

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

GOVERNING BOARD MEETING

Thursday, June 10, 2010

1:30 p.m. (EDT)

511 First Avenue North, Escanaba

MINUTES

The meeting was called to order at 1:35 p.m. by Chairperson Dave Schultz. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Walter Multurer, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Arkens, Menominee
Helen Walker, Delta
Marylee DeGrave, Menominee
Ruth Helwig, Delta
Bernie Lang, Menominee
Karen Wigand, Delta
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Bernice Wiecech, Menominee
John Stapleton, Schoolcraft
Dan LaFoilie, Schoolcraft
Dave Schultz, Delta
Geri Nelson, Delta
Gil Sablack, Schoolcraft
Ingmar Levin, Schoolcraft
Tom Elegeert, Delta
George Lyon, Schoolcraft
Dave Anthony, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Joe Dehlin, Weatherization/Housing Director
Kim Johnson, Early Childhood Program
Sally Kidd, Senior Services Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Constance Maule, SCP Director
Beau Miller, Finance Director
Cathy Pearson, Executive Assistant
Denes Tobie, WIPFLi

MEMBERS ABSENT

Tom Lippens, excused
Ernest Hoholik, excused
Tish Groleau, excused
Ken Penokie, excused

The Chairman called on Charmaine Lehman who told the board that Ernie Hoholik says hello and indicated he hopes to be able to attend the July board meeting in Manistique.

FINANCE COMMITTEE REPORT

Mr. Schultz introduced Denes Tobie from our auditing firm, WIPFLi who presented the audit for the fiscal year ending 9/30/09. She noted that there were two significant deficiencies but no

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Thursday, June 10, 2010

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material weaknesses. The first was the segregation of duties in the payroll process which has been in effect since January 1, 2010, however, was not fully implemented at the time of the audit. The second involved proper documentation for credit card charges. Ms. Tobie noted that overall the agency is financially healthy and she thanked the staff for all of their help with the audit process.

The Chairman called on Bernice Wiecech who reported that the Finance Committee met on June 2nd to review several items. The Finance Committee reviewed the Accounts Payable Schedules for April and move they be accepted. **MARYLEE DEGRAVE MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR APRIL, MR. BRYANT SECONDED THE MOTION; MOTION CARRIED.**

The Treasurer reminded the members that a telephone poll of the full board was conducted in late April to authorize the submission of the application for COLA funds for the Head Start and Early Head Start Programs. The telephone poll supported this submission but the action needs to be ratified by the full board. **KAREN WIGAND MOVED TO RATIFY THE TELEPHONE POLL AUTHORIZING SUBMISSION OF THE COLA ADJUSTMENT, TOM ELEGEERT SUPPORTED THE MOTION; MOTION CARRIED.**

Mrs. Wiecech also reported that bids for auditing services were reviewed and after careful consideration the Finance Committee recommends that Anderson Tackman & Co. be awarded the contract for audit services for the next three years. **DAVE ANTHONY MOVED TO AWARD THE BID FOR AUDIT SERVICES TO ANDERSON TACKMAN & COMPANY FOR THE NEXT THREE YEARS, MR. LAFOILLE SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

SAFETY COMMITTEE REPORT

Mr. Schultz called on Gil Sablack who reported that the Safety Committee met on June 2nd and reviewed two accidents in the Early Childhood Program, neither of which have any ongoing issues. Staff will be checking into local clinics to set up as agency reporting sites for any work-related injuries. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MAYER; MOTION CARRIED.(see attachment "B")**

NOMINATING COMMITTEE REPORT

The Chairman called on Tom Elegeert who reported that the Nominating Committee met on May 26th and discussed the expired terms of Geri Nelson and Dave Anthony who represent DTE and the Hannahville Indian Community respectively. The Committee determined that these seats are still appropriate and directed staff to write each organization and ask them to either re-

appoint their current representative or appoint someone else. Both organizations have reappointed their current reps. **MR. LAFOILLE MOVED TO ACCEPT THE REAPPOINTMENTS OF GERI NELSON AND DAVE ANTHONY TO ANOTHER FIVE YEAR TERM, MR. DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")** The Committee also reviewed terms due to expire which include Helen Walker and possibly Bernice Wiecech. The committee reviewed the procedure for the July election and directed staff to send out an interest survey to see who is interested in running for the following board officer positions: Chair, Vice-Chair, Secretary, Treasurer.

