

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

**GOVERNING BOARD MEETING
Thursday, May 8, 2008
511 First Ave. N., Escanaba
1:30 p.m. (EDT)**

M I N U T E S

The meeting was called to order at 1:31 p.m. by Chairman Ernest Hoholik. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Helen Walker, Delta
Bernice Wiecech, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Bob Brucher, Menominee
Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Gilbert Sablack, Schoolcraft
Tom Elegeert, Delta
Jim Dubord, Delta
Ernest Hoholik, Schoolcraft
George Lyon, Schoolcraft
Floyd Berger, Menominee
Marylee DeGrave, Menominee
Vickie Maher, Delta
Brenda Moya, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Denise Busch, ECP Assistant
Mary Bunnin, FGP Director
Joe Dehlin, WX/Housing Director
Sally Kidd, Senior Services Director
Sue Rivard, Finance Director
Connie Maule, SCP Director

MEMBERS ABSENT

Ken Penokie, excused
Geri Nelson, excused
Dave Schultz, excused
Dave Anthony, excused
Walter Multerer, excused
Peggi Arnold
Kevin Swanson

ACCEPTANCE OF 3/13/08 GOVERNING BOARD MINUTES & 4/10/08 EXECUTIVE COMMITTEE MINUTES

Members received copies of the 3/13/08 Governing Board minutes and 4/10/08 Executive Committee minutes for their review. There were no questions or comments and ***THE MINUTES WERE ACCEPTED WITH A MOTION FROM GEORGE LYON, SUPPORTED BY BERNICE WIECIECH; MOTION CARRIED.***

ACCEPTANCE OF JAN./FEB. RSVP MONTHLY REPORTS & MARCH/APRIL STAFF MONTHLY REPORTS

Members received copies of the Jan./Feb. RSVP monthly reports and the March/April staff monthly reports for their review. There were no questions or comments and ***THEY***

WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY GEORGE LYON; MOTION CARRIED.

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer Bernice Wiecech who **MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULES FOR APRIL, 2008; SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee also reviewed the Cost Allocation Plan and noted that no changes are needed at this time. The committee was also asked to authorize up to \$5,000 (\$2,500 each county) out of corporate funds for expenses associated with getting the millages renewed in Menominee and Delta Counties. The committee also reviewed a proposal from Thrivent Financial where if we give them a check for \$10,000 they will give us \$11,600 (a gain of \$1,600) for the Menominee Co. Walk for Warmth. The committee felt that our auditors may have a problem with this so we will not be accepting the proposal from Thrivent. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM TOM ELEGEERT, SECONDED BY KAREN WIGAND; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

The Chairman called on Ken Bryant who reported that the Nominating Committee met regarding the expiration of Gil Sablack's term representing the Schoolcraft Senior Companion Program PAC in the Schoolcraft Consumer Sector. The committee determined that the seat is still appropriate and directed staff to notify the Schoolcraft SCP PAC that Mr. Sablack's term has expired and they need to either reappoint him or someone else to represent them. It was also noted that the Nominating Committee will be working on the upcoming Executive Committee election in July. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; MR. BRUCHER SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

BY-LAWS COMMITTEE REPORT

Mr. Hoholik called on Vickie Maher who reported that the By-laws Committee met yesterday to review the By-laws since it has been a little over a year since they were last reviewed. The committee and administrative staff both feel that no changes are necessary at this time. **THE BY-LAWS COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM FLOYD BERGER, SECONDED BY GEORGE LYON; MOTION CARRIED. (see attachment "C")**

GLADSTONE DEVELOPMENT CORPORATION REPORT

The Chairman called on Bill Dubord who reminded the members that we have a subsidiary corporation to handle our interest in the Thorntree Housing we have in Gladstone. He noted that the units have remained full and the upkeep is good. There are plans to install a sprinkler system this fall. Mr. Dubord also reported that we have

