

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

**GOVERNING BOARD MEETING
Thursday, September 9, 2010
1:30 p.m. (EDT)**

MINUTES

The meeting was called to order at 1:32 by Chairman Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Ken Bryant, Schoolcraft
Dan LaFoille, Schoolcraft
John Stapleton, Schoolcraft
Helen Walker, Delta
George Lyon, Schoolcraft
Walter Multerer, Menominee
Dave Schultz, Delta
Gil Sablack, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Gil Vandenhouten, Menominee
Marylee DeGrave, Menominee
Bernie Lang, Menominee
Ruth Helwig, Delta
Karen Wigand, Delta
Charmaine Lehman, Schoolcraft
Ernest Hoholik, Schoolcraft
Tom Lippens, Delta
Bernice Wiecech, Menominee
George Arkens, Menominee
Marv Mayer, Menominee
Brenda Moya, Menominee

OTHERS PRESENT

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

MEMBERS ABSENT

Omer Doran, excused
Tom Elegeert
Dave Anthony
Ken Penokie
Tish Groleau
Geri Nelson

APPROVAL OF JULY 22, 2010 GOVERNING BOARD MINUTES

Members received a copy of the July 22, 2010 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KAREN WIGAND; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chairman called on Bernice Wiecech who reported that the Finance Committee met on September 7th and reviewed the Early Childhood credit card charges for July. She also reported that she reviewed the accounts payable schedules for July and August and recommends they be accepted. **THE JULY AND AUGUST CAA ACCOUNTS PAYABLE SCHEDULES WERE ACCEPTED WITH A MOTION FROM BERNICE WIECIECH, SUPPORTED BY HELEN WALKER; MOTION CARRIED. (see attachment "A")**

The Treasurer Wiecech also reported that with another year of significant increases in our health insurance premiums the committee recommends that the board approve adding a U.P. Blue Rider to our insurance plan effective October 1, 2010 for CAA non-union eligible employees. In addition, the switch from MEBS to SBAM (Small Business Association of Michigan) and a Health Reimbursement Account will be effective January 1, 2011 for CAA non-union employees. This will significantly offset the increase that would take place October 1, 2010 if no changes were made, for both the agency and the employee. Mr. Schultz called on the Executive Director who further explained that the U.P. Blue Rider is for elective surgeries only, the rest of the policy remains the same and our insurance representative has had several other groups that have added this Rider with no problems.

The cost allocation plan was reviewed and approved. In addition, the Financial Procedures Manual was reviewed and no changes were recommended at this time.

BERNIE LANG MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED. (see attachment "B").

ACCEPTANCE OF 7/28/10 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 7/28/10 Head Start Policy Council minutes for their review. There were no questions or comments ***AND THE 7/28/10 HEAD START POLICY COUNCIL MINUTES WERE ACCEPTED WITH A MOTION FROM MRS. WIECIECH, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.***

ACCEPTANCE OF 2009-10 SELF ASSESSMENT SUMMARY

Members were mailed a copy of the 2009-10 Early Childhood Self Assessment Summary for their review. ***THE 2009-10 EARLY CHILDHOOD SELF ASSESSMENT SUMMARY WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

FUNDING UPDATE

Chairman Schultz called on Bill Dubord who indicated that we expect at least level federal funding for Head Start. The Great Start Readiness Program (GSRP) state funding was reinstated which has allowed us to add two more classrooms in Escanaba and one in Manistique.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on the Executive Director who told the board that we have entered into a lease agreement for office space in the building next door to us for our Early Childhood Program. We expect to make the move around the first of October which will free up space in our administrative office to house our expanded Weatherization Program and to move the Personal Care office.

Mr. Dubord reported that union negotiations continue with the bargaining unit and there appear to be no major stumbling blocks at this time. Both sides hope to negotiate a three year contract, rather than a two year one that was done initially.

