

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

**GOVERNING BOARD MEETING
Thursday, May 7, 2009
511 First Avenue North, Escanaba
1:30 (EDT) p.m.**

MINUTES

The meeting was called to order at 1:32 p.m. by Chairperson Ernest Hoholik. A written roll call was taken and the following were in attendance:

MEMBERS PRESENT

Ernest Hoholik, Schoolcraft
Bernie Lang, Menominee
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Marylee DeGrave, Menominee
Bernice Wiecech, Menominee
Dan LaFoille, Schoolcraft
Geri Nelson, Delta
Brenda Moya, Menominee
Marv Mayer, Menominee
Walter Multerer, Menominee
Helen Walker, Delta
Karen Wigand, Delta
Vickie Maher, Delta
Deacon Gilbert Sablack, Schoolcraft
Gil Vandenhouten, Menominee
Pastor Ingmar Levin, Schoolcraft
George Lyon, Schoolcraft
Jim Dubord, Delta
Tom Eiegeert, Delta

OTHERS PRESENT

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

MEMBERS ABSENT

Dave Anthony, excused
Ruth Helwig, excused
Dave Schultz, excused
Ken Penokie, excused

The Chairman welcomed Bernie Lang, who is representing the Menominee County Board of Commissioners. He noted Mr. Lang has served on a board previously in the same capacity.

ACCEPTANCE OF 3/12/09 GOVERNING BOARD MINUTES & 4/09/09 EXECUTIVE COMMITTEE MINUTES

Members received copies of the 3/12/09 Governing Board minutes & the 4/09/09 Executive Committee minutes for their review. There were no questions or comments **AND THE WERE ACCEPTED WITH A MOTION FROM JIM DUBORD, SECONDED BY GIL SABLACK; MOTION CARRIED.**

ACCEPTANCE OF JAN./FEB. RSVP MONTHLY REPORTS AND MAR./APRIL STAFF MONTHLY REPORTS

Members received copies of staff monthly reports for their review. Mr. Multerer asked about a number in the SCP monthly report. Connie Maule, SCP Director, indicated she would check the figure as it may have been a typo.

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer Bernice Wiecech who noted the committee reviewed the accounts payable schedules for April, 2009. Mr. LaFoille asked if the members could get copies of the accounts payable schedules. Mr. Dubord indicated there is no reason not to provide them. They will be available to members at the board meetings. They also reviewed the audit for the year ending 9/30/08. The Executive Director indicated that our lead auditor, Denis Tobie, will do a presentation of the audit as well as some board training, at a special meeting to be scheduled for sometime in June. He asked Beau Miller for a brief synopsis of the audit report who noted that we are in the process of segregating the duties, part of which will be done with the implementation of the new human resource database that Cathy Pearson will deal with. This will prevent the ability of Finance Dept. staff to create a new employee as well as cut a payroll check, thus greatly decreasing the potential for fraud. In addition, Mr. Miller indicated he is handling the journal entries, with Sue Rivard providing the second set of eyes, again reducing the chances for fraud. Kim Johnson is working diligently with her staff to rectify the in-kind finding. It was noted that our administrative expenditures of 4.5 % are extremely low for a non-profit organization. **MRS. DEGRAVE MOVED TO ACCEPT THE AUDIT FOR THE YEAR ENDING 9/30/08 AND THAT IT BE SUBMITTED TO THE APPROPRIATE FUNDING SOURCES, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "A")** The committee also recommends the sole source proposal from High Tower in the amount of \$30,000 for the ABRA payroll module, installation and training. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MS. WIGAND, SUPPORTED BY GIL SABLACK; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Chairman Hoholik called on Karen Wigand who reported that the committee met today and they recommend that we designate Connie Martinson as our Early Childhood expert to fulfill the Head Start reauthorization requirements. Ms. Martinson is the Director of Early Childhood studies at Bay College. She does not wish to serve on our board, but is willing to be a consultant at no charge. **VICKIE MAHER MOVED TO APPOINT MS. MARTINSON TO SERVE AS OUR EARLY CHILDHOOD EXPERT, HELEN WALKER SECONDED THE MOTION; MOTION CARRIED.** The committee also discussed the vacancy in the Schoolcraft County Private Sector and the Menominee County Consumer Sector. The committee will review the board profiles to determine what other qualities/expertise we may want to look for when seeking new members. The committee also developed a new procedure for the election of the officers since the full board will now be electing the officers, rather than just the Executive Committee. This is due to the By-laws revision. Karen reviewed the brief job description for each office as well as the proposed procedure. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. MAYER; MOTION CARRIED. (see attachment "B")**

SAFETY COMMITTEE REPORT

Mr. Hoholik called on Gil Sablack who told the board that the committee reviewed seven accidents; four in HRA & three in CAA. The four in HRA were in Senior Services & Personal Care with no follow-up required. Mr. Sablack noted that the slip and falls have declined significantly. Sally Kidd indicated her staff wears the safety footwear as suggested by George Lyon and it seems to be helping.

THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JIM DUBORD, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "C")

APPROVAL TO SUBMIT CSBG AMENDMENT FOR \$232,984

The Chairman called on William Dubord who noted that we received a \$10,000 increase based on the formula and nearly \$40,000 in carry forward funds. We will be using a portion of the funds for the carpet and paint for the administrative office, as well as some of the payroll module and training as approved earlier. **KAREN WIGAND MOVED TO APPROVE THE SUBMISSION OF THE CSBG AMENDMENT FOR \$232,984 SECONDED BY MARYLEE DEGRAVE; MOTION CARRIED.**

LETTER OF INTENT TO APPLY FOR AREA AGENCY ON AGING FUNDS

Mr. Hoholik called on Sally Kidd who indicated we will be applying for Congregate, Home Delivered Meals, Respite Care, Adult Day Care, Home Care Assistance and Homemaker Aide services. **MR. SABLACK MOVED TO APPROVE THE SUBMISSION OF THE LETTER OF INTENT TO APPLY FOR THE ABOVE FUNDS FROM THE AAA, THE MOTION WAS SECONDED BY MRS. DEGRAVE; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Hoholik called on William Dubord who noted that the American Recovery and Reinvestment Act (ARRA) funds for Weatherization that we thought we would get in April, probably won't be available until the first part of July. He told the members that we are still waiting to get a determination regarding prevailing wage and classification of weatherization contractors/workers. The members were given a letter from the U.P. Construction Council requesting they be included in the bid process for Weatherization. Mr. Dubord gave the members his response which indicated the bid process will be advertised.

The Executive Director reported that we have yet to receive our funding instructions for CSBG ARRA funds. He believes the total will be about \$270,000 for 15 months and a variety of one-time expenditures will be included in the proposal.

The Governor's recent Executive Order included budget cuts that will have some impact on our Senior Volunteer Programs, Home Delivered and Congregate Meals as well as our Temporary Assistance for Needy Families funding. We do not know the exact amounts yet.

JIM DUBORD MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MARYLEE DEGRAVE 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 ***THE MEETING ADJOURNED AT 2:45 p.m. WITH A MOTION FROM MR. LYON, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF April 20 09 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>103,178.85</u>
VOLUNTEER PROGRAMS	<u>55,045.83</u>
NUTRITION	<u>149,622.90</u>
STATE & LOCAL PROGRAMS	<u>69,574.77</u>
ENERGY AND HOUSING	<u>82,513.96</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>55,096.34</u>
TOTAL:	<u>515,032.65</u>

SIGNED Bernice Mieczek
(TREASURER)

DATE 5/7/09

Attachment #1

FINANCE COMMITTEE MEETING
Tuesday, May 5, 2009
2:00 p.m.

MINUTES

The following were present: Dave Schultz, Gil Sablack, Pastor Ingmar Levin, Vickie Maher, Bobbi Jo Refuse, Bernice Wiecech, Bill Dubord, Kim Johnson, Beau Miller and Cathy Pearson. Ruth Helwig – excused

Kim Johnson, ECP Director, explained that funds are available for Cost of Living Increases and Quality Improvement and the application is due this Friday, so there was a very short turn-around time for this proposal. These funds are available in two forms: the first is for a 3.1% COLA that will be built into the ongoing grant for Head Start and EHS. An additional 1.8% of American Recovery & Reinvestment Act (AARA) funds is available for COLA but is only available until 9/30/2010. Mr. Dubord reminded the committee there were many years that HRA employees received wage increases but CAA did not. Committee members were notified that two Policy Council representatives were present as they will also be making a recommendation to Policy Council for their approval as well as the Governing Board. Ms. Johnson explained that the Quality Improvement portion of the funds have at least 50% of which must be used for certain areas. She handed out information on the recommendations of the administrative staff and further explained the proposal. **DAVE SCHULTZ MOVED TO ACCEPT THE COLA/QUALITY IMPROVEMENT PROPOSAL AS PRESENTED, BERNICE WIECIECH SECONDED THE MOTION; MOTION CARRIED.** (see attachment "A") Kim stressed that we can request a waiver for the non-federal share, which we will do.

Members were given a copy of the credit card charges for ECP from 3/26 – 4/27/09. They were reviewed by the members and **GIL SABLACK MOVED TO ACCEPT THE CHARGES, PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.** (see attachment "B")

The committee was given the accounts payable schedules for April for their review.

