMITTEE MEETING**

**Tuesday, January 10, 2012**

**12:00 noon**

**MINUTES**

The meeting was called to order at 12:10 p.m. with the following in attendance: Omer Doran, Dan LaFoilie, John Stapleton, George Lyon, Gil Vandenhouten, Karen Wigand.

The members were mailed a copy of the resignation letters from George Arkens and Marv Mayer and they were accepted with regret **WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY GEORGE LYON; MOTION CARRIED.**

The Executive Director noted that we also have two member's terms that have expired or are about to expire (Lehman 12/11 & Helwig 2/12) who represent Client Service Policy Advisory Councils that are no longer in existence. **JOHN STAPLETON MOVED NOT TO REAPPOINT THESE TWO MEMBERS TERMS SINCE THEY REPRESENT DEFUNCT ORGANIZATIONS, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

It was also noted that the following member's terms are expired/due to expire: K. Bryant 1/12, G. Lyon, 2/12, Rev. Levin – 2/12, K. Penokie 2/12.

The committee expressed their desire to see the board number reduced as it would provide some cost savings and with the vacancies and upcoming term expirations it would be a good time to make the change without hurting anyone's feelings. Mr. Stapleton suggested 21 might be a good number to strive for, with 7 members from each county.

The committee was reminded that we have to have at least one third consumer representation. Mr. Dubord reminded the members that we will also have to amend our by-laws should the board decide to change the size from 27.

It was suggested that the terms of all of the expired/expiring members be extended through 3/2012 while the board deals with possible downsizing and the subsequent amendment to our by-laws.

The meeting adjourned at 12:50 p.m.

**SAFETY COMMITTEE MEETING**  
January 12, 2012  
1:00 p.m.

**MINUTES**

The following were present: Omer Doran, Tom Lippens, Mari Negro, Lucy Crofton, Joe Dehlin and Pat Johnson.

The Committee reviewed the following two accidents:

- 1) **(EARLY CHILDHOOD PROGRAM)** An Early Head Start home visitor was facilitating a home visit. The child was so happy to see her he jumped up and landed on her left foot injuring her toe. This family does not wear shoes in their home so she followed their tradition and left her shoes at the door. She did get medical attention. There was no lost work time or restrictions. This was just an unfortunate accident. A suggestion was made that possibly the program could purchase paper booties that could be worn over shoes when the situation warrants it.
- 2) **(WEATHERIZATION)** A Weatherization employee slipped on the ice in front of the Admin office when coming to work. He injured his left hip and shoulder. He did seek medical attention, lost no work time but returned to work with restrictions. He is presently receiving Physical Therapy. It is recommended they keep the area around the building well salted. The Safety Committee indicated the sidewalk was very slippery today making walking hazardous.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**  
*Thursday, January 12, 2012*  
*1:45 p.m. (EST)*

**MINUTES**

The meeting was called to order at 2:21 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Ken Bryant, Schoolcraft  
George Lyon, Schoolcraft  
Brenda Moya, Menominee  
Bernie Lang, Menominee  
Gilbert Sablack, Schoolcraft  
Karen Wigand, Delta  
Dan LaFoille, Schoolcraft  
Gil Vandenhouten, Menominee  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Mari Negro, Menominee  
Tom Lippens, Delta  
Geri Nelson, Delta  
Dave Anthony, Menominee  
Dave Rivard, Delta  
Myra Croasdell, Delta  
Ruth Helwig, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Lucy Crofton, Early Childhood Program  
Joe Dehlin, WX/Energy Director  
Theresa Nelson, RSVP Director  
Mary Bunnin, FGP Director  
Connie Maule, SCP Director  
Beau Miller, Finance Director

**MEMBERS ABSENT**

Walter Multerer, excused  
George Arkens, excused  
Marv Mayer, excused  
Dave Moyle, excused  
Pastor Levin, excused  
Beth Pletcher, excused  
Charmaine Lehman, excused

The Chair welcomed the Executive Director back from his medical leave. Mr. Dubord expressed his thanks to staff for stepping up in his absence.

**APPROVAL OF NOVEMBER 10, 2011 GOVERNING BOARD MINUTES**

Members received a copy of the 11/10/2011 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. LYON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who reported that the committee reviewed the Accounts Payable Schedules for November and December **AND RECOMMENDS THEIR APPROVAL, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.** He noted the committee also discussed a wage increase, which normally takes place in October, but was delayed in order to see how the funding picture was going to be. After much discussion **MR. LAFOILLE MOVED FOR**

**MR. LAFOILLE MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, MR. LYON SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

### SAFETY COMMITTEE REPORT

Chairperson Wigand called on Tom Lippens for the Safety Committee report. The committee reviewed a slip and fall in front of the administrative office building whereby the employee hurt their hip and shoulder. It was suggested that perhaps the janitor can salt early when he arrives. It was also suggested that payroll staffers be sent to all staff reminding them to be careful of slipping and falling during the winter months. **MARI NEGRO MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C").**

### ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the staff monthly reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

### UPDATE ON FUNDING

Karen Wigand called on Bill Dubord who informed the board that RSVP will run through at least March (previously it was expected to be February). In addition, we have been asked to submit a grant application for another year, which may be a good sign, even though now it is competitive.

