

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY**

GOVERNING BOARD MEETING

Thursday, July 23, 2009

Menominee VFW

12:15 p.m. (CST)

MINUTES

Chairman Hoholik called the meeting to order at 12:16 p.m. A written roll was taken with the following in attendance:

MEMBERS PRESENT

Vickie Maher, Delta
Karen Wigand, Delta
Gilbert Sablack, Schoolcraft
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Charmaine Lehman, Schoolcraft
Marylee DeGrave, Menominee
Ruth Helwig, Delta
George Lyon, Schoolcraft
Gil Vandenhouten, Menominee
Dave Schultz, Delta
Dan LaFoille, Schoolcraft
Jim Dubord, Delta
Pastor Ingmar Levin, Schoolcraft
Walter Multerer, Menominee
Brenda Moya, Menominee
Ken Penokie, Delta
Dave Anthony, Delta
Bernie Lang, Menominee
Bernice Wiecech, Menominee
Helen Walker, Delta

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, WX Program Assistant
Pat Johnson, Receptionist
Kim Johnson, ECP Director
Connie Martinsen, ECP Consultant
Rose Palequin, guest
Rick Rudden, Comm./Special Projects Coord.
Sally Kidd, Senior Services Director
Beau Miller, Finance Director
Joan Corsten, Menominee Client Services
Tamara Leanna, Menominee Client Services
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Theresa Nelson, RSVP Director

MEMBERS ABSENT

Tom Elegeert, excused
Geri Nelson, excused
Marv Mayer, excused

APPROVAL OF MAY 7, 2009 & JUNE 22, 2009 GOVERNING BOARD MINUTES

Members received copies of the May 7, 2009 & June 22, 2009 Governing Board minutes for their review. Mr. Hoholik called on Walter Multerer who asked to amend the May 7th minutes to reflect his question about how contractors can get certified for Weatherization and the response that it is through the Dept. of Human Services in Lansing. **MR. MULTERER MOVED TO APPROVE THE MAY 7, 2009 MINUTES AS AMENDED AND THE JUNE 22, 2009 MINUTES, SECONDED BY KEN BRYANT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Mr. Hoholik called on Treasurer Bernice Wiecech who indicated the Finance Committee reviewed the accounts payable schedules for June, 2009 **AND RECOMMENDS THEIR APPROVAL, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

ACCEPTANCE OF MAY/JUNE STAFF MONTHLY REPORTS

Members received copies of the May/June monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM RUTH HELWIG, SUPPORTED BY MARYLEE DEGRAVE; MOTION CARRIED.**

NOMINATING COMMITTEE REPORT

Chairman Hoholik called on Karen Wigand who reported that the Nominating Committee met on July 14th and discussed the two vacancies: one in the Menominee County Consumer Sector. Cathy Pearson is working with Joan Corsten to identify someone to represent the Menominee Client Services PAC. The other vacancy is in Schoolcraft County and was held by the Schoolcraft County Transit Authority. Mr. LaFoilie recommended John Stapleton to fill the vacancy as he is the new director of the Schoolcraft County Transit and would be a good board member. **MR. LAFOILLE MOVED TO APPROVE THE APPOINTMENT OF JOHN STAPLETON TO FILL THE SCHOOLCRAFT PRIVATE SECTOR VACANCY, MR. SCHULTZ SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed the new process for the election of officers and the slate of candidates which was sent to the full board. Ms. Wigand explained that she will give the slate of candidates first for Chair, then Vice-Chair & so forth. After presenting the slate she noted she will ask three times for further nominations from the floor. Each candidate will be given an opportunity to address the board and then the vote for that office will be held. Staff will count the ballots and the result will be announced.

The slate of candidates for Chair: Ernest Hoholik, Dave Schultz and Jim Dubord. There were no further nominations from the floor. The election was held and Dave Schultz won by more than 50% of the votes.

The slate of candidates for Vice-Chair: Ernest Hoholik and Karen Wigand. Karen asked the Executive Director to conduct the election for Vice-Chair since she is a candidate. There were no further nominations from the floor. The election was held and the result was a tie. Members were asked to vote again. The result was another tie. Mr. Lyon motioned to have a coin toss to determine the Vice-Chair and both candidates agreed. Karen Wigand won the coin toss and is the new Vice-Chair.