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owned the facility for seven years and after 15 years we will be 51% owners. **MARV MAYER MOTIONED TO ACCEPT THE GLADSTONE DEVELOPMENT CORPORATION REPORT, MRS. WIECIECH SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL TO SUBMIT CSBG AMENDMENT FOR \$177,954

Mr. Hoholik called on the Executive Director who explained that we typically submit the initial proposal in August for the Community Services Block Grant funds. Once final federal allocations are made and carry forward funds identified, we are given a revised total and then submit an amendment. **MARYLEE DEGRAVE MOVED TO AUTHORIZE THE SUBMISSION OF THE CSBG AMENDMENT FOR \$177,954, SUPPORTED BY JIM DUBORD; MOTION CARRIED.**

LETTER OF INTENT TO APPLY FOR AREA AGENCY ON AGING FUNDS

Chairman Hoholik noted that every year we need to submit a letter of intent to the AAA indicating what funds we will be applying for. He called on Sally Kidd who reported that we will be applying for Congregate and Home-Delivered Meals, Homemaker Aide, In-Home Services, Personal Care, and Respite funds. **MS. WIGAND MOVED TO AUTHORIZE THE LETTER OF INTENT TO APPLY FOR AAA FUNDS, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Hoholik called on William Dubord who announced that the Weatherization Program has purchased an infra-red camera to assist in the identification of heat loss in homes that are being considered for Weatherization.

The Executive Director indicated that the members have before them the DHS Monitoring report dated May 5, 2008. He noted that the report was good except one disallowed cost of \$112 in Weatherization and a few income and required documentation issues with Weatherization/LIHEAP/MPSC files. Karen Wigand asked if these issues are being handled and she was assured that they are.

The Executive Director reported that Community Action Agency's have partnered with the Michigan Association of Broadcasters to help disseminate information on the switch from analog to digital signals scheduled to take place in February, 2009. This only affects televisions with antennas and the government will provide \$40 coupon (up to two per household) to be used for the converter boxes.

The board was told that our commodity food programs are being utilized more with the huge increases in groceries and gasoline. He recently read an article that indicated less surplus commodities may be available for purchase by the government due to the use of corn in ethanol production.

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The Executive Director discussed how the high cost of gasoline is impacting staff and programs. Combine the high costs with flat budgets and the problem becomes even more difficult.

Mr. Dubord reported that the In-Home Services we provide in Schoolcraft Co. are very limited with approximately eight clients and only one aide available. Therefore, Sally Kidd has approached Schoolcraft Memorial Home Health to see if they would sub-contract with us for these services and then for the new fiscal year Sally would help them apply for the funds themselves. It is much more feasible for them to provide this service in Schoolcraft County.

The Executive Director informed the board that Leona St. Vincent, former Deputy and Senior Services Director and long time employee is in Pinecrest.

PUBLIC COMMENT/OTHER BUSINESS

Mr. Hoholik called on Helen Walker who invited everyone to an Open House at the Gladstone Senior Center on May 7th from 4:00-7:00 p.m.

Mary Bunnin informed the members that the Foster Grandparent Program will be celebrating its 30th Anniversary next week.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:07 p.m. WITH A MOTION FROM MARYLEE DEGRAVE, SECONDED BY RUTH HELWIG; MOTION CARRIED.***

The next meeting will be July 24th in Manistique and it will be a luncheon meeting. Details will be forthcoming.

FINANCE COMMITTEE REPORT
Thursday, May 8, 2008
12:45 p.m.