ACCEPTANCE OF 3/24 AND 4/21/10 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 3/24 and 4/21/10 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM HELEN WALKER, SUPPORTED BY MRS. WIECIECH; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the April Early Childhood Program staff reports for their review. **THEY WERE ACCEPTED WITH A MOTION FROM MARV MAYER, SECONDED BY KAREN WIGAND; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on Bill Dubord who indicated that it appears the Federal funding for the Early Childhood Program will remain stable (flat) for next year. He reminded the members that the Head Start Reauthorization requires more participation by the Governing Board in the budget process, therefore there will be a budget meeting on Tuesday, July 20th for any interested board members to attend (the time to be determined yet). This will be prior to seeking board approval at the July 22nd Governing Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Members were given a copy of a letter from the Secretary of Health and Human Services regarding the investigation the General Accounting Office conducted whereby they had people apply for Head Start that didn't meet the income guidelines, but were still accepted into the program. As a result, Kim Johnson noted that although we are not required to keep all income documentation items viewed on file, we will do so from now on. **KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.**

OTHER BUSINESS

Mr. Dubord announced that we have received notification from the UAW to begin discussion on the Head Start contract which expires in October of this year.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 2:51 WITH A MOTION FROM MR. LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

*Finance Committee Meeting
Wednesday, June 2, 2010
10:30 a.m. (EDT)*

MINUTES

Those present: Pastor Levin, Dan LaFoille, Bernice Wiecech, Dave Schultz, Marylee DeGrave, Omer Doran, Karen Wigand, Gil Sablack, Bernie Lang, Bill Dubord, Beau Miller, Cathy Pearson

The meeting was called to order at 10:35 a.m. by Bill Dubord. Karen Wigand suggested that the second agenda item to review the audit bids be moved to the end of the meeting and the committee concurred.

The committee was sent the accounts payable schedules for April, 2010 for their review. Mr. LaFoille asked about a Mr. Tire check for about \$3,000 and Bill noted that was for bus tires. Beau noted that one other large expense was for an SUV purchased for the Weatherization Program. **KAREN WIGAND MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULES FOR APRIL, MRS. WIECIECH SUPPORTED THE MOTION; MOTION CARRIED.**

Members were sent the Head Start credit card charges for the period 3/25 – 4/26/2010. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM MS. WIGAND, SECONDED BY MR. SABLACK; MOTION CARRIED.**

The Executive Director explained that we always receive an amended funding amount for CSBG once all carry over funds have been determined. Our grant award is going from \$190,482 to \$262,858 and we need to submit an amended budget that needs to be approved by the board. **MARYLEE DEGRAVE MOVED FOR STAFF TO SUBMIT THE CSBG BUDGET AMENDMENT, MR. DORAN SECONDED THE MOTION; MOTION CARRIED.**

The committee was reminded that the board was polled in April to authorize the submission of the application for COLA funds for Head Start and Early Head Start and the full board needs to ratify this poll. Bernie Lang asked if this is in violation of the Open Meetings Act to have the board ratify something after the fact. Mr. Dubord explained that although we like to be as transparent as possible, we are not required to follow the Open Meetings Act. **PASTOR LEVIN MOVED TO RECOMMEND THE BOARD RATIFY THE TELEPHONE POLL CONDUCTED APRIL 26-27, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

Bill reminded the committee that Head Start had applied for funding for a new roof at the Evergreen School. They have been granted funds for most of the new roof, however, they cannot pay for the entire amount as Client Services is also housed there. Bill explained that the Menominee School District owns the building, but we pay have utilized the facility for over 25 years rent free. We would like to pay the \$8,861.05 out of corporate funds, as we cannot pay for a roof repair out of grant funds. **MR. SABLACK MOTIONED TO AUTHORIZE THAT \$8,861.05 BE TAKEN OUT OF CORPORATE FUNDS TO GO TOWARDS THE REPAIR OF**

***THE EVERGREEN SCHOOL ROOF, MARYLEE DEGRAVE SECONDED THE MOTION;
MOTION CARRIED.***

The Executive Director reported that attempts to get ARRA funds (except for Weatherization ARRA) extended beyond 9/30/2010 is unlikely. The State budget picture is still dismal and Bill expressed particular concern in our Senior Volunteer Programs, particularly FGP which is funded primarily by state funds. It was noted that Perspectives Adult Day is being supported primarily by ARRA funds and the members asked what we will do to fund it beyond 9/30/2010. They suggested that we check into other funding options – Bill noted that we have applied and checked into some grant options. In addition, Randy Daigneault has done a mail solicitation which has generated \$1,675 so far. Bill reminded the members that our millage funds allow us some flexibility as well. TEFAP ARRA is also ending coupled with an unfavorable formula change will negatively impact our ability to distribute quarterly food boxes to about 2,000 households.

