

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, February 9, 2012
1:30 p.m. (EST)

MINUTES

Chair Wigand called the meeting to order at 1:35 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
George Lyon, Schoolcraft
Gil Vandenhouten, Menominee
Ken Bryant, Schoolcraft
Bernie Lang, Menominee
Pastor Ingmar Levin, Schoolcraft
Myra Croasdell, Delta
Tom Lippens, Delta
Brenda Moya, Menominee
Dave Moyle, Delta
Gil Sablack, Schoolcraft
Karen Wigand, Delta
Walter Multerer, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Beth Pletcher, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Theresa Nelson, RSVP Director
Joe Dehlin, Weatherization Director
Connie Maule, SCP Director
Cathy Pearson, Executive Assistant
Kim Johnson, Early Childhood Director
Sally Kidd, Senior Services Director
Beau Miller, Finance Director
Mary Bunnin, FGP Director

MEMBERS ABSENT

Geri Nelson, excused
Ruth Helwig, excused
Mari Negro, excused
Dave Anthony, excused
Charmaine Lehman, excused

APPROVAL OF JANUARY 12, 2012 GOVERNING BOARD MINUTES

Members received a copy of the January 12, 2012 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE APPROVED WITH A MOTION FROM GEORGE LYON, SECONDED BY MR. MOYLE; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who asked our Finance Director, Beau Miller to explain the role of the Finance Committee. Mr. Miller reported that the Finance Committee reviews all of the checks that are cut each month and asks questions on vendors that may look unusual, high dollar amounts or anything else that jumps out at them. Upon having their questions answered satisfactorily they recommend to the board that the Accounts Payable schedules be approved. In addition they review all of the agency credit card charges to ensure they're reasonable and not something that could be billed. They also review the Financial Procedures Manual and any high dollar/sole source purchases. ***MR. LAFOILLE MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULE FOR JANUARY, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A").***

NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Nominating Committee met today to review the composition of the board sectors since we are going from 27 members to 21. The Delta County Board of Commissioners has agreed to relinquish one of their seats and have reappointed Karen Wigand and Dave Moyle to represent them, with Dave Rivard as an alternate. In addition, the committee directed staff to write letters to Ruth Helwig and Charmaine Lehman as their terms will end April 30th since the organizations they were representing no longer exist. Staff will check with the other members whose terms have expired to see if they wish to continue and if so, to get reappointed by the organization they represent. The Nominating Committee would also like to have one more seat designated for Early Childhood. **PASTOR LEVIN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

EARLY CHILDHOOD COMMITTEE REPORT

Karen Wigand called on Myra Croasdell who reported that the Early Childhood Committee met recently and were given an overview of the Early Childhood Program and new regulatory changes in the child development outcomes. The ECP Director explained that the ECP Committee is complimentary to the Head Start Policy Council. **DAVE MOYLE MOVED TO ACCEPT THE EARLY CHILDHOOD COMMITTEE REPORT, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

2012 HEAD START/EARLY HEAD START PROGRAM OUTCOME SCHEDULE

Members were mailed a copy of the 2012 Head Start/Early Head Start Program Outcome Schedule for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

MANDATORY AMENDMENT TO HEALTH PLAN DOCUMENT

Members were mailed a mandatory amendment to our agency's CAA health plan document to include a change to the appeals procedure. **JOHN STAPLETON MOVED TO APPROVE THE MANDATORY AMENDMENT TO THE CAA HEALTH PLAN DOCUMENT, SECONDED BY GEORGE LYON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand noted that the update on funding and the Executive Director's report will be combined as one item since Mr. Dubord always updates the members on funding issues if there are any. Mr. Dubord reported that Head Start/Early Head Start has been notified that they will be getting a \$.76% cost of living increase to provide a small wage increase to staff retroactive to 11/1/2011. If there is any funding remaining after implementing the increase, it will be used for quality improvement. More information will be given at the March meeting. **BERNIE LANG MOVED TO ACCEPT THE**

EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

Karen Wigand called on Myra Croasdell who announced that she has been elected to the Region V Head Start board – congratulations to Myra!

ADJOURNMENT

There being no further business ***DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 2:02 P.M., SECONDED BY OMER DORAN; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, MARCH 8, 2012

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2012 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	\$	150,604
EARLY HEAD START		48,419
EARLY-ON CHILDHOOD		597
GSRP		8,754
ASSET & LIABILITY ACCOUNTS		47,221

TOTAL \$ 255,595

SIGNED 
(TREASURER)

DATE 2-7-12

**Finance Committee Meeting
Tuesday, February 7, 2012
11:00 a.m.**

MINUTES

The following were present: Dan LaFoille, Karen Wigand, Omer Doran, Pastor Levin, Bernie Lang, Gil Sablack.