CSBG has received a 1.5% reduction in funds for this current fiscal year, which is much better than was originally proposed. In addition, we are getting the \$20,000 in CSBG Tax Assistance Funds to help with tax credits once again.

We have been informed that we most likely will get \$20,000-\$40,000 in THAW funding to assist customers with their metered fuel. Although we get virtually nothing for processing these applications, it is a valuable resource for the people we serve.

There was an initial battle challenging the legality of the Michigan Public Service Commission Funds (MPSC) but it looks as though they may still have some funding to help with utilities, but not Weatherization.

Our Weatherization ARRA funding is due to end 3/31/2012. We have met our projections and completed over 500 homes and will spend out all of our funding. We are hearing that since many programs were unable to spend their awards, they may extend ARRA close out. This seems very unfair for the programs such as ours that worked very hard to meet the deadline as instructed.

### EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Bill Dubord who reported that there is a new director at the Bureau of Community Action and Economic Opportunity.

**THE FOLLOWING:** 1) that HRA employees be granted a 2% or \$.25 wage increase effective 1/9/2012 2) the Senior Citizen chartered positions be increased \$.25 effective 1/9/2012 3) Wage adjustment for the PC staff, Head Cooks, and Senior Center Administrators follow the recommendations of the Executive Director. **KEN PENOKIE SECONDED THE MOTION; MOTION CARRIED. JOHN STAPLETON MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY KEN PENOKIE; MOTION CARRIED. (see attachment "A")**

### **NOMINATING COMMITTEE REPORT**

The Chair called on John Stapleton who reported that the Nominating Committee met on January 10, 2012. They moved to approve the resignations of George Arkens and Marv Mayer with regret – **OMER DORAN MOVED TO ACCEPT THE RESIGNATIONS OF GEORGE ARKENS AND MARV MAYER WITH REGRET, SECONDED BY TOM LIPPENS; MOTION CARRIED.** They directed staff to handle an appropriate token of appreciation.

Mr. Stapleton indicated that the committee also had a lengthy discussion on the size of the board, particularly since we currently have four vacancies. Additionally, Ruth Helwig and Charmaine Lehman both represent defunct Neighborhood Service Center PAC's, so they will not be able to continue in that capacity. We also have four other board members terms who have recently expired or are due to end in February.

The Executive Director indicated that we are mandated to have a board consisting of anywhere between 15-51 members with at least one-third representation from the low-income consumer sector, one-third elected sector representation and the remainder from the private (business or organizations) sector. He noted our board is much larger than most organizations this size. He indicated that he would like to see a little more representation from the Early Childhood Program since they are our largest program. He noted that if the board decides to reduce the size we will also have to change our by-laws to reflect the change. He stressed that it is not our intent to force anyone off the board as we have very good members.

**KEN PENOKIE MOVED TO HAVE STAFF TAKE THE STEPS NECESSARY TO REDUCE THE BOARD SIZE TO 21, SECONDED BY DAN LAFOILLE; MOTION CARRIED.** The board expressed their desire to place Ruth and Charmaine in a different seat if that is possible and they so desire.

**MR. LAFOILLE MOVED TO HAVE THE NOMINATING EVALUATE POSSIBLE CONFIGURATION FOR THE 21 MEMBER BOARD, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

**KEN BRYANT MOVED TO REFER THE BOARD SIZE LANGUAGE TO THE BY-LAWS COMMITTEE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

Since steps are being taken to reduce the board size to 21 members, **MR. SABLACK MOVED TO EXTEND THE EXPIRED/EXPIRING BOARD TERMS THROUGH THE END OF APRIL WHILE WE WORK ON RECONFIGURING THE BOARD STRUCTURE, JOHN STAPTLETON SUPPORTED THE MOTION; MOTION CARRIED.**

**Thursday, January 12, 2012**

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He informed the members that our annual Walks for Warmth will be held in Escanaba and Menominee on Saturday, February 25<sup>th</sup>. Cathy will have more information at the February Governing Board meeting. **MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Ms. Wigand indicated that it's nice to have the Executive Director back. She called on Mari Negro who noted that the board training at the casino went very well.

**ADJOURNMENT**

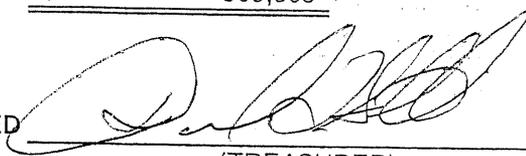
There being no further business **THE MEETING ADJOURNED AT 2:55 P.M. WITH A MOTION FROM KEN BRYANT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**THE NEXT MEETING IS THURSDAY, FEBRUARY 9, 2012**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF DECEMBER 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:

SENIOR CITIZENS	\$	129,559
VOLUNTEER PROGRAMS		48,993
NUTRITION		96,518
STATE & LOCAL PROGRAMS		139,135
ENERGY AND HOUSING		172,179
ASSET & LIABILITY ACCOUNTS		83,473

TOTAL \$ 669,858

SIGNED   
(TREASURER)

DATE 1-2-12