Karen suggested again that we be proactive with our media coverage. She suggested that a picture be put in the paper showing some of the donators.

Beau told the members that we went out for audit bids since we haven't in many years. The members were sent a copy of the five bids we received and noted that all of them meet the specifications. They were also given a copy of Beau's analysis. He explained that although all five companies would be competent, he recommends either of the local firms (Schneider, Larche, Haapala or Anderson Tackman Co.) because of price and the fact that they are local. After discussion ***KAREN WIGAND MOVED THAT THE FINANCE COMMITTEE RECOMMEND TO THE BOARD THAT ANDERSON TACKMAN CO. BE AWARDED THE CONTRACT FOR AUDIT SERVICES FOR THE NEXT THREE YEARS, BERNICE WIECIECH SUPPORTED THE MOTION; MOTION CARRIED.*** Dan LaFoille suggested that Beau's analysis and rationale be sent to the full board before next week's meeting.

There was discussion on the Statement of Financial position that Beau provides to the Finance Committee. Karen Wigand brought up the advisability of having monthly budgets available for program directors to help them better manage their programs. Staff has been attempting to present information in the most useful manner and agrees there are many viable formats to accomplish this task. After much discussion the committee agreed to keep working toward a format that will be useful to staff.

The members were given the current Financial Procedures Manual and told that Beau is working on a draft of a total revision of the manual that will be brought before the Finance Committee in the near future.

The meeting adjourned at 12:08 p.m.

NOMINATING COMMITTEE MEETING
Tuesday, May 26, 2010
10:30 a.m.

MINUTES

The meeting began at 10:35 a.m. and the following were in attendance: Tom Lippens, Gil Vandenhouten, George Lyon, Omer Doran, Tom Elegeert, Dan LaFoille, Bill Dubord and Cathy Pearson. Dave Anthony asked to be excused

The Executive Director reviewed the role of the Nominating Committee which is to ensure a complete board roster compiled by the appropriate sectors (one-third consumer, one-third elected, one-third private). Additionally, the committee makes recommendations to the board when filling vacancies.

Bill informed the members that Geri Nelson and Dave Anthony's five year board terms expired in February. Members can serve another five-year term should the Nominating Committee agree that the seat is still appropriate and provided that group still wishes for that person to represent them. Geri's seat is held by MichCon (not DTE). Bill noted that we have some connection to DTE in services through THAW as well as monetary support through the DTE Foundation. Geri Nelson has been a good and active board member. **TOM LIPPENS MOVED TO RETAIN DTE AS A BOARD SEAT AND HAVE BILL DUBORD CONTACT THEM TO SEE IF THEY WISH TO APPOINT GERI NELSON TO CONTINUE TO REPRESENT THEM ON OUR BOARD; OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

Dave Anthony's seat is held by the Hannahville Indian Community which Bill noted is still a viable seat as far as he is concerned. **TOM ELEGEERT MOTIONED TO RETAIN THE HANNAHVILLE INDIAN COMMUNITY BOARD SEAT AND TO HAVE BILL CONTACT THEM TO SEE IF THEY WISH TO REAPPOINT DAVE ANTHONY TO REPRESENT THEM ON OUR BOARD; GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

Bill also told the committee that Helen Walker's term expires in June of this year and she represents the Gladstone Senior Center. If the committee agrees that this seat is still viable, the low income members of the PAC will be asked to name who they wish to represent them on our board – because it's a consumer sector seat. **MR. ELEGEERT MOVED TO RETAIN THE GLADSTONE SENIOR CENTER SEAT, SECONDED BY MR. LIPPENS; MOTION CARRIED.**

The Executive Director also notified the committee that Bernice Wiecech has been appointed by the Menominee County Board of Commissioners to represent them through December. She moved to Bark River awhile ago, but when she notified them of this, they opted to have her continue her term. Bernice currently is Treasurer. Should she not be reappointed by the Menominee County Board of Commissioners she would need to wait until there is a vacancy in Delta County and an appropriate organization she could represent.

