

*Menominee-Delta-Schoolcraft  
Community Action Agency*

**GOVERNING BOARD MEETING**  
*Thursday, March 11, 2010*  
*1:30 p.m.*

**MINUTES**

The meeting was called to order at 1:30 p.m. by Vice-Chair Karen Wigand. A written roll call was taken and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Marylee DeGrave, Menominee  
Helen Walker, Delta  
Omer Doran, Schoolcraft  
George Lyon, Schoolcraft  
Charmaine Lehman, Schoolcraft  
Dan LaFoilie, Schoolcraft  
Tom Elegeert, Delta  
Bernie Lang, Menominee  
Bernice Wiecech, Menominee  
Tom Lippens, Delta  
Marv Mayer, Menominee  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Tisha Groleau, Delta  
Gil Sablack, Schoolcraft  
Gil Vandenhouten, Menominee  
Ingmar Levin, Schoolcraft

**OTHERS PRESENT**

William Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, WX/Housing Director  
Sally Kidd, Senior Services Director  
Cathy Pearson, Executive Assist./HR Coord.  
Kim Johnson, ECP Director  
Beau Miller, Finance Director

**MEMBERS ABSENT**

Dave Schultz, excused  
Geri Nelson, excused  
Ruth Helwig, excused  
Ernest Hoholik, excused  
John Stapleton, excused  
Brenda Moya, excused  
Ken Bryant, excused  
Ken Penokie  
Dave Anthony  
George Arkens

Vice-Chair Wigand introduced our two new board members, Tish Groleau who represents the Head Start Policy Council, and Tom Lippens who represents the Delta County Trades and Labor Council.

Members received a copy of the January 7, 2010 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MRS. WIECIECH, SECONDED BY BERNIE LANG; MOTION CARRIED.**

**ACCEPTANCE OF COUNTY BOARD APPOINTMENTS**

The County Boards have made the following appointments to our board for calendar year 2010: Delta – Dave Schultz, Karen Wigand, Tom Elegeert; Menominee – Bernie Lang, Marylee DeGrave, Bernice Wiecech; Schoolcraft – Ernest Hoholik, Omer Doran and Ken Bryant. **GEORGE LYON MOTIONED TO ACCEPT THE COUNTY BOARD APPOINTMENTS FOR 2010, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF 1/6 & 2/24/10 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 1/6 & 2/24/10 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MARYLEE DEGRAVE, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

ACCEPTANCE OF JANUARY/FEBRUARY MONTHLY REPORTS

Members received copies of the Early Childhood Program monthly reports for January & February. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. SABLACK, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Vice-Chair Wigand called on Bernice Wiecech who reported that the Finance Committee reviewed the accounts payable schedules for January and February and recommends their acceptance. **MARYLEE DEGRAVE MOVED TO ACCEPT THE JANUARY & FEBRUARY ACCOUNTS PAYABLE SCHEDULES, HELEN WALKER SUPPORTED THE MOTION; MOTION CARRIED.** The members were notified that a telephone poll was conducted authorizing the acceptance of a sole source bid for the newly required 403(b) audit. **TOM ELEGEERT MOVED TO RATIFY THE TELEPHONE POLL AUTHORIZING ACCEPTANCE OF THE SOLE SOURCE BID FROM WIPFLI FOR OUR 403(B) AUDIT, MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.**

Mrs. Wiecech also reported that the committee reviewed a Request for Proposal for audit services and they recommend staff go ahead with the bid process. **MR. ELEGEERT MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MR. SABLACK SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

Karen Wigand asked if the financial statements that the board is given could be made to more accurately reflect actual balances versus expenditures. Our Finance Director explained that he gives extensive reports to the program managers and they are reviewed nearly monthly; he just isn't sure how much information the full board would like to receive while still having it be meaningful. Ms. Wigand suggested that Beau and Bill work with the Finance Committee to determine an appropriate reporting format.