Jim Dubord was the only candidate for Secretary. **GIL SABLACK MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A UNANIMOUS BALLOT BE CAST FOR JIM DUBORD, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED.**

The slate of candidates for Treasurer: Ernest Hoholik and Bernice Wieceich. Mr. Hoholik withdrew his name from nomination. There were no further nominations from the floor. **MR. SABLACK MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR BERNICE WIECIECH, MR. HOHOLIK SUPPORTED THE MOTION; MOTION CARRIED.**

The newly elected officers (effective after this meeting) are as follows: Chair – Dave Schultz, Vice-Chair – Karen Wigand, Secretary – Jim Dubord, Treasurer – Bernice Dubord.

Mr. Hoholik offered his congratulations to the new officers. **DAVE ANTHONY MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

SAFETY COMMITTEE REPORT

Chairman Hoholik called on Gil Sablack for the report. Mr. Sablack noted that the Safety Committee met today and reviewed a proposed Injury Follow-up and Status Report. At the next Safety Committee meeting a representative from the underwriter for our worker's comp. carrier will be available to assist us in some of the questions we have regarding "light duty" provisions and other training opportunities. The committee reviewed one accident in HRA in the Senior Nutrition Program where the worker and the client's daughter were trying to clean the client (who has dementia). The client became agitated and caused our employee to hurt her shoulder. Treatment is ongoing. Ken Penokie asked if our staff is trained on how to work with dementia clients and Sally Kidd indicated that they are. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GEORGE LYON; SUPPORTED BY HELEN WALKER; MOTION CARRIED. (see attachment "C")**

REVIEW MILEAGE REIMBURSEMENT RATE

Mr. Hoholik called on the Executive Director who reminded the members that amidst the major fluctuation in the cost of gasoline over the last year or so, the board asked that the mileage reimbursement rate be reviewed quarterly. Mr. Dubord indicated that gas prices have remained much lower than last summer so he feels the \$.45/mi. is a fair reimbursement rate.

EXECUTIVE DIRECTOR'S REPORT

Chairman Hoholik called on William Dubord who gave an update on the bleak state funding picture. He noted the Senior Volunteer Programs are expected to be cut at least 15%. This would be a significant cut in the Foster Grandparent Program as that is their only source of funds. We also expect a decrease in congregate and home delivered meal funds, but hope the ARRA funds will offset the reduction.

The Executive Director explained that we have sent our protocol for selecting contractors to the state for the approval before we go ahead. Once we get their approval we will solicit bids for contractors and hopefully begin work sometime in September. We are still waiting for the feds to make a determination on the classification for contractors and laborers so we can abide by the prevailing wage as required. Mr. LaFoilie asked if there was any way for contractors to get the required certification before bids for contractors are solicited so that there's not an unfair advantage for current Weatherization contractors. The Executive Director indicated that it likely that current Weatherization contractors will have an advantage because of their experience with the program. He also noted that we don't want to have anyone get certified in the event that our protocol is not approved. The certification is only provided by the Dept. of Human Services specifically for Weatherization Contractors. **CHARMAINE LEHMAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Chairman Hoholik called on William Dubord who congratulated the new officers and thanked Ernie for his many years of service to our organization. He also introduced Rick Rudden who has just been hired as Communications/Special Projects Coordinator through the American Recovery and Reinvestment Act (ARRA) funds.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:24 p.m. WITH A MOTION FROM GEORGE LYON, SUPPORTED BY KEN BRYANT; MOTION CARRIED.***

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF June 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>153,702.02</u> |
| VOLUNTEER PROGRAMS | <u>54,506.15</u> |
| NUTRITION | <u>116,014.73</u> |
| STATE & LOCAL PROGRAMS | <u>107,991.76</u> |
| ENERGY AND HOUSING | <u>73,406.51</u> |
| TRANSFER FROM ASSET & REVENUE ACCOUNTS | <u>35,952.56</u> |
| | |
| TOTAL: | <u>541,573.73</u> |

SIGNED Bernice M. M. M. M.
(TREASURER)
DATE 7/23/09

NOMINATING COMMITTEE MEETING
Tuesday, July 14, 2009
10:30 a.m.