It was noted that Menominee County Board of Commissioners may have some major changes at the start of the new year. Dan LaFoille noted that Ernie Hoholik's health is an issue from the

Nominating Committee Minutes
Tuesday, May 26, 2010
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standpoint of the Schoolcraft County Board of Commissioners. Although they are very appreciative of all Ernie has done for the County, they may need to appoint an alternate until Ernie determines whether or not he can attend meetings. Dan indicated he will speak with Ernie about this himself and ask for Ernie's input on who might be a good alternate.

The election procedure from last year was reviewed since we changed to having the entire board elect the officers (which comprises the Executive Committee). **MR. LAFOILLE MOVED TO HAVE STAFF SEND AN INTEREST IN RUNNING FOR OFFICE SURVEY TO BE RETURNED BY JUNE 25TH. GEORGE LYON SECONDED THE MOTION; MOTION CARRIED.**

THE NEXT NOMINATING COMMITTEE MEETING WILL BE TUESDAY, JUNE 29TH AT 10:30 A.M. (EDT).

The meeting adjourned at 11:20 a.m.

MDS-CAA/HRA, Inc
Safety Committee Meeting Minutes
June 2, 2010

Meeting opened at 9:30 am with Governing Board members Gilbert Sablack, Omer Doran, Marylee DeGrave, George Arkens, and Walter Multerer present. Also present were staff: Joe Dehlin, Kim Johnson, Sally Kidd, Jill Johnsen, Debby Wiltzius and Naomi Fletcher. Karen Wigand joined the meeting later as an observer.

Committee reviewed accident reports as follows:

Laurie Caylor: Homemaker aid cleaning a wooden framed mirror contracted a deep splinter. Went to clinic approximately one month following accident as infection had set in. Concern that she waited so long to seek care. Sally will follow up to make sure ALL accidents, no matter how minor, are reported immediately. Worker's compensation carrier upset that not reported earlier.
Committee action: file as reviewed.

Janet Bourdeau: Kitchen staff member cut the tip of her finger off while cutting meat on the large meat slicer. Lost four days work. Cutting gloves have been ordered for all kitchens to help avoid future accidents.
Committee action: file as reviewed.

Bev Hoag: a teaching assistant, was injured by a heavy block falling on her hand. Received treatment at local clinic with minimal restrictions. Returned to work within seven (7) days, possibly even less. Employee did not sign report as true and accurate. Return to work form is on file.
Committee action: file as reviewed.

Peggy Ramsden a teaching assistant, was injured by an unruly student after she used proper holding techniques to restrain the child. The child reared back with his head and struck her in the throat/neck. No lost work. Kim stated the "STAR" (Stop, take a breath, and relax) methodology is taught to all staff and students.
Committee action: file as reviewed.

Comments that arose during discussion of each accident:

Jill reported that workers comp carrier has agreed to us setting up clinics in each area so that we have a mandatory reporting site for each center to receive emergent care. After 10 days, the employee may seek out additional treatment if necessary if not satisfied with treatment provided by our selected clinics.

Joe reiterated that all accidents need to be reported immediately.

Make sure the employee is not the person completing the accident form. This should be done by the supervisor, then signed as true and accurate by the employee.

Question from board member: Is return to work form covered under HIPPA? If not, the return to work form should be filed in a secure location.

Question from board member: Are trainings for use of equipment provided? Answer from staff: only for those who operate machines. We need to update all trainings, and will provide written direction to be posted by hazardous machines.

Joe stated we are not seeing as many accidents from Head Start this year, which is a good thing.

Kim stated that if a child is assessed through special education, an aide can be assigned just for that child to keep them, the other students and staff, safe. If strategies don't work, families are met with to explain situation and to have them pick up the child. The educational plan can be adjusted to create a safer environment.

Question from board member: does our agency look at trends within the agency? Answer from staff: our workers compensation carrier visits us and reviews those each year, providing a report to the administration. They actually presented this information last year at the all-staff in-service, which was very enlightening.

Jill quoted various sections of the law regarding injury reporting and employer responsibilities. This information is on file with the Safety Committee.

There is a formal hearing going on now regarding a previous employee who went to a Wisconsin based clinic. The doctor is appealing the underpayment of approximately \$125.00 for the care not paid by the Accident Fund due to out-of-state service.

Worker's compensation is based on 80% of the after tax salary of an employee. When the Accident Fund is paying out wages to an injured employee, our rates go up.

Walter Multerer asked for a breakdown report for the year on how many people in the agency are subject to accident reporting? Jill to provide this information at the next meeting.