The members reviewed the January CAA Accounts Payable Schedule. It was approved **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY GIL SABLACK, MOTION CARRIED.**

The members reviewed the January HRA Accounts Payable Schedule. It was approved **WITH A MOTION FROM BERNIE LANGE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

It was suggested that Beau tell the full board about what the finance committee does each month, i.e. reviews all the checks on the monthly register and ask questions of anything that jumps out at them to ensure the checks issued are legitimate.

The committee reviewed the Head Start credit card charges with the due date of 1/22/12. Beau indicated he will meet with Head Start to encourage less use of the credit card when vendors will bill the program.

The committee reviewed the HRA charges through 1/19/2012.

Beau informed the members that the field work for the audit is done and we don't expect any findings or major issues. Since the audit report is not due to the IRS until 6/30/12 he told our auditing firm that they don't have to hurry during tax season to get our audit done before the due date in the contract.

Beau also noted that Kristine Berhow, our lead auditor, does training on fraud prevention. He will check with her about doing fraud prevention training (how to spot red flags) for at least the Finance Committee.

The meeting adjourned at 11:55 a.m.

NOMINATING COMMITTEE MEETING
Thursday, February 9, 2012
12:45 p.m.

A G E N D A

The following were in attendance: Omer Doran, Karen Wigand, Dan LaFoille, John Stapleton, Tom Lippens, George Lyon, Gil Vandenhouten. Dave Anthony excused.

Bill Dubord reported that he approached the Chair of the Delta County Board of Commissioners regarding their appointees and they have decided to have Dave Moyle and Karen Wigand be their appointees and Dave Rivard as an alternate. Dave Rivard is aware of this. **Tom Lippens moved to accept the relinquishment of Dave Rivard's seat representing the Delta County Board of Commissioners, Dan LaFoille seconded the motion, motion carried.**

It was noted that Charmaine Lehman and Ruth Helwig's terms will expire at the end of April since they are representing organizations that no longer exist. Should we need another consumer representative in the near future we could consider Charmaine at that time as she is a Senior Companion and could represent that PAC if they wish. The committee directed staff to send a letter to both Ruth and Charmaine regarding the end of their terms with the board and appropriate thanks for their service.

In order to keep the proper representation in the Consumer Sector once Ruth Helwig's term is done, Mr. Dubord noted he would like to move Ken Penokie from the private sector to the Consumer Sector which would be appropriate since Legal Services advocates for the low income in legal matters.

It was noted that with the above changes the board would be at 21 members.

The committee directed staff to contact George Lyon, Ken Bryant, Pastor Levin and Ken Penokie to see if they wish to remain on the board (their terms will expire at the end of April). If they wish to remain, we will need a letter from their respective organizations reappointing them.

It was suggested that the by-laws revision include a statement about having equal representation in each county. This is currently not stated in the by-laws, and after discussion it was decided that although we strive to have equal representation, we may not want to tie our hands by doing so.

The meeting adjourned at 1:10 p.m.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, February 9, 2012
1:45 p.m. (EST)

MINUTES

Chair Wigand called the meeting to order at 2:03 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
George Lyon, Schoolcraft
Gil Vandenhouten, Menominee
Ken Bryant, Schoolcraft
Bernie Lang, Menominee
Pastor Ingmar Levin, Schoolcraft
Myra Croasdell, Delta
Tom Lippens, Delta
Brenda Moya, Menominee
Dave Moyle, Delta
Gil Sablack, Schoolcraft
Karen Wigand, Delta
Walter Multerer, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Beth Pletcher, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Theresa Nelson, RSVP Director
Joe Dehlin, Weatherization Director
Connie Maule, SCP Director
Cathy Pearson, Executive Assistant
Kim Johnson, Early Childhood Director
Sally Kidd, Senior Services Director
Beau Miller, Finance Director
Mary Bunnin, FGP Director

MEMBERS ABSENT

Geri Nelson, excused
Ruth Helwig, excused
Mari Negro, excused
Dave Anthony, excused
Charmaine Lehman, excused

APPROVAL OF JANUARY 12, 2012 GOVERNING BOARD MINUTES

Members received a copy of the January 12, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. MOYLE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who asked our Finance Director, Beau Miller to explain the role of the Finance Committee. Mr. Miller reported that the Finance Committee reviews all of the checks that are cut each month and asks questions on vendors that may look unusual, high dollar amounts or anything else that jumps out at them. Upon having their questions answered satisfactorily they recommend to the board that the Accounts Payable schedules be approved. In addition they review all of the agency credit card charges to ensure they're reasonable and not something that could be billed. They also review the Financial Procedures Manual and any high dollar/sole source purchases. **MR. LAFOILLE MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULE FOR JANUARY, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A").**

NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Nominating Committee met today to review the composition of the board sectors since we are going from 27 members to 21. The Delta County Board of Commissioners has agreed to relinquish one of their seats and have reappointed Karen Wigand and Dave Moyle to represent them, with Dave Rivard as an alternate. In addition, the committee directed staff to write letters to Ruth Helwig and Charmaine Lehman as their terms will end April 30th since the organizations they were representing no longer exist. Staff will check with the other members whose terms have expired to see if they wish to continue and if so, to get reappointed by the organization they represent. The Nominating Committee would also like to have one more seat designated for Early Childhood. **MR. DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.** (see attachment "B")

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 10/28 (Menominee), 11/21 (Schoolcraft), 11/22/2011 (Delta) Foster Grandparent Program PAC minutes
- 11/9 (Menominee), 11/21/11 (Schoolcraft), 1/16 (Delta) & 1/26/12 (Menominee) Senior Companion Program PAC minutes
- 12/7/11 (Delta) Retired & Senior Volunteer Program PAC minutes
- 11/17/11 (Mid-County), 1/18/2012 (Gladstone) & 1/30/12 (Hermansville) Senior Center PAC minutes

There were no questions or comments and the minutes were accepted **WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. DORAIN; MOTION CARRIED.**

MANDATORY AMENDMENT TO HEALTH PLAN DOCUMENT

Members were mailed a mandatory amendment to our agency's HRA health plan document to include a change to the appeals procedure. **MR. MOYLE MOVED TO APPROVE THE MANDATORY AMENDMENT TO THE HRA HEALTH PLAN DOCUMENT, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

WALK FOR WARMTH

The Chair called on Cathy Pearson for more information. Ms. Pearson reminded the board that our one big annual fund-raising campaign is underway and any contribution will be greatly appreciated. We started helping with deliverable fuel in mid November and are nearly out of the \$219,000 grant, so the need is still high for locally raised, flexible heat assistance funds. The kick-off event is a Big Brat Sale on Thursday, February 16th in Escanaba and Brats for Breakfast in Menominee on February 21st. The actual walks will be held in Escanaba and Menominee on Saturday, February 25th and a Ride for Warmth Poker Run at the Rusty Rail in Cornell on Saturday, March 3rd. She noted that there had been an inquiry about having some kind of event in Schoolcraft County. In the

past we had Walks for Warmth but raised very little funds. We felt this year we are too short staffed and have very little connection to the limited businesses in that area, but will certainly try to put something together for next year if some of the board members from Schoolcraft County can help us identify some connections for supporters for a Walk for Warmth or some other type of event in their county.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand noted that the update on funding and the Executive Director's report will be combined as one item since Mr. Dubord always updates the members on funding issues if there are any.

Mr. Dubord reported that we are getting \$20,000 in THAW funds in Delta and Schoolcraft Counties (there aren't participating vendors in Menominee County).

The Executive Director also noted that we will receive just over \$32,000 in Michigan Public Service Commission (MPSC) funds for heat – last year we received \$42,000.

We're very hopeful that RSVP will be funded for another year. If we are funded there will be significant changes in the program, however, including different emphasis areas that will eliminate many of our current stations that depend on the RSVP volunteers.

The Executive Director also reminded the members that we are very near the end of the three year ARRA funding cycle for Weatherization. On a positive note we have weatherized 600 homes (our projection was for 540), hired several contractors and pumped significant dollars into the local economy. After the Weatherization staff have worked **very** hard to spend the funding by the end date as stipulated in our contract, the state may allow for an extension of these funds to programs that did not expend the funds according to the contract. We feel this is rewarding poor performance when we would love to keep our staff on beyond the March 31st end of ARRA funding. The future of regular Weatherization funding is very shaky and will most likely affect staffing, etc. **MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SUPPORTED THE MOTION; 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. LYON MOVED TO ADJOURN THE MEETING AT 2:27 P.M., SECONDED BY OMER DORAN; MOTION CARRIED.**

THE NEXT MEETING IS SCHEDULED FOR THURSDAY MARCH 8, 2012

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2012 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	\$	124,094
VOLUNTEER PROGRAMS		46,001
NUTRITION		110,112
STATE & LOCAL PROGRAMS		142,197
ENERGY AND HOUSING		141,554
ASSET & LIABILITY ACCOUNTS		42,738
TOTAL	\$	606,696

SIGNED 
(TREASURER)

DATE 2-7-12