MINUTES

The following were present: Dan LaFoille, Ken Bryant, Karen Wigand, Geri Nelson, Bill Dubord and Cathy Pearson. Brenda Moya absent

The committee was reminded that there are still two vacancies on the board, one in the Consumer Sector of Menominee County and one in the Private Sector of Schoolcraft County. It was noted that we are working with Joan at our Menominee Client Services office as that seat was previously held by Bob Brucher representing the Client Services PAC. Cathy will follow-up on this.

The other seat was held by the Schoolcraft County Transit. Mr. LaFoille indicated that John Stapleton is the new director of the Transit Authority and he is interested in serving. **GERI NELSON MOVED TO RECOMMEND TO THE FULL BOARD THAT JOHN STAPLETON REPRESENT THE SCHOOLCRAFT COUNTY TRANSIT AUTHORITY ON OUR GOVERNING BOARD, MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.**

The committee was reminded that the upcoming election will be the first time that the full board will be electing the officers (who will also make up the Executive Committee).

Karen agreed to serve as Chair of the Nominating Committee through this process.

There was some discussion on the number of board meetings (a minimum of six as stated in the by-laws). It was noted that with the added accountability and expectations regarding board participation, we may want to consider having nine or ten meetings per year instead.

After much discussion the following procedure was agreed upon:

- 1) A memo will go out to all board members with the proposed slate of officers.
- 2) Each office (starting with the Chair) slate will be presented and nominations taken from the floor.
- 3) Candidates will be asked to address the group on why they want to and how they are qualified to hold the office.
- 4) Then the ballot will be passed out for that office and the election held.
- 5) Staff will count the ballot(s).

The meeting adjourned at 11:20 a.m.

SAFETY COMMITTEE MEETING

July 23, 2009

11:00 a.m. (CST)

MINUTES

The following were in attendance: Naomi Fletcher, Omer Doran, Gil Sablack, Kim Johnson, Connie Martinsen, Sandra Johnson, Pat Royer, Karen Wigand, Vickie Maher and Pat Johnson. Excused: Marv Mayer.

A new "Injury Follow-up and Status Report" is being developed to be added to the Accident Report Form. This document should help directors and supervisors stay abreast of accidents and follow up procedures. The committee was open to suggestions on how to improve the form. It was proposed that injured employees report to an occupational health facility/doctor assigned by the agency. Karen suggested the agency look into the responsibilities and legalities of directing employees to a particular doctor/facility. Several other issues arose regarding Worker's Comp. Michael Taylor (Worker's Comp representative) will be invited to the next safety committee meeting so he can address these concerns.

There are some changes that need to be made to the accident form. It was suggested to change "an accident must be reported immediately or no later than the end of the work day." The Personnel Policies may need to be changed. Further discussion at the next meeting.

Naomi reported Joe suggested a calendar of meetings should be compiled for the whole year with the meeting time starting a little earlier.

The Safety Committee reviewed the following 4 accidents:

- 1) **Early Childhood Program:** The kitchen aid was lifting boxes of milk to put in the refrigerator and in the process hurt her back. She was in a hurry and didn't use proper lifting techniques. She did see a doctor and there was no follow-up or lost time from work. Recommendation: Follow proper lifting procedures, always lift with your legs. **No further action needed.**
- 2) **Early Childhood Program:** The center aid was lifting a child onto a swing when her ring finger got caught between the chain links and was pinched. She had her finger x-rayed and it was not broken. There was no lost work time or follow-up. Recommendation: None. This was just an unfortunate accident. **No further action needed.**
- 3) **Early Childhood Program:** An employee was lifting a box over her head to store on top of another box already on top of a file cabinet when it fell and hit her upper body. She did seek medical treatment and therapy is ongoing. There was no lost work time. Recommendation: Never pile things over your head and always ask another person to assist with heavy boxes. **No further action needed.**
- 4) **Personal Care Services:** The aide and the client's daughter were helping the client with personal care. She has dementia and is combative at times with no sign of it coming. The client lifted both feet off the ground forcing them to shoulder all her weight and in the process the aide hurt her shoulder. She did get medical treatment and x-rays were taken. Treatment is ongoing and she still hasn't returned to work. The Committee was wondering why she couldn't return to work and do light duty. Sandra responded with you never know what the aide will encounter when working with patients. Recommendation: None. There wasn't anything the

aide could do to prevent the accident. **This accident will be tabled until the next meeting.**

The meeting adjourned at 12:05 p.m.