SAFETY COMMITTEE REPORT

Ms. Wigand called on Joe Dehlin who reported that the Safety Committee met on January 28, 2010 and reviewed an accident in CAA that didn't require action. The committee also reviewed accident reporting protocol and developed an accident packet to give to employees at the time an accident occurs so that all the required paperwork gets filled out. **(see attachment "B") THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. DORAN, SECONDED BY MARV MAYER; MOTION CARRIED.**

### REVIEW OF COMMITTEE ASSIGNMENTS

The Vice-Chair noted that the members were mailed a copy of the proposed committee assignments. She noted Tom Lippens name should replace Jim Dubord's at the top of the sheet (*see attachment "C"*) Ms. Wigand called on Bill Dubord who noted that he and Dave Schültz made the assignments based on the members who returned the surveys. In addition the Finance and Wage/Fringe Committees were combined and the Planning & Evaluation Committee and Human Rights and Grievance Committee were dismantled per the revised by-laws last year. Most committees were also made larger. **THE COMMITTEE ASSIGNMENTS WERE ACCEPTED WITH A MOTION FROM BERNICE WIECIECH, SECONDED BY GIL SABLACK; MOTION CARRIED.**

### AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR CALENDAR YEAR 2011

The Executive Director explained that this is simply a formality for our refunding applications only. Any new grants would require separate board approval. **MARV MAYER MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS FOR CALENDAR YEAR 2011, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.**

### AUTHORIZATION FOR CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING

**MR. ELEGEERT MOVED TO AUTHORIZE THE CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING; MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.**

### ACCEPTANCE OF REVISED PRIORITY SELECTION SYSTEM

Vice-Chair Wigand called on Kim Johnson, ECP Director, for more information. The ECP Director explained the process of selecting families for enrollment in Head Start and Early Head Start. When there are more applicants than the programs are funded to serve, the program is required to select families based on "greatest need". A point system based on risk factors is used to make the determination. There is one change being recommended to the point system approved in the past: Early Head Start applicants who have never received EHS services will be given one extra point over parents who have received EHS services in the past. This recommendation is based on the belief that, when the total number of points is equal and one family has had the benefit of EHS services in the past, the family that has not received any EHS services would be given preference for enrollment. **MRS. WIECIECH MOVED TO APPROVE THE CHANGE TO THE SELECTION SYSTEM, HELEN WALKER SUPPORTED THE MOTION; MOTION CARRIED.**

### EXECUTIVE DIRECTOR'S REPORT

It was noted that the Executive Director's report and funding update will be combined. The Executive Director reported that federally we are hearing there will be a slight increase for Head Start/Early Head Start next year. We also are getting a Cost of Living Adjustment in HS/EHS that

will allow us to keep the 1.84% increase that was given in wages to CAA employees because of ARRA funding. The COLA funds will allow us to add that increase to our base grant.

Mr. Dubord announced that there will be a Head Start Risk Assessment done by telephone on March 23<sup>rd</sup> with the Regional Office. Any board members interested in participating in this process should let Bill or Kim know.

The Triennial review of Head Start and Early Head Start will most likely be conducted in late March or early April. This in-depth review will require the participation of some board members as well as staff.

#### **PUBLIC COMMENT/OTHER BUSINESS**

The Executive Director welcomed back Marv Mayer who has been ill. Our well wishes go out to Ernie Hoholik and Ruth Helwig who have also been experiencing some health issues.

#### **ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 2:23 P.M. WITH A MOTION FROM MR. LYON, SECONDED BY PASTOR LEVIN; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, APRIL 8, 2010.***

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF January, February 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	<u>418,373.72</u>
EARLY HEAD START	<u>127,782.49</u>
ARRA HEAD START	<u>4933.80</u>
ARRA EARLY HEAD START	<u>4,046.83</u>
DEPARTMENT OF EDUCATION	<u>- 0 -</u>
EARLY-ON CHILDHOOD	<u>4,231.23</u>
CENTER PARENT FUNDS	<u></u>
POLICY COUNCIL	<u>13.88</u>
GREAT PARENTS	<u>1,362.03</u>
EMERAL SCHOOL	<u>10,313.51</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>146,809.54</u>
TOTAL:	<u>717,867.03</u>

SIGNED Bernice Kieisch  
(TREASURER)

DATE 3/11/10

**FINANCE COMMITTEE MEETING**  
**Thursday, March 11, 2010**  
**12:45 p.m. (EST)**

**MINUTES**

The following were present: Bernice Wiecech, Rev. Ingmar Levin, Gil Sablack, Bill Dubord, Beau Miller. Dave Schultz and Ruth Helwig excused.