Kim stated liability insurance covers injured children in our care.

Jill will be contacting local clinics to set up as agency required clinics should an employee receive a work-related injury. She will speak to the Accident Fund to determine if a border agreement cannot be established with Wisconsin should there be no clinic for Menominee employees to report to. Deb will check with OSF to determine where their clinics are located and let Jill know.

Kareñ asked if the accident report package had been finalized. The accident report package was approved at the last Safety Committee meeting.

Meeting adjourned at 10:30 am.

Submitted by
Naomi Fletcher, Defacto Secretary

ARRA Production
June 10th, 2010

Original Allocation	30% production 8/1/2010	New Allocation	30% production 8/1/2010	Unit Completions YTD
492	148 units	522	178 (30 additional)	100

30 additional units by August 1st.
All necessary jobs have been pre inspected
23 jobs awaiting SHPO clearance
All refrigerators have been ordered
Mechanical Work ordered
Remaining jobs will be distributed to contractors by the end of next week

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, June 10, 2010
1:45 p.m. (EDT)
511 First Avenue North, Escanaba

MINUTES

The meeting was called to order at 2:52 p.m. by Chairperson Dave Schultz. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Walter Multurer, Menominee
Marv Mayer, Menominee
Gil Vandenhouten, Menominee
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Arkens, Menominee
Helen Walker, Delta
Marylee DeGrave, Menominee
Ruth Helwig, Delta
Bernie Lang, Menominee
Karen Wigand, Delta
Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Bernice Wiecech, Menominee
John Stapleton, Schoolcraft
Dan LaFoilie, Schoolcraft
Dave Schultz, Delta
Geri Nelson, Delta
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Tom Elegeert, Delta
George Lyon, Schoolcraft
Dave Anthony, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Joe Dehlin, Weatherization/Housing Director
Kim Johnson, Early Childhood Program
Sally Kidd, Senior Services Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Constance Maule, SCP Director
Beau Miller, Finance Director
Cathy Pearson, Executive Assistant
Denes Tobie, WIPFLi

MEMBERS ABSENT

Tom Lippens, excused
Ernest Hoholik, excused
Tish Groleau, excused
Ken Penokie, excused

The Chairman indicated he would like to add two items to the agenda 1) Intent to apply for AAA funding 2) A personnel matter to be discussed in Executive Session. ***THESE AGENDA ITEMS WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.***

INTENT TO APPLY FOR AAA FUNDS

The Chairman noted that every year we need authorization from the board to apply for funding from the Area Agency on Aging. ***GIL SABLACK MOVED TO AUTHORIZE STAFF TO APPLY FOR FUNDS FROM THE AREA AGENCY ON AGING, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Mr. Schultz introduced Denes Tobie from our auditing firm, WIPFLi who presented the audit for the fiscal year ending 9/30/09. She noted that there were two significant deficiencies but no material weaknesses. The first was the segregation of duties in the payroll process which has been in effect since January 1, 2010, however, was not fully implemented at the time of the audit. The second involved proper documentation for credit card charges. Ms. Tobie noted that overall the agency is financially healthy and she thanked the staff for all of their help with the audit process.

The Chairman called on Bernice Wiecech who reported that the Finance Committee met on June 2nd to review several items. The Finance Committee reviewed the Accounts Payable Schedules for April and moved they be accepted. ***KARENT WIGAND MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR APRIL, DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.***

Mr. Schultz called on Bill Dubord who indicated that every year we submit a proposal for CSBG funds, and then later in the year we have to submit an amended budget that includes carry forward funds. This year the carry forward funds were \$72,376. ***MS. WIGAND MOVED TO AUTHORIZE THE SUBMISSION OF THE CSBG AMENDMENT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.***

Mrs. Wiecech also reported that bids for auditing services were reviewed and after careful consideration the Finance Committee recommends that Anderson Tackman & Co. be awarded the contract for audit services for the next three years. ***DAN LAFOILLE MOVED TO AWARD THE BID FOR AUDIT SERVICES TO ANDERSON TACKMAN & COMPANY FOR THE NEXT THREE YEARS, TOM ELEGEERT SECONDED THE MOTION; MOTION CARRIED.***