The committee was given a copy of the audit for the fiscal year ending 9/30/08 and Beau reviewed the findings listed on pages 34-37. He indicated that we have been working hard to ensure the segregation of duties, particularly as they relate to setting up a new employee to cutting a payroll check; new employees will now be entered into the system by Cathy and payroll done by Finance. Beau also noted that he believes that he is handling the journal entries now with Sue doing the double check. We are also in the process of tightening controls regarding passwords for Finance Dept. staff for only certain duties to ensure the mitigation of fraud. The last finding involves in-kind documentation, which Head Start is working very hard to rectify. **MR. SCHULTZ RECOMMENDS THE AUDIT FOR THE FY ENDING 9/30/08 BE ACCEPTED & RECOMMENDS THAT THEY SUBMITTED TO THE APPROPRIATE FUNDING SOURCES.**

Bill Dubord indicated that he would like to have Denis Tobie, Lead Auditor, present the audit at a special board meeting sometime in June. He would also like her to offer some board training at the same time.

Finance Committee Minutes

May 5, 2009

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Mr. Dubord told the Finance Committee that we would like to purchase the ABRA payroll module, support and some training for managers on a web-based program offered through the new software. The total projected cost will be approximately \$30,000. This will be a sole source purchase through High Tower since these functions are tied into the human resource database program we recently purchased.

Bill noted that we will be asking for board authorization to submit an amendment to our CSBG proposal that includes an additional \$10,000 in formula funds plus carry forward funds from last year.

The Executive Director also updated the committee that he checked on CD rates and found that the Northern Federal Credit Union rate of 2.42% is a very good rate.

The meeting adjourned at 3:15 p.m.

Program Narrative
FY 2009 - Head Start COLA
Grant # 05CH4059

The MDS CAA Early Childhood Program will apply a cost-of-living increase of at least 4.9 % to increase the EC program wage scale. There will be no differential COLA increases awarded. An hourly wage increase of 3.1% will be permanently applied across the program wage scale. The remaining part of the COLA (from ARRA- 1.84%) will be awarded for a 12-month period effective the beginning of the project period for the new CAN(s) grants.

The 3.1% COLA increase will be retro-actively awarded to the program's FY 2009 period beginning November 1, 2008.

Any balance of remaining Head Start COLA dollars will be applied to offset increases in employee fringes and general operation expenses.

Budget and Budget Justification

	<u>3.1%</u>	<u>1.84%</u>
<i>Head Start</i>		
• Wage Scale Increases	\$40,100	\$25,400
• Fringe Increases		
FICA	\$ 3,050	\$ 1,950
Workman's Comp.	\$ 400	
Unemployment	\$ 2,400	\$ 1,500
Annuity	\$ 1,700	\$ 1,500
Health Insurance	\$ 16,466	\$ 8,203
TOTAL 3.1% COLA	\$ 64,116	
TOTAL 1.84% ARRA-COLA		\$38,553

We are requesting a waiver for HS NFS in the amount of \$25,667. Receiving the increased funding award so late in the school year and the increased challenges we are already facing in offsetting the loss of NFS resulting from changes in the Head Start Act pertaining to new transportation regulations and no longer being able to use governing board member's donated time as NFS.

Program Narrative
Head Start Quality Improvement-ARRA Funding
Grant # 05CH4059

We plan to use more than 50% of the Head Start quality improvement funding to improve staff qualifications and assist with the implementation of career development programs for staff that support the ongoing improvement of their skills and expertise.

We decided to use the quality improvement for the professional development of classroom and social services staff vs. a straight increase in compensation because our current wage scale is designed to provide compensation based on the level of skills needed and the responsibilities of each position in Head Start. To award compensation increases to only a select group of positions (educational personnel, family service workers and child counselors) would skew the equity currently built into the scale. Awarding compensation increases to all positions to maintain the current design of the wage scale is beyond our budgetary limitations given the temporary nature of the funding. Our staff turnover is rate is low – about 10-11% so we seem to be providing compensation that is adequate to attract and retain qualified staff at this time.

All of our current teachers have bachelor degrees so we already exceed the professional standards required in the Head Start Act. We will allocate a portion of the QI funds to assist teachers with the cost of completing coursework required to maintain their teaching credential. The majority of our teaching assistants have associate degrees. All teachers and teaching assistants have a CDA. All of our family service workers have a Family Service Credential.

The professional development areas selected to enhance the qualifications of staff include the Creative Curriculum, the I Am Moving, I Am Learning initiative, Brain Gym (a program complimentary with IMIL), Conscience Discipline and college coursework to maintain teacher credentials.

