

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

**GOVERNING BOARD MEETING
Monday, June 22, 2009
511 First Avenue North, Escanaba
12:00 noon (EDT) p.m.**

MINUTES

The meeting was called to order at 12:15 p.m. by Chairperson Ernest Hoholik. A written roll call was taken and the following were in attendance:

MEMBERS PRESENT

Marylee DeGrave, Menominee
Bernice Wiecech, Menominee
Walter Multerer, Menominee
Dan LaFoilie, Schoolcraft
Gil Vandenhouten, Menominee
Marv Mayer, Menominee
Gil Sablack, Schoolcraft
Karen Wigand, Delta
Omer Doran, Schoolcraft
Brenda Moya, Menominee
Pastor Ingmar Levin, Schoolcraft
Ken Bryant, Schoolcraft
Ruth Helwig, Delta
Bernie Lang, Menominee
Jim Dubord, Delta
George Lyon, Schoolcraft
Ernest Hoholik, Schoolcraft
Dave Schultz, Delta
Helen Walker, Delta
Ken Penokie, Delta
Geri Nelson, Delta

OTHERS PRESENT

William Dubord, Executive Director
Denis Tobie, WIPFLi
Beau Miller, Finance Director
Mary Bunnin, FGP Director
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Joe Dehlin, WX/Housing Director
June Chasteen, Child Development Prog. Mgr.
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Charmaine Lehman, excused
Dave Anthony, excused
Vickie Maher
Tom Elegeert

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer, Bernice Wiecech who reviewed the accounts payable schedules for May, 2009. ***THEY WERE ACCEPTED WITH A MOTION FROM RUTH HELWIG, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachment "A")***

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review:

- 5/5/09 (Menominee) & 5/29/09 (Schoolcraft) Senior Companion Program PAC minutes
- 5/12/09 (Menominee/Marinette) Retired & Senior Volunteer Program PAC minutes
- 3/4/09 (Hermansville), 4/7/09 (Rock), 5/20/09 (Escanaba) & 6/16/09 (Gladstone) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MARV MAYER, SUPPORTED BY RUTH HELWIG; MOTION CARRIED.**

PERSPECTIVES ADULT DAY CARE FUNDING ELIMINATION

The Chairman called on William Dubord who reported that state funding for our Delta County Adult Day Care Program, Perspectives, was eliminated effective 6/15/09. Members were given copies of many letters stating the huge impact this program has on the participants as well as the caregivers needing the respite. Mr. Dubord explained he would like to keep this program going, at a minimum, through the end of September, 2009 – but would like to continue into the following year through the support of the Delta County Senior millage, CSBG ARRA funds, UPCAP respite and program income. **(see attachment “B”)** Mr. LaFoille noted that the state budget picture will most likely worsen, so we should be cognizant of our funding and prioritizing what we can continue and what we cannot. **KEN PENOKIE MOVED TO CONTINUE OPERATING THE PERSPECTIVES ADULT DAY CARE CENTER AS PROPOSED AND AUTHORIZE STAFF EXPLORE OPTIONS TO CONTINUE OPERATIONS THROUGH 9/30/2010, JIM DUBORD SECONDED THE MOTION; MOTION CARRIED.**

CSBG AMERICAN RECOVERY & REINVESTMENT ACT (AARA) PROPOSAL

Mr. Hoholik called on the Executive Director who informed the members that we are getting \$273,803 In CSBG ARRA funds to be used from 4/1/09 – 9/30/2010. He reviewed an outline for the use of the funds as the proposal must be submitted by July 3, 2009. **(see attachment “C”)** After reviewing the proposed use of the funds **IT WAS APPROVED WITH A MOTION FROM KAREN WIGAND, SUPPORTED BY GIL SABLACK; MOTION CARRIED.** Mr. LaFoille asked if some of the ARRA funds could be used to support the Take Five Adult Day Care Center in Manistique that is closing due to state budget cuts. The Executive Director indicated it he would need a formal request and it could be added as an amendment once we have more details.