Mr. Dubord asked Kim Johnson to give an update on finding regarding non-federal share for the Early Childhood Program that was raised during the in-depth monitoring. Ms. Johnson indicated that it has been very labor intensive to go back through all of the files to re-count federal share. She will be asking for a waiver of \$650,000. **MS. WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.**

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no further business **MR. BRYANT MOVED FOR ADJOURNMENT AT 2:00 P.M., GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JULY & AUGUST 2010 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	\$	192,681
EARLY HEAD START		134,239
ARRA HEAD START		15,934
ARRA EARLY HEAD START		8,728
EARLY-ON CHILDHOOD		4,118
EMERALD SCHOOL		3,150
GREAT PARENTS		1,716
ASSET & LIABILITY ACCOUNTS		349,074
TOTAL	\$	<u>709,640</u>

SIGNED Berice Skiech
(TREASURER)

DATE 9/9/10

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JULY & **AUGUST 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	\$	203,147
VOLUNTEER PROGRAMS		102,134
NUTRITION		283,100
STATE & LOCAL PROGRAMS		143,406
ENERGY AND HOUSING		670,836
ASSET & LIABILITY ACCOUNTS		100,780
TOTAL	\$	1,503,403

SIGNED Bernice Mucicich
(TREASURER)

DATE 9/9/10

FINANCE COMMITTEE MEETING
Tuesday, September 7, 2010
11:00 a.m.

MINUTES

The following were present: Pastor Ingmar Levin, Bernie Lang, Marylee DeGrave, Dan LaFoilie, Dave Schultz, Gil Sablack, Omer Doran, Karen Wigand, Bernice Wiecech, Joe Hughes, Bill Dubord, Beau Miller & Cathy Pearson.

The committee reviewed the July Head Start credit card charges.

The committee reviewed the July and August Accounts Payable Schedules and there were one or two questions on some larger expenditures. **THE JULY AND AUGUST ACCOUNTS PAYABLE SCHEDULES WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY BERNICE WIECIECH; MOTION CARRIED.**

The committee also reviewed the July Statement of Financial Position reports for July for CAA and HRA. Beau explained the new reporting format and answered questions from the members.

Bill Dubord noted that the past several years it has been a struggle to maintain decent health insurance coverage while containing costs to both the organization and the employees. In the past we have taken various measures to reduce premiums including: raising deductibles, self-insurance and last year switching to a Health Reimbursement Account in the Human Resources Authority Corporation. Even with these measures our BC/BS rates in HRA increased between 15-21% dependent on type of coverage (single, 2-person, family). Because of this huge increase we looked for other options to help reduce costs and found that adding the U.P. Blue Rider would provide significant savings (see attached comparison).

Joe Hughes, our insurance representative, explained that the U.P. Blue Rider lowers premium by making providers in the U.P. considered "in network" and those beyond as "out of network" and is for applied for elective surgeries only. For anyone opting for treatment outside of the network without a referral, their deductible is increased from \$250 to \$500 and the co-pay is 40% rather than 20%. He stressed that he has several other groups with this rider and they have not had problems or complaints as a result of the switch. The employee's medical card would state U.P. Blue on it and that tells the doctor that they should contact the Upper Peninsula Health Board if they need to refer the patient to another doctor outside the network.

The Executive Director explained that for CAA we recommend that for non-union eligible employees they switch to SBAM and add the U.P. rider. We will have to deal with the Head Start union employees separately until their contract is re-negotiated.

Finance Committee Minutes

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KAREN WIGAND MOVED TO RECOMMEND TO THE BOARD THAT THE U.P. BLUE RIDER BE ADDED TO OUR INSURANCE PLAN EFFECTIVE OCTOBER 1, 2010 IN HRA AND FOR THE NON-UNION CAA EMPLOYEES. THE SWITCH FROM MEBS TO SBAM (Small Business Association of Michigan) and A HEALTH REIMBURSEMENT ACCOUNT WILL BE EFFECTIVE JANUARY 1, 2010 FOR ALL CAA NON-UNION EMPLOYEES. GIL SABLACK SECONDED THE MOTION; MOTION CARRIED.

Beau explained that the Cost Allocation Plan and the Financial Procedures Manual should be reviewed annually. Members were sent a copy of each for their review. He noted that he is working on revisions to the FPM but they probably will not be ready until next spring. ***OMER DORAN MOVED TO NOTE THAT THE COST ALLOCATION PLAN WAS REVIEWED AND ACCEPTED, MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.***

REVEREND LEVIN MOVED TO NOTE THAT THE FINANCIAL PROCEDURES MANUAL WAS REVIEWED WITH NO CHANGES RECOMMENDED AT THIS TIME, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.