Creative Curriculum Est. \$13,000

All classroom staff and their supervisors will participate in a two-day intensive, interactive training facilitated by a *Creative Curriculum* trainer. The training will focus on enhancing the use of the curriculum by improving child observation skills, classroom design, group and individualized planning and recordkeeping. The supervisors will then participate in two more days of training to enhance their ability to monitor and coach classroom staff in all aspects of curriculum implementation and in data entry, recordkeeping and reporting. The training is planned for summer 2009. Expenses will include staff salary/fringe, materials and room costs.

I Am Moving, I Am Learning Est. \$5000

All classroom staff and their supervisors will participate in a one-day on-site training facilitated by a regional *IMIL* trainer. The training will focus on increasing the time spent in moderate to vigorous physical activity, to improve the quality of structured movement experiences facilitated by teachers, and to improve health nutrition choices for children everyday. The training is planned for summer 2009. Expenses will include staff salary/fringe, materials and room costs. The facilitator is providing the training at no cost to the program.

Brain Gym Est. \$5000

All classroom staff and their supervisors will participate in a one-day on-site training facilitated by a regional *Brain Gym* instructor. The training will focus on promoting play and the joy of learning, building awareness regarding the value of movement in daily life, the ability to notice and respond to movement-based needs, encouraging creativity and self expression and to inspire an appreciation of music, physical education and the fine arts. The training is planned for summer 2009 or 2010 depending on instructor availability. Expenses will include instructor costs, staff salary/fringe, materials and room costs.

Conscious Discipline Est. \$14,000

All program staff will participate in one full-day training facilitated by a Conscious Discipline-trainer. The training will focus on integrating current brain research, child development information and developmentally-appropriate practices. Research has shown implementation of the curriculum reduces aggressive acts by children creating safer classrooms, improves the teacher-student relationships, and increases teaching time by reducing/eliminating disruptive interactions between children and between staff and children. The training is planned for summer 2009 or 2010 depending on facilitator availability. Expenses will include facilitator costs, staff salary/fringe, materials and room costs.

College Coursework Est. \$15,000

The teachers in our program have either a bachelor degree in Early Childhood/Child Development or a bachelor degree in Elementary Ed. with a teaching certificate. The teachers with a teaching certificate are periodically required to acquire additional college credits to maintain their teaching certificate. We will assist these teachers with costs related to completing required coursework to maintain their teaching credential while the quality improvement funds through the ARRA are available.

Additional Quality Improvement Activities

Remaining QI funds will be used for the following:

- Expanding mental health support services to classroom staff, children and families
 - We plan to work with a mental health consultant to improve the program's and parent's ability to effectively respond to challenging child behaviors. *Est. \$7000*
- Installation of bike paths at center(s) *Est. \$7000*
- Equipment for Hearing Screenings *Est. \$5000*
 - Our family service workers are certified to perform hearing screenings. At this time we only have one machine that has to be used through our three-county service area. We plan to purchase one additional machine for hearing screenings.
- Equipment for Vision Screenings *Est. \$5000*
 - Our family service workers are certified to perform vision screenings. At this time we only have one machine that has to be used through our three-county service area. We plan to purchase one additional machine for vision screenings.
- A portion of the cost to replace the roof on the Menominee Center *Est. \$26,000*
 - Our Menominee Center is located in an old elementary school building. We have been dealing with mold issues and the condition of the roof is a contributing factor.
 - Costs will be shared with Early Head Start and the Community Action Agency.

Program Narrative
FY 2009 - Early Head Start COLA
Grant # 05CH4059

The MDS CAA Early Childhood Program will apply a cost-of-living increase of at least 4.9 % to increase the EC program wage scale. There will be no differential COLA increases awarded. An hourly wage increase of 3.1% will be permanently applied across the program wage scale. The remaining part of the COLA (from ARRA- 1.84%) will be awarded for a 12-month period effective the beginning of the project period for the new CAN(s) grants.

The 3.1% COLA increase will be retro-actively awarded to the program's FY 2009 period beginning November 1, 2008.

Any balance of remaining Early Head Start COLA dollars will be applied to offset increases in employee fringes and general operation expenses.

Early Head Start

• Wage Scale Increases	\$15,550	\$ 9,200
• Fringe Increases		
FICA	\$ 1,200	\$ 750
Workman's Comp.	\$ 200	
Unemployment	\$ 2,400	\$ 1,500
Annuity	\$ 3,452	\$ 2,261
Health Insurance		
TOTAL 3.1% COLA	\$ 22,802	
TOTAL 1.84% ARRA-COLA		\$13,722

We are requesting a waiver for EHS NFS in the amount of \$9,128. We already struggle to meet our annual NFS obligation and do not believe we will be able to manage generating the additional NFS given we are already into the 2nd half of our program year.