M I N U T E S

Those in attendance were: Bernice Wiecech, Pastor Ingmar Levin, Ruth Helwig, Gil Sablack, Sue Rivard and Bill Dubord. Dave Schultz, excused

Members were given a copy of the Cost Allocation Plan which needs to be reviewed on a regular basis. Bill explained how it is used and indicated that he doesn't feel there's a need for any changes at this time. **MR. SABLACK MOVED FOR THE RECORD THAT THE COST ALLOCATION PLAN WAS REVIEWED AND NO CHANGES ARE RECOMMENDED AT THIS TIME, BERNICE WICIECH SUPPORTED THE MOTION; MOTION CARRIED.**

Bill informed the committee that the Counties of Delta and Menominee have approved placing the renewal for the millage on the ballot. Previously the board authorized a sum of money out of corporate funds to help with running the campaign. Bill asked the committee to recommend up to \$2,500 per county to be authorized out of discretionary corporate funds to cover expenses related to getting the millage passed. **BERNICE WIECIECH MOVED TO AUTHORIZE UP TO \$2,500 FOR EACH COUNTY TO BE SPENT OUT OF CORPORATE FUNDS FOR THE MILLAGE RENEWALS, SECONDED BY RUTH HELWIG; MOTION CARRIED.**

Bill informed the committee that the auditors will be here May 19th.

The committee reviewed a proposal from Thrivent Financial for Lutherans to donate money to our Walk for Warmth campaign in Menominee. After discussion and reviewing the proposal **PASTOR LEVIN MOVED NOT TO ACCEPT THE THRIVENT PROPOSAL, SUPPORTED BY GIL SABLACK; MOTION CARRIED.**

The meeting adjourned at 1:05 p.m. **WITH A MOTION FROM MRS. WIECIECH; SECONDED BY MR. SABLACK; MOTION CARRIED.**

NOMINATING COMMITTEE MEETING
Thursday, May 8, 2008
1:10 p.m.

M I N U T E S

The following were present: Karen Wigand, Ken Bryant and Bill Dubord.
Geri Nelson, excused.

Mr. Dubord informed the committee that the SCP PAC Governing Board seat in Schoolcraft County occupied by Gil Sablack has expired. Per agency by-laws the Nominating Committee must determine whether the seat is still appropriate. After a brief discussion **KEN BRYANT MOVED AND KAREN WIGAND SUPPORTED A MOTION TO RECOMMEND TO THE BOARD THAT THE SEAT BE RETAINED.**

Mr. Dubord indicated that the committee will be convening regarding the Executive Committee election to be held in July.

The meeting adjourned at 1:18 p.m.

**By-laws Committee Meeting
Thursday, May 8, 2008
1:00 p.m.**

MINUTES

The following were in attendance: Vickie Maher, Gil Vandenhouten and Cathy Pearson - Ken Penokie, excused

Cathy noted that the by-laws are reviewed each year to determine whether or not any changes are needed. Members were sent a copy of the by-laws for their review. The Executive Director also reviewed them and determined there was no need for changes at this time. **VICKIE MOVED FOR THE RECORD THAT THE BY-LAWS WERE REVIEWED AND NO CHANGES NEEDED AT THIS TIME, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

There being no further business the meeting adjourned at 1:08 p.m.

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

**GOVERNING BOARD MEETING
Thursday, May 8, 2008
511 First Ave. N., Escanaba
1:45 p.m. (EDT)**

M I N U T E S

The meeting was called to order at 2:08 p.m. by Chairman Ernest Hoholik. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Helen Walker, Delta
Bernice Wiciech, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Bob Brucher, Menominee
Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Gilbert Sablack, Schoolcraft
Tom Elegeert, Delta
Jim Dubord, Delta
Ernest Hoholik, Schoolcraft
George Lyon, Schoolcraft
Floyd Berger, Menominee
Marylee DeGrave, Menominee
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Brenda Moya, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Denise Busch, ECP Assistant
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MEMBERS ABSENT

Ken Penokie, excused
Geri Nelson, excused
Dave Schultz, excused
Dave Anthony, excused
Walter Multerer, excused
Peggi Arnold
Kevin Swanson

ACCEPTANCE OF 3/13/08 GOVERNING BOARD MINUTES & 4/10/08 EXECUTIVE COMMITTEE MINUTES

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ACCEPTANCE OF MARCH/APRIL STAFF MONTHLY REPORTS

Members received copies of the March/April staff monthly reports for their review. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM HELEN WALKER, SUPPORTED BY GEORGE LYON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer Bernice Wiecech who **MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULES FOR APRIL, 2008; SUPPORTED BY VICKIE MAHER; MOTION CARRIED.** The committee also reviewed the Cost Allocation Plan and noted that no changes are needed at this time. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. SABLACK, SECONDED BY MS. DEGRAVE; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

