

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, October 8, 2009
511 First Avenue North, Escanaba
1:30 p.m. (EDT)

MINUTES

The meeting was called to order at 1:33 p.m. by Chairman Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Marylee DeGrave, Menominee
Geri Nelson, Delta
Dan LaFoilie, Schoolcraft
Karen Wigand, Delta
Dave Schultz, Delta
Ken Penokie, Delta
Gil Sablack, Schoolcraft
Ernest Hoholik, Schoolcraft
Helen Walker, Delta
Brenda Moya, Menominee
Bernice Wiecech, Menominee
Gil Vandenhouten, Menominee
John Stapleton, Schoolcraft
Walter Multerer, Menominee
Tom Elegeert, Delta
David Anthony, Delta
Bernie Lang, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Rick Rudden, Communications/Special Projects
Joe Dehlin/WX/Housing Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Sally Kidd, Senior Services Director
Mary Bunnin, FGP Director
Lucy Crofton, ECP

MEMBERS ABSENT

Jim Dubord, excused
Marv Mayer, excused
Pastor Levin, excused
Ruth Helwig, excused
Vickie Maher

APPROVAL OF SEPTEMBER 10, 2009 GOVERNING BOARD MINUTES

Members received a copy of the September 10, 2009 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM CHARMAINE LEHMAN, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Schultz called on Treasurer Bernice Wiecech who reported that the Finance Committee met today and reviewed the accounts payable schedule for September. **MR. LYON MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULE FOR SEPTEMBER, KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the credit card charges for the Early Childhood Program for September. They also discussed the significant increase in our health insurance premiums and will be meeting soon to determine our best option for reducing costs. (*see attachment "A"*)

EARLY CHILDHOOD COMMITTEE REPORT/APPROVAL TO SUBMIT WAIVER

Chairman Schultz called on Ken Penokie who reported that the Early Childhood Committee met on October 6th and discussed the difficulty in getting our required non-federal share for 2008-09. He noted that in the middle of the year the rules were interpreted differently making them more restrictive in allowing parent volunteer time as in-kind. We are not the only program having difficulty because of this policy change. **MR. PENOKIE MOVED THE BOARD AUTHORIZE A WAIVER FOR THE \$50,000-\$100,000 IN UNMET INKIND, BERNICE WIECIECH SECONDED THE MOTION; MOTION CARRIED.** The committee also recommended that staff contact our federal representatives (Stupak, Stabenaw and Prussi) regarding these changes and the negative impact they are having; **THIS WAS MOVED FOR APPROVAL BY KEN PENOKIE, SECONDED BY GIL SABLACK; MOTION CARRIED. (see attachment "B")**

NOMINATING COMMITTEE REPORT

Mr. Schultz called on Geri Nelson who reported that the Nominating Committee met today to review the appointment of George Arkens to represent the Menominee Client Services PAC on the Governing Board. He would be filling the vacancy in the Menominee County Consumer Sector vacated by Robert Brucher. **MR. MULTERER MOVED TO APPROVE THE APPOINTMENT OF GEORGE ARKENS TO FILL THE CONSUMER SECTOR VACANCY IN MENOMINEE COUNTY; MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.** The committee also recommends the reappointment of Ruth Helwig to the board of the Legal Services of Northern Michigan. **THIS MOTION WAS MADE BY GERI NELSON, SECONDED BY WALTER MULTERER; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF ECP SEPTEMBER MONTHLY REPORT

Members received copies of the Early Childhood Program Sept. monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM HELEN WALKER, SECONDED BY KAREN WIGAND; MOTION CARRIED.**

ACCEPTANCE OF 8/26/09 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 8/26/09 Head Start Policy Council minutes. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MS. WIGAND, SUPPORTED BY MR. ELEGEERT; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on William Dubord who indicated that funding for the Great Start Readiness Program from the State still remains uncertain, however, everything we are hearing is that it is unlikely that this funding will remain in tact. Even without these funds there were enough Head Start eligible children in common geographic groups to fill straight Head Start classes in each county. therefore staff would like to notify parents that due to funding uncertainty we will not be operating the program (**see attachment "D"**). The board indicated they had already given staff the authority to make the decision on whether or not to operate the GSRP Program, based on funding uncertainties.

EXECUTIVE DIRECTOR'S REPORT

Chairman Schultz called on the Executive Director who acknowledged the recent tragedy in Menominee County that resulted in the untimely death of their County Clerk, Mike Jasper. He reminded the board that Mr. Jasper served on our agency's board around ten years ago and was a very nice gentleman. He noted we sent a card on behalf of the board and staff expressing our condolences.

Mr. Dubord indicated he will also be looking at our committee structure, size of committees and possibly who serves on what committees.