Program Narrative
Early Head Start Quality Improvement-ARRA Funding
Grant # 05CH4059

We plan to use more than 50% of the Head Start quality improvement funding to improve staff qualifications and assist with the implementation of career development programs for staff that support the ongoing improvement of their skills and expertise.

We decided to use the quality improvement for the professional development of classroom and home visiting staff vs. a straight increase in compensation because our current wage scale is designed to provide compensation based on the level of skills needed and the responsibilities of each position in Early Head Start. To award compensation increases to only a select group of positions (educational personnel, family service workers and child counselors) would skew the equity currently built into the scale. Awarding compensation increases to all positions to maintain the current design of the wage scale is beyond our budgetary limitations given the temporary nature of the funding. Our staff turnover in Early Head Start is low – about 5% so we seem to be providing compensation that is adequate to attract and retain qualified staff at this time.

All of our current teachers have bachelor degrees. The majority of our teaching assistants have associate degrees. All teachers and teaching assistants have a CDA. All of our home visitors have a Family Service Credential.

The professional development areas selected to enhance the qualifications of staff include early brain development, child assessment, working effectively with high risk families, and enhancing parent-child interactions.

We plan to have Early Head Start staff attend the 2010 Birth to Three national conference. When we began providing EHS services (we are a Wave II grantee), all Early Head Start staff were expected to attend this training as a primary means of maintaining up-to-date knowledge of research and implementation strategies pertaining to early brain development, infant/toddler development, working effectively with parents of infants and toddlers, and enhancing parent-child interactions. As time has passed, budget limitations and other priorities limited the number of staff able to participate. This will be a wonderful opportunity for home visitors, teachers and supervisors to participate together in high quality training specific to the needs of serving pregnant women, infants, toddlers and families and to network and learn with peers from all over the country. Expenses will include registration, travel, rooms and meals.

Est. \$15,000

We plan to have all Early Head Start supervisors complete the training required to become certified in using the IDA- the child assessment tool used in our EHS program. The certification training will improve their ability to effectively train and provide ongoing guidance to the home visitors and teachers. Expenses will include registration, travel, rooms and meals. *Est. \$3000*

In addition to the professional development activities noted above, we plan to train home visitors and supervisors in the use of cameras/video-taping during home visits and between home visits. *Seeing is Believing* is a program developed by the Harris Center for Infant and Toddler Development at the University of Minnesota that uses videotaping as a tool for helping staff and parents build on parenting strengths through guided self-observation. The April-June 2009 *Infants and Young Children Journal* provides information on another strategy for enhancing parenting skills through implementation of a strategy called *Photovoice*. Through implementation of *Photovoice* parents receive disposable cameras to complete “assignments” in the time between home visits. Examples of “assignments” in the research pilot included “benefits and challenges related to the program”, “surroundings and influences” and “what makes me happy, what makes me sad”. The pictures were then used as the basis for discussion and reflection as the parents share and explain their photos. Use of videos and photos can provide a “springboard” for expanded discussion that enhances parent understanding of child development and adult-child interactions. Staff can also benefit through use of pictures / videos in reflecting on their work with the families. We plan to increase the contact hours with our mental health consultant to provide additional reflection-time with staff. Expenses will include consultant time, photo/video equipment/materials, training. *Est. \$7000*

Additional Quality Improvement Activities

Remaining QI funds will be used for the following:

- Equipment for Hearing Screenings *Est. \$5000*
 - Our home visitors are certified to perform hearing screenings. At this time we only have one machine that has to be used through our three-county service area. We plan to purchase one additional machine for hearing screenings.

- Equipment for Vision Screenings *Est. \$5000*
 - Our home visitors are certified to perform vision screenings. At this time we only have one machine that has to be used through our three-county service area. We plan to purchase one additional machine for vision screenings.

- A portion of the cost to replace the roof on the Menominee Center *Est. \$6000*
 - Our Menominee Center is located in an old elementary school building. We have been dealing with mold issues and the condition of the roof is a contributing factor.
 - Costs will be shared with Early Head Start and the Community Action Agency.

**April, 2009 Credit Card Expenditure Report
Early Childhood Program**

The following expenses were charged to the agency credit card:

Training and Travel	\$5,329.80
Education Expense	\$ 271.14
Office Supplies	\$ 4.19
Membership Dues (NHSA)	\$ 800.00
Recognition/Awards	\$ 235.91
Other (fingerprinting)	\$ 62.75
TOTAL Charges	<u>\$6,703.79</u>

Revised

Summary of plan for FY 2009 COLA and Quality Improvement Funds

COLA: A 4.9% COLA will be awarded equally across the Early Childhood Program wage scale.

3.1% of the increase will be considered permanent (funding will be added to the Head Start and Early Head Start annual funding level).

1.84% of the increase will be awarded for a 12-month period (this increased is funded through the ARRA and is only available for a 12-month period).

