

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

**GOVERNING BOARD MEETING
Thursday, May 29, 2008
511 First Ave. N., Escanaba
1:30 p.m.**

MINUTES

Chairman Hoholik called the meeting to order at 1:30 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Ernest Hoholik, Schoolcraft
Ken Bryant, Schoolcraft
Omer Doran, Schoolcraft
Charmaine Lehman, Schoolcraft
Helen Walker, Delta
Bob Brucher, Menominee
Vickie Maher, Delta
Gil Sablack, Schoolcraft
Ruth Helwig, Delta
Jim Dubord, Delta
Pastor Ingmar Levin, Schoolcraft
George Lyon, Schoolcraft
Floyd Berger, Menominee
Marylee DeGrave, Menominee
Bernice Wiecech, Menominee
Dave Schultz, Delta
Karen Wigand, Delta
Geri Nelson, Delta
Ken Penokie, Delta
Marv Mayer, Menominee
Dave Anthony, Menominee

OTHERS PRESENT

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

MEMBERS ABSENT

Gil Vandenhouten, excused
Peggi Arnold, excused
Tom Elegeert
Brenda Moya
Walter Multerer
Kevin Swanson

FINANCE COMMITTEE REPORT

The Chairman called on Bernice Wiecech who reported that the Finance Committee met today and recommends the following:

That a CSBG discretionary proposal in the amount of \$20,000 plus \$5,000 in cash match from non-federal funds be submitted to DHS for the purpose of conducting a thorough review of internal control functions, upgrading financial software in the Finance Dept. and some training on the new auditing standards.

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The Finance Committee recommends a sole source contract be entered into with WIPFLi to conduct the on-site internal control review in an amount not to exceed \$8,000 plus expenses.

Ken Penokie raised the question of whether or not there is a conflict of interest in hiring WIPFLi to perform a recommendation made by our WIPFLi auditors. The Executive Director explained that he specifically asked this question and was assured it's not a conflict as this is a separate arm of the firm and they will simply be making recommendations. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE SCHULTZ; SECONDED BY MARYLEE DEGRAVE; MOTION CARRIED. (see attachment "A")**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

The members were given copies of the following PAC minutes for their review:

- 4/25/08 (Menominee) Foster Grandparent Program PAC minutes
- 5/16/08 (Schoolcraft) & 5/21/08 (Delta) Senior Companion Program PAC minutes
- 4/16/08 (Menominee), 4/24/08 (Mid-County) & 5/20 (Hermansville) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MARYLEE DEGRAVE, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Mr. Hoholik called on William Dubord who indicated how impressed he is with the turnout for this special board meeting.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:45 P.M. WITH A MOTION FROM DAVE SCHULTZ, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.**

FINANCE COMMITTEE MEETING
Thursday, May 29, 2008
1:00 p.m.

MINUTES

The following were present: Bernice Wiecech, Dave Schultz, Pastor Ingmar Levin, Gil Sablack, Ernie Hoholik, Bill Dubord, Sue Rivard and Cathy Pearson.

Mr. Dubord reported that there is some CSBG discretionary funding available and we would like to apply for \$20,000 with a \$5,000 match from non-federal funds for the purpose of conducting a thorough review of internal control functions, upgrading financial software and necessary training for Finance Dept. staff. **DAVE SCHULTZ MOVED TO AUTHORIZE THE SUBMISSION OF A CSBG-DISCRETIONARY GRANT FOR \$20,000 WITH A \$5,000 CASH MATCH, MRS. WIECIECH SECONDED THE MOTION; MOTION CARRIED.**

Mr. Dubord explained that as a result of the audit (and the changes in the auditing standards) there are some findings and the auditors are strongly recommending that we conduct an internal control review. **PASTOR LEVIN MOVED THAT A SOLE SOURCE CONTRACT BE ENTERED INTO WITH WIPFLI TO CONDUCT THE ON-SITE REVIEW IN AN AMOUNT NOT TO EXCEED \$8,000 PLUS EXPENSES; SECONDED BY GIL SABLACK; MOTION CARRIED.**

Mr. Dubord reminded the committee that we have struggled in meeting our enrollment funding level of 291 families in the Early Childhood Program. **THE FINANCE COMMITTEE RECOMMENDS THAT STAFF SUBMIT A PROPOSAL TO HHS TO REQUEST A REDUCTION IN THE HEAD START STUDENT POPULATION FROM 291 TO BETWEEN 261-271. THIS REQUEST WOULD BE CONTINGENT ON NO CORRESPONDING REDUCTION IN FEDERAL FUNDING AS A RESULT OF THIS ACTION. THIS MOTION WAS MADE BY BERNICE WIECIECH, SECONDED BY RUTH HELWIG; MOTION CARRIED.**

The meeting adjourned at 1:20 p.m. with a **MOTION FROM GIL SABLACK, SUPPORTED BY DAVE SCHULTZ; MOTION CARRIED.**