The Chairman called on Ken Bryant who reported that the Nominating Committee met regarding the expiration of Gil Sablack's term representing the Schoolcraft Senior Companion Program PAC in the Schoolcraft Consumer Sector. The committee determined that the seat is still appropriate and directed staff to notify the Schoolcraft SCP PAC that Mr. Sablack's term has expired and they need to either reappoint him or someone else to represent them. It was also noted that the Nominating Committee will be working on the upcoming Executive Committee election in July. **KEN BRYANT MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT; OMER DORAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

BY-LAWS COMMITTEE REPORT

Mr. Hoholik called on Vickie Maher who reported that the By-laws Committee met yesterday to review the By-laws since it has been a little over a year since they were last reviewed. The committee and administrative staff both feel that no changes are necessary at this time. **THE BY-LAWS COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM FLOYD BERGER, SECONDED BY KAREN WIGAND; MOTION CARRIED. (see attachment "C")**

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported that Community Action Agency's have partnered with the Michigan Association of Broadcasters to help disseminate information on the switch from analog to digital signals scheduled to take place in February, 2009. This only affects televisions with antennas and the government will provide \$40 coupon (up to two per household) to be used for the converter boxes.

The board was told that our commodity food programs are being utilized more with the huge increases in groceries and gasoline. He recently read an article that indicated less surplus commodities may be available for purchase by the government due to the use of corn in ethanol production.

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Mr. Dubord discussed how the high cost of gasoline is impacting staff and programs. Combine the high costs with flat budgets and the problem becomes even more difficult.

The Executive Director reported that the center-based class with wrap-around child care at the Escanaba Center will be discontinued due to limited resources. Providing wrap-around childcare is an extra service that has required more Head Start funds than originally anticipated, resulting in the decision to no longer offer child care services. Staff are available to assist families in finding replacement child care services in the community. Affected families and staff have been notified.

Mr. Dubord told the board that he, Sue Rivard, Kim Johnson, Helen Walker and several ECP management staff participated in a Risk Assessment session put on by the Head Start Regional office. The meeting was very productive and the Regional Office staff was most helpful. One area of concern is the follow-up on dental exams. Mr. Dubord said we are trying to improve in this area but many Head Start grantees have the issue. Brenda Moya pointed out that some families miss appointments for various reasons including transportation. They also noted many of our program's strong points, which the Prism Review does not allow for.

PUBLIC COMMENT/OTHER BUSINESS

Mr. Hoholik called on Denise Busch from the Early Childhood Program, who stated that Head Start Week was held in April and that's the time they push for applications for the upcoming year. She noted just like last year, the numbers are way down right now. She encouraged the board to encourage families with a child between the ages of 3-5 to apply, even if they think they are over-income. Ms. Busch also noted that this year 35% of those accepted can have income that is between 101-130% of poverty. Previously the guidelines were 100% of poverty which is extremely low.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:24 p.m. WITH A MOTION FROM MARV MAYER, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.***

The next meeting will be July 24th in Manistique and it will be a luncheon meeting. Details will be forthcoming.

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF April 2008 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	<u>238,742.14</u>
EARLY HEAD START	<u>71,598.55</u>
DEPARTMENT OF EDUCATION	<u>39,604.03</u>
EARLY-ON CHILDHOOD	<u>2,498.80</u>
CENTER PARENT FUNDS	<u>1,280.01</u>
POLICY COUNCIL	<u>170.73</u>
COMMUNITY FOOD & NUTRITION	<u> </u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>204.03</u>
TOTAL:	<u>354,098.29</u>

SIGNED Bernice Kirsch
 (TREASURER)
 DATE 5/9/08