The Executive Director explained that although budgets are tight he still recommends a 2% or \$.25/hours wage increase (whichever is greater) across the board in HRA except for the Senior Citizen capped positions. ***KAREN WIGAND MOVED TO RECOMMEND THAT THE BOARD APPROVE A 2% OR \$.25/HOUR WAGE INCREASE FOR HRA EMPLOYEES EXCEPT THE SENIOR CITIZEN CAPPED EMPLOYEES, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.***

Bill Dubord informed the members that staff continues to provide information for the upcoming initial 403(b) audit.

Karen Wigand commended staff that are responsible for the ongoing fundraising efforts for Perspectives Adult Day Care.

The meeting adjourned at 12:17 p.m.

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

**GOVERNING BOARD MEETING
Thursday, September 9, 2010
1:45 p.m. (EDT)**

MINUTES

The meeting was called to order at 2:01 p.m. by Chairman Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Ken Bryant, Schoolcraft
Dan LaFoille, Schoolcraft
John Stapleton, Schoolcraft
Helen Walker, Delta
George Lyon, Schoolcraft
Walter Multerer, Menominee
Dave Schultz, Delta
Gil Sablack, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Gil Vandenhouten, Menominee
Marylee DeGrave, Menominee
Bernie Lang, Menominee
Ruth Helwig, Delta
Karen Wigand, Delta
Charmaine Lehman, Schoolcraft
Ernest Hoholik, Schoolcraft
Tom Lippens, Delta
Bernice Wiecech, Menominee
George Arkens, Menominee
Marv Mayer, Menominee
Brenda Moya, Menominee

OTHERS PRESENT

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

MEMBERS ABSENT

Omer Doran, excused
Tom Elegeert
Dave Anthony
Ken Penokie
Tish Groleau
Geri Nelson

APPROVAL OF JULY 22, 2010 GOVERNING BOARD MINUTES

Members received a copy of the July 22, 2010 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM CHARMAINE LEHMAN, SECONDED BY MR. LYON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chairman called on Bernice Wiecech who reported that the Finance Committee met on September 7th and reviewed the accounts payable schedules for July and August and recommends they be accepted. **THE JULY AND AUGUST HRA ACCOUNTS PAYABLE SCHEDULES WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SUPPORTED BY RUTH HELWIG; MOTION CARRIED. (see attachment "A")**

Treasurer Wiecech also reported that with another year of significant increases in our health insurance premiums the committee recommends that the board approve adding a U.P. Blue Rider to

our insurance plan effective October 1, 2010 for HRA eligible employees. This will significantly offset the increase that would take place October 1, 2010 if no changes were made, for both the agency and the employee. Mr. Schultz called on the Executive Director who further explained that the U.P. Blue Rider is for elective surgeries only, the rest of the policy remains the same and our insurance representative has had several other groups that have added this Rider with no problems.

The cost allocation plan was reviewed and approved. In addition, the Financial Procedures Manual was reviewed and no changes were recommended at this time.

The Finance Committee also recommends a 2% or \$.25/hour increase for all HRA employees (except those in the Senior Citizen Program capped positions) effective October 4, 2010 (provided performance warrants). **MR. LAFOILLE MOVED TO APPROVE THE 2% OR \$.25/HOUR INCREASE FOR ALL HRA EMPLOYEES (EXCEPT THOSE IN SENIOR CITIZEN PROGRAM CAPPED POSITIONS & PROVIDED PERFORMANCE WARRANTS) EFFECTIVE OCTOBER 4, 2010, SECONDED BY KAREN WIGAND; MOTION CARRIED.**

BERNIE LANG MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED. (see attachment "B").