The Executive Director noted that we have a full board meeting scheduled for November 12th and an Executive Committee scheduled for December 10th (this was scheduled prior to the by-laws changes). He indicated he would suggest that we not have the December 10th Executive Committee meeting (since that committee is now basically for emergency action only). We are having an all staff training on Friday, December 11th and would welcome any board members who wish to attend. It will be held at the Island Resort and Casino and will run from about 9:30 a.m. – 3:00 p.m. with a nice luncheon included. Members will be sent a detailed agenda shortly. ***KAREN WIGAND MOVED TO CANCEL THE EXECUTIVE COMMITTEE MEETING SCHEDULED FOR DECEMBER 10TH, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

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

ADJOURNMENT

THE MEETING ADJOURNED AT 2:15 P.M. WITH A MOTION FROM KAREN WIGAND, SECONDED BY TOM ELEGEERT; MOTION CARRIED.

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF September 2009 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>150 020 88</u>
EARLY HEAD START	<u>49 278 81</u>
ARRA HEAD START	<u>19 428 46</u>
ARRA EARLY HEAD START	<u>3 048 72</u>
DEPARTMENT OF EDUCATION	<u>20 806 84</u>
EARLY-ON CHILDHOOD	<u>1746 08</u>
CENTER PARENT FUNDS	<u></u>
POLICY COUNCIL	<u>9 00</u>
GREAT PARENTS	<u>458 57</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>48 964 44</u>
TOTAL:	<u>293 761 80</u>

SIGNED Bernice Kucich
(TREASURER)
DATE 10/8/09

FINANCE COMMITTEE MEETING
Thursday, October 8, 2009
1:00 p.m.

MINUTES

Those present: Dave Schultz, Gil Sablack, Bernice Wiecech, Bill Dubord, Beau Miller, Cathy Pearson. Excused: Pastor Levin, Ruth Helwig.

The Committee reviewed the Accounts Payable Schedules for September, 2009 and they were accepted with a motion from Gil Sablack, seconded by Dave Schultz; motion carried.

The Committee also reviewed the Early Childhood Program credit card charges for September, 2009.

The Executive Director informed the members that staff met with a representative from the Small Business Administration of Michigan (SBAM) and our BC/BS agent, Joe Hughes to further investigate ways to decrease our health insurance premiums. He indicated that Beau is doing an analysis of the information so that we can then convene another meeting of the Wage/Fringe/Finance Committee to decide how we should proceed.

He noted he will be presenting the state budget picture as we know it to the board today, even though virtually all that's been decided is to continue another month as is which simply delays the problem.

In light of no state budget, we will reaffirm our decision not to operate the Great Start School Readiness Program as discussed at the September Governing Board meeting.

The meeting adjourned at 1:20 p.m.

MDS CAA Governing Board – Early Childhood Committee Minutes
October 6, 2009

Members present: Karen Wigand, Ken Penokie, Gil Sablack, Ken Bryant
Staff Present: Bill Dubord, Exec Dir., Kim Johnson, ECP Dir.

Issues discussed:

- NFS

Discussion re: shortage of Head Start/Early Head Start NFS for 2008-09. Primary factors causing NFS shortage are changes in policy resulting in the loss of parent volunteer time and the policy change occurring when the majority of the year has already passed leaving little time to try and compensate for the amount lost.

Decision: The EC committee members agreed to make a recommendation to the full board that they approve submission of a request to the Office of Head Start to waive the amount of unmet NFS – current est. is the amount will be \$50,000 - \$100,000 of the \$729, 508 annual obligation.

Recommendation: Ken Penokie recommended contacting our fed reps (Stupak, Stabenow, Prussi) and providing them with impact info re: NFS policy changes.

- Impact of lack of a state budget for pre-K (Great Start Readiness Program) on the Head Start program. At this time it does not appear that Head Start enrollment will be impacted in any significant way. There were enough Head Start-eligible children in common geographic groups to enroll straight Head Start classes in each county. The effect of no state pre-k funding is Head Start will bear the full cost of center space and teacher supervision.

Attachment "c"

NOMINATING COMMITTEE MEETING
Thursday, October 8, 2009
12:45 p.m.

MINUTES

Those present: Dan LaFoilie, Ken Bryant, Geri Nelson, Bill Dubord, Cathy Pearson.

Mr. Dubord reminded the committee that we still had a vacancy in the Menominee County Consumer Sector. On 9/30/09 the Menominee Client Services PAC appointed George Arkens to represent them on the Governing Board. Mr. Arkens is a retired salesperson who is a consumer of some of our services in addition to volunteering for many years in the Commodity Food Program. **Ken Bryant moved to recommend the full board approve George Arkens for the Consumer Sector Seat in Menominee County, Geri Nelson seconded the motion.** Mr. Dubord noted that our board seats are full.

Northern Legal Services of Northern Michigan, Inc. would like Ruth Helwig reappointed to their board; Dan LaFoilie moved to reappoint Ruth Helwig, Ken Bryant seconded the motion.