EXECUTIVE DIRECTOR’S REPORT

The Chairman called on the Executive Director who reported that the state funding picture is very poor and looks to be worse next year. He noted the volunteer programs are anticipating an additional 15% funding reduction this fiscal year. The Temporary Assistance for Needy Families Funds (TANF) has been eliminated and probably will not be in next year’s budget. Additionally, the state senate is proposing the elimination of Great Start Readiness Program funds which would have a significant impact on our Early Childhood Program. Mr. Dubord also noted that we have been told to expect continued reductions in congregate and home delivered meals funding.

Mr. Dubord also informed the board about the frustration over the lack of direction for expending the large amount of Weatherization ARRA funds that we were originally told to begin spending April 1, 2009. We have been proactive in taking applications at the new income guideline level and have hired one Inspector and have another one attending training. However, there has not been a final determination on how Weatherization workers are to be categorized under Davis-Bacon, the federal prevailing wage law.

The Executive Director noted that there is a ballot for each member to complete and return by **July 10, 2009** expressing whether or not they are interested in running for any of the four offices (which

will also comprise the Executive Committee). Members were reminded that the annual board meeting luncheon and election will be held on Thursday, July 23rd at the Menominee VFW .

He also noted we are taking orders for agency shirts for the members. If you are interested please let Cathy know by June 30th along with what size you will need.

MR. LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. MULTERER SECONDED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

Members were reminded that the audit presentation and board training will follow the meeting.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 12:54 p.m. WITH A MOTION FROM MR. LYON, SECONDED BY JIM DUBORD; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF May 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>120,618.99</u>
VOLUNTEER PROGRAMS	<u>98,474.55</u>
NUTRITION	<u>143,789.43</u>
STATE & LOCAL PROGRAMS	<u>106,506.21</u>
ENERGY AND HOUSING	<u>83,628.95</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>35,323.79</u>
TOTAL:	<u>588,341.92</u>

SIGNED Bernice Kucich
(TREASURER)
DATE 6/22/09

As I reported in my written update to you, the Department of Community Health has eliminated funding for our Adult Day Care center called Perspectives in Escanaba effective 6-15-09. We have operated this program since 1992 and it serves 18 individuals per week. More importantly, it provides much needed respite for their caretakers enabling them to have a break from the constant care necessary to avoid placing their loved one in a more restrictive setting such as foster care or a nursing home.

Among the many services offered through the Senior Services Program, Perspectives is relatively small, operating on about \$80,000 per year. Sally Kidd and I believe that although small, it is one of the most important services we offer. For this reason I did not shut down Perspectives on 6-15-09 but am recommending that we continue operations using the enclosed revised budget until 9-30-09 at a minimum. I am further recommending that Staff be authorized to explore options to continue this center beyond 9-30-09.

In order to accomplish the short term until 9-30-09 I propose the following:

Amount needed \$23,900.

- Delta Senior Millage \$7509
- CSBG ARRA \$10,000
- UPCAP Respite \$5631
- Program income \$760.

Long term I believe that a combination of Millage, CSBG ARRA (2010 only), UPCAP Respite, and a more aggressive solicitation of Program Income will adequately fund the service. We can also look at fundraising as this program has strong community support, possible reduced hours, and exploring other grants.

We are due to receive \$273,803 in CSBG-ARRA funding for the period of 4-10-2009 to 9-30-2010.

This allocation is in addition to our normal funding of about \$170,000 annually. The ARRA funding is to address the economic crisis in communities. Agencies are encouraged but not required to spend about 50% of the funds in direct service and the rest to build agency capacity to deliver services. One time expenses are also allowable.

I am recommending the board approve the submission of the application for these funds along the following broad categories. The final application is due 7-7-2009.