Quality Improvement:

Total one-time funding available: \$144,030

About 53% of the funding will go to a variety of professional development activities / trainings

The remaining funds will be used for:

Purchase of 2 machines used to do hearing screenings for children

Purchase of 2 machines to do vision screenings for children

Replace the roof at the Menominee Center

Pave bike paths at 1-3 centers (depending on cost and available funds)

Attachment 8

NOMINATING COMMITTEE MEETING
Thursday, May 7, 2009
12:30 p.m.

MINUTES

The following were in attendance: Karen Wigand, Ken Bryant, Dan LaFoilie, Geri Nelson, Bill Dubord, Cathy Pearson.

Bill reminded the committee that as part of the Head Start reauthorization, certain expertise is needed on the Board including legal and financial, which we feel we meet. The last is someone with early childhood expertise. The members were told that Connie Martinson, Early Childhood Curriculum Director at Bay College, has agreed to serve as a consultant free of charge. She does not wish to serve on the board, but will be available to assist the board in areas of early childhood and this should meet the requirement. **KAREN WIGAND MOVED TO RECOMMEND TO THE BOARD THAT WE DESIGNATE CONNIE MARTINSON AS OUR EARLY CHILDHOOD EXPERT, KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.**

The committee was reminded that there still are two vacancies on the board, one in the Consumer Sector of Menominee County and one in the Private Sector of Schoolcraft County. The Schoolcraft vacancy was held by Kevin Swanson of the Schoolcraft County Transit. It was suggested that we ask the Schoolcraft Co. Board members once again if they have any suggestions and possibly, Don Tyrrell, long-time ECP staffer and newly hired Client Service Worker for Schoolcraft County, as he has a lot of contacts. There was some suggestion about considering a person with some housing type background such as a contractor or realtor with the large influx of Weatherization funding.

Bill reminded the committee that the other vacancy was held by Robert Brucher who represented the Menominee Client Services Policy Advisory Council. Cathy indicated that Joan Corsten, Menominee CSW, recently held a PAC meeting that was poorly attended, but Wendy Dionne from DHS said she would consider serving if the committee appointed her. Bill suggested she check with her boss first to ensure that there is no conflict of interest, etc. as we receive grant funds from them. Karen Wigand suggested we revisit the board profiles and where the board may need more expertise for consideration when filling these vacancies.

As a result of the change in the by-laws to have the entire board participate in the election of officers, the Nominating Committee is charged with developing a process of the election. Bill handed out a brief job description for each office and a place for members to indicate interest in running. (see attachment #1) It was suggested that the return date be changed to a date after the June special board meeting and training so that members more clearly understand their responsibilities as an officer. It was noted that in the Chair description it should read "knowledge of agency programs".

The committee also reviewed the attached procedure for the election of officers (see attachment #2) and **MR. BRYANT MOVED TO RECOMMEND THAT THE GOVERNING BOARD ADOPT**

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***THIS PROCEDURE WITH AN INDIVIDUAL BALLOT TO BE CAST FOR EACH POSITION,
MR. LAFOILLE SECONDED THE MOTION; MOTION CARRIED.***

The meeting adjourned at 1:20 p.m.

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
& HUMAN RESOURCES AUTHORITY**

Chairperson

Interest in Serving

The Chairperson shall serve as the presiding officer at all meetings of the MDS CAA & HRA Board of Directors. The Chairperson shall appoint members to all committees. The Chairperson shall serve as an ex-officio member of all committees and shall not serve as a chairperson or member of any committee except the Executive Committee. The chairperson is expected to participate in the various monitorings and audits as required by Funding sources at the Federal, State and Local levels. The Chairperson shall have or acquire basic working knowledge of the in order to clearly communicate with funding sources and/or the community

Yes ___ No ___

Vice-Chairperson

The Vice-Chairperson shall serve as presiding officer in the absence of the Chairperson and shall act in the place of the Chairperson, when necessary.

Yes ___ No ___

Secretary

The Secretary shall be responsible to the Board of Directors for keeping records of all official correspondence and meeting minutes of MDS CAA & HRA. A recording secretary will be assigned to the Secretary for the purpose of taking and maintaining minutes and correspondence.

Yes ___ No ___

Treasurer

The Treasurer is the financial officer of the Board. The Treasurer shall be the Chairperson of the Finance Committee. The Treasurer is expected to participate in In the various monitorings and audits as required by funding sources.

Yes ___ No ___

Board Member's Name _____

(PLEASE PRINT)

PLEASE RETURN FORM TO MDS CAA & HRA NO LATER THAN MAY 22, 2009.