The meeting adjourned at 1:02 p.m.

Attachment "D"



Serving Menominee, Delta, and Schoolcraft Counties
507 First Avenue North
Escanaba, Michigan 49829
Telephone: [906] 786-7080 FAX: [906] 786-9423

William Dubord
Executive Director

Kim Johnson
Early Childhood Director

October 9, 2009

Dear [Parent name(s)],

It is with deep regret that we are writing to notify you of the decision to cancel our plans to operate the Great Start Readiness Program (state funded pre-k) for the 2009-10 school year.

The State of Michigan has not yet decided how much funding, if any, will be available for the program. It does not seem reasonable to keep families "on hold" indefinitely as well as displaced staff who are waiting to see if they will be recalled in the GSRP classrooms so we have decided to base our decision on the current information, or lack thereof, rather than keeping so many people in limbo.

We sincerely apologize for negative impact this decision may have on you and your child. We are very frustrated by this situation, but cannot operate classes without assurance of adequate funding.

As residents of Michigan, you have the right to express your concerns, ideas, etc. to your elected officials who make decisions for the state budget. I have included contact information at the bottom of this letter for your convenience.

Sincerely,

Kim Johnson, Director
MDS CAA Early Childhood Program

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

**GOVERNING BOARD MEETING
Thursday, October 8, 2009
511 First Avenue North, Escanaba
1:45 p.m. (EDT)**

MINUTES

The meeting was called to order at 2:15 p.m. by Chairman Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Marylee DeGrave, Menominee
Geri Nelson, Delta
Dan LaFoilie, Schoolcraft
Karen Wigand, Delta
Dave Schultz, Delta
Ken Penokie, Delta
Gil Sablack, Schoolcraft
Ernest Hoholik, Schoolcraft
Helen Walker, Delta
Brenda Moya, Menominee
Bernice Wiecech, Menominee
Gil Vandenhouten, Menominee
John Stapleton, Schoolcraft
Walter Multerer, Menominee
Tom Elegeert, Delta
David Anthony, Delta
Bernie Lang, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Rick Rudden, Communications/Special Projects
Joe Dehlin/WX/Housing Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Sally Kidd, Senior Services Director
Mary Bunnin, FGP Director
Lucy Crofton, ECP

MEMBERS ABSENT

Jim Dubord, excused
Marv Mayer, excused
Pastor Levin, excused
Ruth Helwig, excused
Vickie Maher

APPROVAL OF SEPTEMBER 10, 2009 GOVERNING BOARD MINUTES

Members received a copy of the September 10, 2009 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY GEORGE LYON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Schultz called on Treasurer Bernice Wiecech who reported that the Finance Committee met today and reviewed the accounts payable schedule for September. **BERNICE WIECIECH MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULE FOR SEPTEMBER, MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.** They also discussed the significant increase in our health insurance premiums and will be meeting soon to determine our best option for reducing costs. It was noted that a wage increase decision is being delayed until the budget picture is clear and once we know what our health insurance premiums will cost. (**see attachment "A"**)

NOMINATING COMMITTEE REPORT

Mr. Schultz called on Geri Nelson who reported that the Nominating Committee met today to review the appointment of George Arkens to represent the Menominee Client Services PAC on the Governing Board. He would be filling the vacancy in the Menominee County Consumer Sector vacated by Robert Brucher. **MR. MULTERER MOVED TO APPROVE THE APPOINTMENT OF GEORGE ARKENS TO FILL THE CONSUMER SECTOR VACANCY IN MENOMINEE COUNTY; MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.** The committee also recommends the reappointment of Ruth Helwig to the board of the Legal Services of Northern Michigan. **THIS MOTION WAS MADE BY GERI NELSON, SECONDED BY WALTER MULTERER; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 7/10/09 (Menominee Co.) Foster Grandparent Program PAC minutes
- 7/29 (Menominee Co.), 8/25 (Schoolcraft Co.) & 9/25/09 (Delta) Senior Companion Program PAC minutes
- 7/7 (Rock), 7/9/09 (Mid County) & 8/27 (Hermansville), 9/16/09 (Escanaba) Senior Center PAC minutes
- 9/30/09 Menominee Client Services PAC minutes

Karen Wigand asked if the date for the Christmas Program noted in the Senior Companion minutes was actually 12/18 or should it be 12/11 for the all staff inservice. After the meeting it was discovered that what was being referenced is actually the Christmas Program for the volunteers so the date is correct. **THE MINUTES WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY ERNIE HOHOLIK; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the July/August RSVP monthly report and the September monthly reports for the other programs. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. ELEGEERT, SECONDED BY MRS. WIECIECH; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on William Dubord who gave members a chart depicting the impact expected cuts will have this year. **(see attachment "E")**. He noted that a good part of the deficit may be made up with stimulus funds this year, but next year will be problematic. Mr. LaFoille indicated he attended a meeting of County Commissioners at which our Legislative Representatives asked for their input on how cuts should be made as it appears no one wants to make the hard decisions. Essentially the State has kicked the budget down the road one more month instead of balancing the budget. There was much discussion on how difficult things look for next year.