1. Wages and Fringes \$102884. This will fund a FT Communications/Special Projects position to provide administrative support. 40% of an administrative clerk. A 30% Client service worker in Schoolcraft County. This is FT with 70% WX funding. 50% Client Service Aide in Menominee County.
2. Travel- \$10400
3. Space Costs-\$22000. This is comprised of installing Energy Efficient lighting in the Administrative and cost sharing a new roof at Evergreen in Menominee.
4. Equipment- \$15500. This includes a phone system for Menominee Outreach, a computer for the Communications person, AV equipment for the Administrative office, and an Electronic Time Sheet Program
5. Direct Services-\$70000. This includes Emergency Assistance in all 3 counties and the development of a Volunteer Income Tax Preparation Service in all 3 counties.
6. Support for Perspectives Adult Day Care Center-\$30000
7. Other- Miscellaneous marketing materials, training and finance department software-\$14500

All positions funded under ARRA are informed that they are only obligated till 9-30-2010. The whole package is subject to amendment based on changing needs or inaccurate estimating.

EHS Selection Procedure

June, 2009

~~Approved by Policy Council 10/22/08~~

Children will be selected from the waiting list based on regulatory requirements, including income criteria; priority points and grant language (which defines pregnant or parenting teens as highest priority for enrollment), using the following process for prioritizing selection:

1. Homeless children
2. Pregnant or parenting teens
3. All returning children
4. Income-eligible children/pregnant moms
5. Children/pregnant moms who are between 101% & 130% of poverty
6. Over-income children/pregnant moms*

*Over-income enrollment is limited to 10% of the available slots.

7. Children who will be age-eligible for Head Start in the next program year will not be enrolled after June 1 of the current program year. The Selection Committee may look at special circumstances regarding enrolling the child during the current program year.

The Selection Committee will consider other family circumstances and whether a family is receiving other home-based services when the number of priority points is equal for two or more families.

The child with the most needs will be enrolled from families with more than one age-eligible child or a pregnant mom. If all children in the family have the same priorities, the Selection Committee will decide which child to enroll. Only one enrollment slot will be filled from each family, unless special circumstances warrant enrolling more than one (as decided by Selection Committee), or there are no children/pregnant moms on the waiting list.

The Early Childhood Program reserves the right to define greatest need to include enrolling a child who is not in the first position on the priority list, and/or regardless of income based on special circumstances that are documented in the application file and which can include: special needs, foster care situations, protective service involvement, referrals, and other circumstances that will be considered on an individual basis.

The Enrollment Justification form will be completed and attached to the current wait list when the next-ranked child on the wait list has not been enrolled, and there is not obvious justification in the enrollment comments (e.g., sibling enrolled)

The Enrollment Justification form must be completed when enrolling an over-income family before an income-eligible family is offered the available slot/s.

The Selection Committee will be comprised of the Administrative Program Manager and a CDPM and/or FPPM.

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Monday, June 22, 2009
511 First Avenue North, Escanaba
12:30 noon (EDT) p.m.

MINUTES

The meeting was called to order at 12:55 p.m. by Chairperson Ernest Hoholik. A written roll call was taken and the following were in attendance:

MEMBERS PRESENT

Marylee DeGrave, Menominee
Bernice Wiecech, Menominee
Walter Multerer, Menominee
Dan LaFoilie, Schoolcraft
Gil Vandenhouten, Menominee
Marv Mayer, Menominee
Gil Sablack, Schoolcraft
Karen Wigand, Delta
Omer Doran, Schoolcraft
Brenda Moya, Menominee
Pastor Ingmar Levin, Schoolcraft
Ken Bryant, Schoolcraft
Ruth Helwig, Delta
Bernie Lang, Menominee
Jim Dubord, Delta
George Lyon, Schoolcraft
Ernest Hoholik, Schoolcraft
Dave Schultz, Delta
Helen Walker, Delta
Ken Penokie, Delta
Geri Nelson, Delta