**Attn: Cathy Pearson
507 First Avenue North
Escanaba, MI 49829**

SAFETY COMMITTEE MEETING

**May 7, 2009
12:30 a.m. (EST)**

MINUTES

The following board members were present: Omer Doran, Gil Sablack, Kim Johnson, Sandra Johnson, Pat Royer, Joe Dehlin, Naomi Fletcher, and Pat Johnson. Excused: Karen Wigand and Marv Mayer.

The Safety Committee reviewed the following 7 accidents:

Some areas on our present accident form could use a little clarifying. Pat Royer developed a new form for each member of the committee to look over and add any additional information they thought was applicable.

- 1) **Head Start:** A teaching assistant was walking across a parking lot to the school where she worked and slipped and fell injuring her lower back and right wrist. The lot was not salted, but this was a public school lot so we had no control over salting or sanding the lot. She did seek medical treatment, lost some work time with treatment ongoing. Recommendation: None – accidents happen. **The accident was reviewed and signed off.**
- 2) **Early Childhood Program:** The teacher was trying to help a child zip his jacket, the child was in an angry mood and bit her arm. She was wearing a nylon jacket, the child bit right through the jacket and broke the skin on her arm. She did see a doctor but returned to work the following day. Recommendation: None – kids are unpredictable. **The accident was reviewed and signed off.**
- 3) **Early Childhood Program:** While transporting items from her car to the classroom she tripped on a crack and sprained her left ankle. She went to the emergency room and returned to work the following day and treatment is ongoing. Recommendation: If carrying a lot of items a cart would be helpful and to be a little more cautious. **The accident was reviewed and signed off.**
- 4) **Personal Care Program:** The aide slipped on the ice while getting into her vehicle after attending to client in public housing. She hurt her right hip. She did get medical treatment, lost time from work. Recommendation: None – slips and falls happen. **The accident was reviewed and signed off.**
- 5) **Personal Care Program:** The aide was on call and the first time using this Hoyer lift. (there are many types of Hoyer lifts and this was one she had never used). While trying to assist the client she sprained her back. She did see a doctor and she still has not returned to work. Her last day of work was March 22nd. Recommendation. Train on-call aides in proper use of equipment. **The accident was reviewed and signed off.**

- 6) **Senior Services:** When approaching a client's home the aide tripped and fell on the sidewalk. She suffered bruises and a sprain to her left wrist. She did see a doctor, lost no time from work but is wearing a wrist support. Recommendation: Nothing – accidents happen. **The accident was reviewed and signed off.**

- 7) **Nutrition:** The cook bent down to place a pan of ribs on the bottom shelf in the freezer and felt a sharp pain in her lower back. She sought medical treatment, didn't lose any work time and treatment is ongoing. Recommendation: **Make sure you use your legs to lift and not your back. The accident was reviewed and signed off.**

Joe recommended a memo go out to all staff reminding them to make sure they are using the current accident form, the employee who is injured should be having their supervisor fill out the form, and accident should be reported within 24 hours.

Joe noted that when additional information is added to an accident report, it should be dated and initialed by the supervisor.

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

**GOVERNING BOARD MEETING
Thursday, May 7, 2009
511 First Avenue North, Escanaba
1:45 (EDT) p.m.**

MINUTES

The meeting was called to order at 2:46 p.m. by Chairperson Ernest Hoholik. A written roll call was taken and the following were in attendance:

MEMBERS PRESENT

Ernest Hoholik, Schoolcraft
Bernie Lang, Menominee
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Marylee DeGrave, Menominee
Bernice Wiecech, Menominee
Dan LaFoilie, Schoolcraft
Geri Nelson, Delta
Brenda Moya, Menominee
Marv Mayer, Menominee
Walter Multerer, Menominee
Helen Walker, Delta
Karen Wigand, Delta
Vickie Maher, Delta
Deacon Gilbert Sablack, Schoolcraft
Gil Vandenhouten, Menominee
Pastor Ingmar Levin, Schoolcraft
George Lyon, Schoolcraft
Jim Dubord, Delta
Tom Elegeert, Delta

OTHERS PRESENT

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

MEMBERS ABSENT

Dave Anthony, excused
Ruth Helwig, excused
Dave Schultz, excused
Ken Penokie, excused

The Chairman welcomed Bernie Lang, who is representing the Menominee County Board of Commissioners. He noted Mr. Lang has served on a board previously in the same capacity.