The Finance Committee reviewed the accounts payable schedules for January and February, 2010 and **THEY WERE ACCEPTED WITH A MOTION FROM GIL SABLACK, SECONDED BY BERNICE WIECIECH; MOTION CARRIED.**

The Finance Committee reviewed the credit card charges for the period January 26 – February 23, 2010.

The members were reminded that the board approved the sole source bid from WIPFly for the newly required 403(b) audit by phone poll, but it now needs to be ratified by the full board.

The Committee was informed that we will be going out for bids for our regular audit services as this has not been done for some time. They were given a Request for Proposal to review. Questions were asked and answered and the committee recommended bidding the audit.

**MDS-CAA/HRA, Inc  
Safety Committee Meeting  
January 28, 2010**

Meeting called to order at 10:00 am. Members present: Pat Royer, Debbi Wiltzius, Joe Dehlin, Omer Doran, Karen Wigand, Lucy Crofton, Sally Kidd, Naomi Fletcher (de-facto secretary). Kim Johnson joined the meeting at approximately 10:15.

Accident Review:

Kim Johnson Injured back while using proper bending techniques to lift a light item. Not a safety issue. No Action

Cindy Constantino Was picked by a lancet in client's home after drawing blood for diabetes testing. Employee appeared to take all necessary precautions. Accidental. No Action.

Steve Viau #1 12/29 accident. Employee fell in parking lot after slipping on ice after heavy rains and freezing temperatures. Lot was salt/sanded after incident. Steve received cut over eye, treated in emergency and released. No lost time. No Action.

Steve Viau #2 1/11 accident. Employee fell in client's home. Sustained rotator cuff damage. Referred to occupational health. Referred to orthopedic surgeon for follow-up. Comments: Nutrition has split his route up to alleviate excess lifting. Notices are sent to clients warning of hazards and to keep walks clear for delivery. Light duty is not available at this time for Steve. Will be cautioned upon return to not rush during his assigned duties. Follow-up report on this accident at next meeting.

Karen suggested Bill Dubord meet with a worker's comp attorney to determine our responsibility regarding accident prone employees

Review of Accident Reporting Protocol:

Change date on accident report form to reflect a "revised on" date.

Recommend completing forms by end of shift. May require an amendment to the personnel policy. To be referred to board secretary.

Suggested Accident Packet to give to employee at the time of reporting.

Packet to include:

Accident/Incident Report

Order for Medical Examination and First Aid

Attending Physician's Return to Work Recommendations Record

Job Description to provide physician upon examination.

Jill Johnson, Worker's Comp reporting employee, joined the committee at this time to discuss the various forms and what she does before, during and after an employee injury. She agreed a packet of the forms discussed would be the next step in securing the Agency's liability exposure.

Next meeting:

Review packet with new forms and the internal process. Suggestions: Return to work form to be signed by both the employee's Supervisor and Jill Johnson. Program Director must sign off on final approval to return to work.

## STRUCTURE OF THE BOARD/COMMITTEE ASSIGNMENTS

	<b>ELECTED</b>	<b>PRIVATE</b>	<b>CONSUMER</b>
<b>DELTA CO.</b>	Karen Wigand Dave Schultz Tom Elegeert	Tom Lippens Ken Penokie Geri Nelson	Ruth Helwig Helen Walker Tish Groleau
<b>MENOMINEE CO.</b>	Marylee DeGrave Bernie Lang Bernice Wiecech	Marv Mayer Brenda Moya Dave Anthony	George Arkens Gil Vandenhouten Walter Multerer
<b>SCHOOLCRAFT CO.</b>	Ernest Hoholik Dan LaFoille Omer Doran	George Lyon Ken Bryant John Stapleton	Rev. Ingmar Levin Gilbert Sablack Charmaine Lehman