SAFETY COMMITTEE REPORT

Mr. Schultz called on Gil Sablack who reported that the Safety Committee met and reviewed two accidents; the first in the Personal Care Program where an aide was helping a client and sprained her lower back. The committee determined it was simply a fluke accident. The employee did seek medical treatment and has been off work for several weeks. The second was in the Nutrition Program where the employee was cut on the sharp edge of a bowl. There was no lost work time Staff were directed to get rid of the bowl and any other faulty equipment there may be. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GIL SABLACK, SUPPORTED BY MARYLEE DEGRAVE; MOTION CARRIED. (see attachment "C")**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the staff monthly reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY MR. LYON; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following Policy Advisory Committee minutes for their review:

- 7/9/10 (Menominee) Foster Grandparent Program PAC minutes
 - 8/13 (Menominee) & 8/23/10 (Schoolcraft) Senior Companion Program PAC minutes
 - 4/21 (Menominee), 7/21 (Menominee) & 8/10/10 (Rock) Senior Citizen Center PAC minutes
- THEY WERE ACCEPTED UPON A MOTION FROM CHARMAINE LEHMAN, SECONDED BY MR. LAFOILLE; MOTION CARRIED.**

APPROVAL TO SUBMIT CSBG REFUNDING APPLICATION FOR 2011 FOR \$190,347

The Chairman called on Bill Dubord who indicated we need board approval to submit this initial refunding application in the same amount as last year. He noted we normally have to do a revision once the budget picture becomes clearer. **MS. DEGRAVE MOVED TO APPROVE THE SUBMISSION OF THE CSBG REFUNDING APPLICATION FOR 2011, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF ADA TRANSPORTATION POLICIES

Members were mailed a copy of proposed Americans with Disabilities Transportation policies required for our Michigan Dept. of Transportation contract(s). **MR. LAFOILLE MOTIONED TO ACCEPT THE ADA TRANSPORTATION POLICIES, BERNIE LANG SECONDED THE MOTION; MOTION CARRIED.**

FUNDING UPDATE

Mr. Schultz called on Bill Dubord who noted that we are still waiting for the State budget. He has heard that there will be a 3% funding cut in all Departments but does not know if this is in addition to the 8% earlier proposed cut and how that will translate to our programs. Most of our senior programs are anticipating a 7.5% cut, except for the Home Delivered Meals Program which will be cut 13-14% (mainly because this current fiscal year there were stimulus funds to support it).

The Executive Director indicated he continues to be concerned about the TEFAP quarterly food distribution funding that has been on the decline for the past several years (except this past year because of stimulus funds). The State monitor who was just here indicated there will most likely be plenty of food but not much in administrative funds which are used to cover the cost to transport the food, which is a major line item.

EXECUTIVE DIRECTOR'S REPORT

The Chairman called on Bill Dubord for his report. Mr. Dubord announced that the Senior Convention will be held on September 23, 2010 at the Fairgrounds and our Nutrition Program is preparing and serving the meal.

We are working on getting some renovations done at the Gladstone Senior Center with some funds that were bequeathed to us for that purpose. Sally explained that we are getting a new indoor walk-in freezer/cooler which is very much needed. We are also looking to do some lighting and ceiling work at the Menominee Senior Center.

The members were also told that Stuart (Butch) Munson is retiring as Administrator for the Escanaba Senior Center at the end of the month. There will be an Open House and chance to wish him well on September 29th at the Escanaba Senior Center.

Bill reminded the board that at the July meeting the purchase of a new server and license upgrades was on the agenda. After working with Ken Penokie and our technical support provider, we have ordered the new server and are getting licenses cheaper through a company called Tech Soup.

Mr. Dubord reported that the Gladstone Development Corporation met recently with a representative from Medallion Enterprises to review the status of the Thorntree Development Project in Gladstone. Members were informed that the facility is running well so it was a good decision of the board to get involved in an affordable housing project. In addition, we will be 51% owner of the facility in 6-7 years. **KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

WEATHERIZATION PRESENTATION

Mr. Schultz called on Joe Dehlin, Weatherization Program Director, who updated the board that the statewide goal of 30% of ARRA completions scheduled for September 1st was met. At the end of August we were at 34% completion which is due to the hard work of our contractors and staff. He noted that they are also hopeful to be approved to do work on a 32 unit multi-family project in Powers.

He announced that the following staff restructuring has taken place: Naomi Fletcher has been promoted to Housing Manager and as such will take the lead on the CDBG Housing Program grant, seek other funding streams through MSHDA and other sources as well as continue to assist the Weatherization Director where needed. Rhonda Raspor (formerly RSVP Supervisor/Secretary) has been hired to replace Naomi as Weatherization Program Assistant. Rick Rudden will now spend a majority of his time in the Weatherization Program assisting with Davis-Bacon Compliance, SHPO designation/clearances, income verification and client education. Rick's position was due to end 9/30/2010 when the CSBG ARRA funds end.