ACCEPTANCE OF 3/12/09 GOVERNING BOARD MINUTES & 4/09/09 EXECUTIVE COMMITTEE MINUTES

Members received copies of the 3/12/09 Governing Board minutes & the 4/09/09 Executive Committee minutes for their review. There were no questions or comments **AND THE WERE ACCEPTED WITH A MOTION FROM JIM DUBORD, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

ACCEPTANCE OF MAR./APRIL STAFF MONTHLY REPORTS

Members received copies of staff monthly reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer Bernice Wiecech who noted the committee reviewed the accounts payable schedules for April, 2009. Mr. LaFolle asked if the members could get copies of the accounts payable schedules. Mr. Dubord indicated there is no reason not to provide them. They will be available to members at the board meetings. They also reviewed the audit for the year ending 9/30/08. The Executive Director indicated that our lead auditor, Denis Tobie, will do a presentation of the audit as well as some board training, at a special meeting to be scheduled for sometime in June. He asked Beau Miller for a brief synopsis of the audit report who noted that we are in the process of segregating the duties, part of which will be done with the implementation of the new human resource database that Cathy Pearson will deal with. This will prevent the ability of Finance Dept. staff to create a new employee as well as cut a payroll check, thus greatly decreasing the potential for fraud. In addition, Mr. Miller indicated he is handling the journal entries, with Sue Rivard providing the second set of eyes, again reducing the chances for fraud. Kim Johnson is working diligently with her staff to rectify the in-kind finding. It was noted that our administrative expenditures of 4.5 % are extremely low for a non-profit organization. **MRS. DEGRAVE MOVED TO ACCEPT THE AUDIT FOR THE YEAR ENDING 9/30/08 AND THAT IT BE SUBMITTED TO THE APPROPRIATE FUNDING SOURCES, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "A")** The committee also recommends the sole source proposal from High Tower in the amount of \$30,000 for the ABRA payroll module, installation and training. The committee also reviewed credit card expenditures from 3/26 – 4/27/09 in the Early Childhood Program and found them to be reasonable. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JIM DUBORD, SUPPORTED BY GIL SABLACK; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Chairman Hoholik called on Karen Wigand who reported that the committee met today and they recommend that we designate Connie Martinson as our Early Childhood expert to fulfill the Head Start reauthorization requirements. Ms. Martinson is the Director of Early Childhood studies at Bay College. She does not wish to serve on our board, but is willing to be a consultant at no charge. **VICKIE MAHER MOVED TO APPOINT MS. MARTINSON TO SERVE AS OUR EARLY CHILDHOOD EXPERT, HELEN WALKER SECONDED THE MOTION; MOTION CARRIED.** The committee also discussed the vacancy in the Schoolcraft County Private Sector and the Menominee County Consumer Sector. The committee will review the board profiles to determine what other qualities/expertise we may want to look for when seeking new members. The committee also developed a new procedure for the election of the officers since the full board will now be electing the officers, rather than just the Executive Committee. This is due to the By-laws revision. Karen reviewed the brief job description for each office as well as the proposed procedure. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. MAYER; MOTION CARRIED. (see attachment "B")**

SAFETY COMMITTEE REPORT

Mr. Hoholik called on Gil Sablack who told the board that the committee reviewed three accidents in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JIM DUBORD, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "C")**

APPROVAL TO APPLY FOR COLA & QUALITY IMPROVEMENT FUNDS: HEAD START - \$205,087; EARLY HEAD START - \$78,125

The Chairman called on ECP Director, Kim Johnson, he informed the board that the Head Start Policy Council approved the proposal. Members were given a copy of the proposed expenditures. **KAREN WIGAND MOVED TO APPROVE THE APPLICATION FOR COLA & QUALITY IMPROVEMENT FUNDS AS PRESENTED, MR. VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Hoholik called on the Executive Director who indicated that we would like the board to consider appointing the current Union Advisory Committee as the Early Childhood Committee to review the mountain of paperwork that comes from the regional office and report to the board. He further stated that all written information will be made available to any board member that requests such information. **TOM ELEGEERT MOVED TO APPOINT AN EARLY CHILDHOOD COMMITTEE COMPRISED OF: VICKIE MAHER, KEN PENOKIE, KAREN WIGAND AND DAVE SCHULTZ. MR. LYON SUPPORTED THE MOTION; MOTION CARRIED.**

CHARMAIN LEHMAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

Mr. Hoholik wished the mothers a Happy Mother's Day.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 3:10 p.m. WITH A MOTION FROM MR. LYON, SECONDED BY MR. ELEGEERT; MOTION CARRIED.**

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>221,521.88</u>
EARLY HEAD START	<u>66,491.00</u>
DEPARTMENT OF EDUCATION	<u>14,483.10</u>
EARLY-ON CHILDHOOD	<u>1,228.68</u>
CENTER PARENT FUNDS	<u>44.68</u>
POLICY COUNCIL	<u>201.23</u>
GREAT PARENTS	<u>1452.15</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>68,547.84</u>
TOTAL:	<u>373,970.56</u>

SIGNED Bernice Kucich
(TREASURER)
DATE 5/7/09