**STANDING COMMITTEES**

<b>Finance</b>	Dan LaFoille Omer Doran Karen Wigand Bernice Wiecech	Bernie Lang Marylee DeGrave	Rev. Ingmar Levin Gil Sablack
<b>Nominating</b>	Omer Doran Dan LaFoille Tom Elegeert	John Stapleton Tom Lippens George Lyon Dave Anthony	Gil Vandenhouten
<b>By-laws</b>	Tom Elegeert Karen Wigand	Ken Penokie Ken Bryant Marv Mayer	Walter Multerer Ruth Helwig Charmaine Lehman
<b>Personnel</b>	Karen Wigand Bernie Lang Ernie Hoholik	Geri Nelson Brenda Moya Ken Penokie John Stapleton	Helen Walker Tish Groleau
<b>Safety</b>	Marylee DeGrave Omer Doran *	Marv Mayer Tom Lippens	Gil Sablack George Arkens Walter Multerer
<b>Early Childhood</b>	Bernice Wiecech	Brenda Moya Geri Nelson John Stapleton	Tish Groleau Helen Walker
<b>Development</b>		**Ken Penokie Dave Anthony	

\*Staff Safety Members: Joe Dehlin, Naomi Fletcher, Patti LeMire and Pat Royer

\*\*Staff Development Members: Bill Dubord, Sue Rivard

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**  
*Thursday, March 11, 2010*  
*1:45 p.m.*

**MINUTES**

The meeting was called to order at 2:24 p.m. by Vice-Chair Karen Wigand. A written roll call was taken and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Marylee DeGrave, Menominee  
Helen Walker, Delta  
Omer Doran, Schoolcraft  
George Lyon, Schoolcraft  
Charmaine Lehman, Schoolcraft  
Dan LaFoille, Schoolcraft  
Tom Elegeert, Delta  
Bernie Lang, Menominee  
Bernice Wiecech, Menominee  
Tom Lippens, Delta  
Marv Mayer, Menominee  
Ingmar Levin, Schoolcraft  
Gil Vandenhouten, Menominee  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Tisha Groleau, Delta  
Gil Sablack, Schoolcraft

**OTHERS PRESENT**

William Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, WX/Housing Director  
Sally Kidd, Senior Services Director  
Cathy Pearson, Executive Assist./HR Coord.  
Kim Johnson, ECP Director  
Beau Miller, Finance Director  
Mary Cretens, Personal Care  
Debby Wiltzius, Personal Care Supervisor

**MEMBERS ABSENT**

Dave Schultz, excused  
Geri Nelson, excused  
Ruth Helwig, excused  
Ernest Hoholik, excused  
John Stapleton, excused  
Brenda Moya, excused  
Ken Bryant, excused  
Ken Penokie  
Dave Anthony  
George Arkens

Vice-Chair Wigand introduced our two new board members, Tish Groleau who represents the Head Start Policy Council, and Tom Lippens who represents the Delta County Trades and Labor Council.

Members received a copy of the January 7, 2010 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MRS. DEGRAVE, SECONDED BY TOM ELEGEERT; MOTION CARRIED.**

**ACCEPTANCE OF COUNTY BOARD APPOINTMENTS**

The County Boards have made the following appointments to our board for calendar year 2010: Delta – Dave Schultz, Karen Wigand, Tom Elegeert; Menominee – Bernie Lang, Marylee DeGrave, Bernice Wiecech; Schoolcraft – Ernest Hoholik, Omer Doran and Ken Bryant. **TOM ELEGEERT**

*MOTIONED TO ACCEPT THE COUNTY BOARD APPOINTMENTS FOR 2010, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.*

#### ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 1/8 (Delta) & 2/11/10 (Schoolcraft) Foster Grandparent Program PAC minutes
- 1/7 (Delta), 1/9 (Menominee) & 2/23/10 (Schoolcraft) Senior Companion Program PAC minutes
- 1/12 (M/M) 1/21 (Delta), 2/9 (M/M), 2/18/10 (Delta) Retired & Senior Volunteer Program PAC minutes
- 11/10/09 (Menominee), 1/5 (Rock), 2/22 (Hermansville) & 3/9/10 (Gladstone) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

#### ACCEPTANCE OF JANUARY/FEBRUARY MONTHLY REPORTS

Members received copies of the staff monthly reports for January & February and RSVP's for November/December. It was noted that the Senior Companion Program report should reflect 52 people served rather than 9. **THE MINUTES WERE ACCEPTED WITH A MOTION FROM MS. LEHMAN, SECONDED BY HELEN WALKER; MOTION CARRIED.**