The Treasurer indicated that Head Start had applied for funds for a new roof at the Evergreen School. They have been granted funds for most of the cost, but were not awarded the entire amount as our Client Services Program is housed there as well. We are short \$8,861.05 and the Finance Committee recommends we pay that amount out of corporate funds. It was noted that we pay no rent at the Evergreen School. ***MR. LAFOILLE MOVED TO AUTHORIZE \$8,861.05 BE PAID OUT OF CORPORATE FUNDS TO HELP WITH THE COST TO***

REPLACE THE ROOF AT EVERGREEN SCHOOL; GIL VANDHOUTEN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "A")

SAFETY COMMITTEE REPORT

Mr. Schultz called on Gil Sablack who reported that the Safety Committee met on June 2nd and reviewed two accidents in the Senior Services Program – one involved a Homemaker Aide who got deep splinter and didn't report it until about a month later when it became infected. It was stressed again that ALL accidents must be reported, no matter how minor they may seem. The second involved a kitchen worker who cut the tip of her finger off using the large meat slicer. Cutting gloves have been ordered for all kitchens to help avoid similar injuries. Staff will be checking into local clinics to set up as agency reporting sites for any work-related injuries. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GEORGE LYON, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "B")**

NOMINATING COMMITTEE REPORT

The Chairman called on Tom Elegeert who reported that the Nominating Committee met on May 26th and discussed the expired terms of Geri Nelson and Dave Anthony who represent DTE and the Hannahville Indian Community respectively. The Committee determined that these seats are still appropriate and directed staff to write each organization and ask them to either re-appoint their current representative or appoint someone else. Both organizations have reappointed their current reps. **MR. LAFOILLE MOVED TO ACCEPT THE APPOINTMENTS OF GERI NELSON AND DAVE ANTHONY TO ANOTHER FIVE YEAR TERM, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")**

The Committee also reviewed terms due to expire which include Helen Walker and possibly Bernice Wiecech. The committee reviewed the procedure for the July election and directed staff to send out an interest survey to see who is interested in running for the following board officer positions: Chair, Vice-Chair, Secretary, Treasurer.

ACCEPTANCE OF POLICY COUNCIL MINUTES

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

- a) 3/16 (Delta) 4/9 (Menominee) & 5/20 (Schoolcraft) FGP PAC minutes
- b) 3/18 (Delta) & 4/30 (Menominee) SCP minutes
- c) 3/25 & 4/20 (Delta) RSVP PAC minutes
- d) 4/27 (Mid County) & 5/17 (Hermansville) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SUPPORTED BY MS. LEHMAN; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the April Early Childhood Program staff reports for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM TOM ELEGEERT, SECONDED BY GEORGE LYON; MOTION CARRIED.***

FUNDING UPDATE

Mr. Schultz called on Bill Dubord who indicated that President Obama has asked each of the Departments to come up with 5% cuts, which may impact our programs if that actually ends up happening. The Executive Director noted that the State funding picture is of greater concern, notably in our Senior Volunteer Programs (especially the Foster Grandparent Program) and congregate, home delivered and in-home senior services.

EXECUTIVE DIRECTOR'S REPORT

Chairman Schultz called on the Executive Director who reminded the board that he has been directed to review mileage quarterly and upon doing so recommends that our current rate of \$.45/mile is still appropriate.

Members were given an ARRA production update for Weatherization and Bill Dubord noted that we are working very hard to reach the 30% production completion rate by August first so that funding is not taken away from Michigan. ***(see attachment "D")***
GEORGE LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, RUTH HELWIG SUPPORTED THE MOTION; MOTION CARRIED.

OTHER BUSINESS

Chairman Schultz noted that there is a personnel matter that needs to be discussed. ***DAVE ANTHONY MOTIONED TO GO INTO EXECUTIVE SESSION AT 3:19 P.M., KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.*** No action was taken in the Executive Session and ***GIL SABLACK MOVED TO GO BACK INTO OPEN SESSION AT 3: 24 P.M. SUPPORTED BY BERNICE WIECIECH; MOTION CARRIED.***

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 3:26 P.M. WITH A MOTION FROM MR. LYON, SECONDED BY MR. LAFOILLE; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF April 2010 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>55,966.35</u>
VOLUNTEER PROGRAMS	<u>49,840.91</u>
NUTRITION	<u>44,482.01</u>
STATE & LOCAL PROGRAMS	<u>59,123.87</u>
ENERGY AND HOUSING	<u>152,875.67</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>199,445.91</u>
TOTAL:	<u>561,734.72</u>

SIGNED Bonnie Klesich
(TREASURER)
DATE 6/10/10