EXECUTIVE DIRECTOR'S REPORT

Chairman Schultz called on the Executive Director who acknowledged the recent tragedy in Menominee County that resulted in the untimely death of their County Clerk, Mike Jasper. He reminded the board that Mr. Jasper served on our agency's board around ten years ago and was a very nice gentleman. He noted we sent a card on behalf of the board and staff expressing our condolences.

Mr. Dubord indicated he will also be looking at our committee structure, size of committees and possibly who serves on what committees.

The Executive Director noted that we have a full board meeting scheduled for November 12th and an Executive Committee scheduled for December 10th (this was scheduled prior to the by-laws changes). He indicated he would suggest that we not have the December 10th Executive Committee meeting (since that committee is now basically for emergency action only). We are having an all staff training on Friday, December 11th and would welcome any board members who wish to attend. It will be held at the Island Resort and Casino and will run from about 9:30 a.m. – 3:00 p.m. with a nice luncheon included. Members will be sent a detailed agenda shortly. **KAREN WIGAND MOVED TO CANCEL THE EXECUTIVE COMMITTEE MEETING SCHEDULED FOR DECEMBER 10TH, MR. ELEGEERT SUPPORTED THE MOTION; MOTION CARRIED.**

The Executive Director called on Joe Dehlin for an update on Weatherization. We now have four mechanical contractors, seven general contractors and two new inspectors. He told the board that they have met with the contractors and are close to finally weatherizing homes. He noted that there was just word that there may be some historical restrictions imposed on homes that are 50 years or older. Bill Dubord commended Joe and his staff for their efforts and perseverance during this long ARRA ramp-up process and continual changes. Mr. LaFoille thanked Joe for his efforts in securing contractors from Schoolcraft County.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

THE MEETING ADJOURNED AT 2:40 P.M. WITH A MOTION FROM GEORGE LYON, SECONDED BY TOM ELEGEERT; MOTION CARRIED.

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF September 2009 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	<u>143,290 61</u>
VOLUNTEER PROGRAMS	<u>36,836 33</u>
NUTRITION	<u>81,343 04</u>
STATE & LOCAL PROGRAMS	<u>84,817 91</u>
ENERGY AND HOUSING	<u>48,963 60</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>67,892 94</u>
TOTAL:	<u>463,144.43</u>

SIGNED Bernice Kucioch
(TREASURER)

DATE 10/8/09

STATE FUNDING

PROGRAM	EFFECT	LOST \$
GSRP	60 Children 2 teachers 2 Aides Some at lesser positions	\$204,000
Home Delivered Meals	3,904 units	23,423
Congregate Meals	157 units	935
In home Services	1,247 units	22,558
Foster Grandparent Program	Staff travel Volunteer Costs	34,321
Senior Companion Program	Staff Travel Volunteer costs	33,769
Retired & Senior Volunteer Prog. Perspectives	Travel/Recognition Would close without adjustment	4,282 63,000
	TOTAL	386,288
	CAA	204,000
	HRA	182,288

IMPACT OF STATE FUNDING LOSS		Total Funding	Total Units	Federal	State	16% Cut	Units Lost
IN-HOME SERVICES:		(Grant only)					
Home Care Assistance (PC) fy '10		37,856	2,226	12,114	25,742	6,057	243
Delta		21,970	1,292	7,030	14,940	2,390	141
Menominee		15,886	934	5,084	10,802	1,728	102
Respite Care fy '10		60,667	3,677	28,709	35,948	5,752	310
Delta		35,948	2,179	17,120	18,828	3,012	183
Menominee		24,719	1,498	11,589	13,130	2,101	127
Homemaker Aide fy '10		85,042	5,487	17,859	67,183	10,749	694
Delta		49,526	3,195	10,400	39,126	6,260	404
Menominee		35,516	2,291	7,458	28,058	4,489	290
NUTRITION SERVICES:							
Congregate fy'08		186,120	70,000	180,278	5,842	935	157
Delta		85,615	49,500	82,928	2,688	430	72
Menominee		63,281	13,000	61,295	1,986	318	53
Schoolcraft		37,224	7,500	36,055	1,168	187	32
Home Delivered fy'08		303,628	120,000	157,235	146,393	23,423	3,904
Delta		139,669	72,700	72,328	67,341	9,697	1,616
Menominee		103,234	36,300	53,460	49,774	7,964	1,327
Schoolcraft		60,726	11,000	31,447	29,279	4,685	781