The Weatherization Program is monitored continually.

OTHER BUSINESS

Mr. Multerer thanked staff for their consideration of renovations to the Menominee Senior Center as they are much needed.

Karen Wigand asked about the meal program and the suggested meal donation, which is \$3.00. She suggested that a news release or radio shows may help to increase awareness about the service as well as possibly increase donations. Sally Kidd, Senior Services Director, indicated that our suggested meal donation rate is lower than most. Enclosed is a sample of the monthly bill statement that is sent to meal recipients. (**see attachment "D"**)

DAN LAFOILLE MOVED TO HAVE THE EXECUTIVE DIRECTOR INDICATE BOARD SUPPORT AND APPRECIATION OF THE EFFORTS OF OUR STAFF, KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.

ADJOURNMENT

There being no further business **MR. LAFOILLE MOVED FOR ADJOURNMENT AT 2:45 P.M., GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.**

SAFETY COMMITTEE MEETING
September 9, 2010
12:45 p.m.

MINUTES

The following were in attendance: Marylee DeGrave, Gil Sablack, Tom Lippens, George Arkens, Debby Wiltzius and Pat Johnson. Excused: Marv Mayer and Omer Doran.

The Committee reviewed the following two accidents:

- 1) **Personal Care Services:** The aide was helping a client get out of bed and in the process the patient felt dizzy and fell back on the bed. While holding onto the patient the aide sprained her lower back. This was a fluke accident because this patient is very mobile and needs very little help. She did seek medical treatment and has been off of work for 5 weeks and intends to return to her job next week.
- 2) **Nutrition Program:** While wiping down the counters, the employee's arm came in contact with a mixing bowl which had a sharp edge causing a small cut to her arm. She did not seek medical treatment or lose time from work.
Recommendation: Debby offered to stop at the Menominee Senior Center kitchen and dispose of this bowl and any other faulty equipment if need be.

At the July 22, 2010, Safety Committee meeting there was an incident involving lifting a client. Prior to this accident, Debby had called a meeting instructing the aides this is a two person lift. Unfortunately this aide decided to lift this person by herself and in the process hurt her back. Mr. Lippens asked the committee if any disciplinary action occurred regarding this incident. Debby investigated this accident further and the aide was written with a disciplinary memo being put in her file.

9/9/2010

Weatherization:

9/2 State reported that the Michigan WAP had completed 10,194 projects meeting the DOE required 30% production by September 1st. DOE will now release the remaining 50% ARRA funding.

Our original ARRA grant planned for 492 completions (148 @30%)
Funds were re-allocated in late May because of production lag and we were assigned an additional 38 units.
Our current grant was increased to 530 units.

At the end of August we reported 182 completions (34%). A testament to our 7 residential and 3 mechanical contractors along with our contracted inspectors and in house staff. We currently have 60 ARRA jobs assigned to contractors in some form of completion. We are also awaiting word from the state regarding allowable measures for a 32 unit multi-family in Powers. (Pleasant Acres)

We have undergone some in house restructuring. Naomi Fletcher will be heading up the Delta County Housing Program with the intent that we can grow the program to offer additional services to clients.

Rhonda Raspor was selected amongst a field of very good candidates to fill the program assistant position. Rick Rudden who had worked with Weatherization in Davis Bacon Compliance and SHPO designation will have his duties increased to include all Davis Bacon issues, SHPO submissions and income verification, and client education.

Don Terrell (Manistique Weatherization intake) will begin helping teach client education class in Schoolcraft.

We continue to submit requested information for the DOE National Program Evaluation. 4 submittals to date. Much of the information has required us to physically touch all of our Wx files back to 2007.

Program monitoring continues as we had our comprehensive fiscal monitoring last month and will have our DOE 09 technical monitoring on the 20th. DOE has hired an independent team that monitored 6 agencies down state earlier this week. All agencies will have 5% of their ARRA production monitored.

We plan to hold a contractor training within the next month.