OTHERS PRESENT

William Dubord, Executive Director
Denis Tobie, WIPFLI
Beau Miller, Finance Director
Mary Bunnin, FGP Director
Theresa Nelson, RSVP Director
Connie Maule, SCP Director
Joe Dehlin, WX/Housing Director
June Chasteen, Child Development Prog. Mgr.
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Charmaine Lehman, excused
Dave Anthony, excused
Vickie Maher
Tom Elegeert

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer, Bernice Wiecech who reviewed the accounts payable schedules for May, 2009. ***THEY WERE ACCEPTED WITH A MOTION FROM MARYLEE DEGRAVE, SECONDED BY WALTER MULTERER; MOTION CARRIED. (see attachment "A")***

ACCEPTANCE OF 3/25 & 5/6/09 HEAD START POLICY COUNCIL MINUTES

Members received copies of 3/25 & 5/6/09 Head Start Policy Council minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM MS. HELWIG, SECONDED BY JIM DUBORD; MOTION CARRIED.***

REVISED EARLY HEAD START SELECTION CRITERIA

Members received a copy of the revised Early Head Start selection criteria. (*see attachment "D"*) Chairman Hoholik called on June Chasteen, Child Development Program Mgr., who reported that the two significant changes are: 1) children who will be age-eligible for Head Start in the next program year will not be enrolled after June 1 of the current program year. 2) Only one enrollment slot will be filled from each family unless special circumstances warrant. After some clarification, **THE SELECTION CRITERIA WAS APPROVED WITH A MOTION FROM MS. DEGRAVE, SUPPORTED BY BERNICE WIECIECH; MOTION CARRIED.**

APPROVAL TO SUBMIT SUPPLEMENTAL PROPOSAL FOR \$26,000 (HEAD START) & \$6,000 (EARLY HEAD START)

Mr. Hoholik called on the Executive Director who reported that one time supplemental funds have been made available and we intend to use the funding towards a new roof at the Evergreen School in Menominee (we were not able to pay for it out of ARRA funds as we originally thought). The remainder will be paid out of CSBG ARRA funds. Mr. Dubord noted that we will ensure the non-federal share is identified should we get the funds. **KAREN WIGAND MOVED TO APPROVE THE SUBMISSION OF THE ONE TIME SUPPLEMENTAL FUNDS, MR. MULTERER SUPPORTED THE MOTION; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chairman called on the Executive Director who reported that the state funding picture is very poor and looks to be worse next year. Additionally, the state senate is proposing the elimination of Great Start Readiness Program funds which would have a significant impact on our Early Childhood Program.

Mr. Dubord indicated that we have begun work with the Early Childhood Committee of the Board and will more clearly define their role in the near future.

The Executive Director noted that there is a ballot for each member to complete and return by **July 10, 2009** expressing whether or not they are interested in running for any of the four offices (which will also comprise the Executive Committee). Members were reminded that the annual board meeting luncheon and election will be held on Thursday, July 23rd at the Menominee VFW .

He also noted we are taking orders for agency shirts for the members, If you are interested please let Cathy know by June 30th along with what size you will need. **MR. LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. DUBORD SECONDED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Members were reminded that the audit presentation and board training will follow the meeting.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 12:10 WITH A MOTION FROM GEORGE LYON, SECONDED BY MR. MAYER; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF May 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>169,933.92</u>
EARLY HEAD START	<u>52,007.09</u>
DEPARTMENT OF EDUCATION	<u>32,271.19</u>
EARLY-ON CHILDHOOD	<u>1952.82</u>
CENTER PARENT FUNDS	<u>257.22</u>
POLICY COUNCIL	<u>737.97</u>
GREAT PARENTS	<u>2409.32</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>49,664.01</u>
TOTAL:	<u>309,233.64</u>

SIGNED Bernice Meech
(TREASURER)
DATE 6/22/09