#### FINANCE COMMITTEE REPORT

Vice-Chair Wigand called on Bernice Wiecech who reported that the Finance Committee reviewed the accounts payable schedules for January and February and recommends their acceptance. **BERNICE WIECIECH MOVED TO ACCEPT THE JANUARY & FEBRUARY ACCOUNTS PAYABLE SCHEDULES, HELEN WALKER SUPPORTED THE MOTION; MOTION CARRIED.** The members were notified that a telephone poll was conducted authorizing the acceptance of a sole source bid for the newly required 403(b) audit. **TOM LIPPENS MOVED TO RATIFY THE TELEPHONE POLL AUTHORIZING ACCEPTANCE OF THE SOLE SOURCE BID FROM WIPFLI FOR OUR 403(B) AUDIT, MR. ELEGEERT SUPPORTED THE MOTION; MOTION CARRIED.**

Mrs. Wiecech also reported that the committee reviewed a Request for Proposal for audit services and they recommend staff go ahead with the bid process. **MR. ELEGEERT MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MR. SABLACK SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

Karen Wigand asked if the financial statements that the board is given could be made to more accurately reflect actual balances versus expenditures. Our Finance Director explained that he gives extensive reports to the program managers and they are reviewed nearly monthly; he just isn't sure how much information the full board would like to receive while still having it be meaningful. Ms. Wigand suggested that Beau and Bill work with the Finance Committee to determine an appropriate reporting format.

**SAFETY COMMITTEE REPORT**

Ms. Wigand called on Joe Dehlin who reported that the Safety Committee met on January 28, 2010 and reviewed three accidents in HRA. One involved an employee picked by a lancet and the other two involved the same employee. One accident was a slip and fall on ice. It was noted that the employee was wearing the safety footwear when he slipped on the ice. The other accident was a fall in a client's home whereby the rotator cuff was damaged. The employee was off work for some time but is now back to work. The committee also reviewed accident reporting protocol and developed an accident packet to give to employees at the time an accident occurs so that all the required paperwork gets filled out. **MR. ELEGEERT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.** (see attachment "B")

**REVIEW OF COMMITTEE ASSIGNMENTS**

The Vice-Chair noted that the members were mailed a copy of the proposed committee assignments. She noted Tom Lippens name should replace Jim Dubord's at the top of the sheet (see attachment "C") She called on Bill Dubord who noted that he and Dave Schultz made their recommendations based on the members who returned the surveys, In addition the Finance and Wage/Fringe Committees were combined and the Planning & Evaluation Committee and Human Rights and Grievance Committee were dismantled per the revised by-laws last year. Most committee were also made larger. **DAN LAFOILLE MOVED TO ACCEPT THE COMMITTEE ASSIGNMENTS AS PRESENTED, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED.**

**AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR CALENDAR YEAR 2011**

The Executive Director explained that this is simply a formality for our refunding applications only. Any new grants would require separate board approval. **MRS. WIECIECH MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS FOR CALENDAR YEAR 2011, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.**

**AUTHORIZATION FOR CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING**

**MR. ELEGEERT MOVED TO AUTHORIZE THE CHAIR, EXECUTIVE DIRECTOR AND/OR FINANCE DIRECTOR TO SIGN CONTRACTS & OTHER DOCUMENTS FOR REFUNDING, CHARMAINE LEHMAN SUPPORTED THE MOTION; MOTION CARRIED.**

**WALK FOR WARMTH UPDATE**

Karen Wigand called on Cathy Pearson who reported that the 2010 Walk for Warmth campaign has been a success with just over \$35,000 collected in Delta County to date and just over \$11,000 in Menominee County. She informed the board that both counties had approximately 150 walkers. Each county held a brat sale that garnered good support as well. She noted that although the brat sales are somewhat labor intensive, the positive media coverage we receive is well worth the effort. She thanked the board for their support of this major agency fund-raiser.

**RECOGNITION OF MARY CRETENS**

The Vice-Chair called on Sally Kidd, Senior Services Director, who presented a plaque to Mary Cretens for her heroic action during her duties as a Nurse in the Personal Care Program. She was able to get two people out of their home before a fire consumed the home. A big thanks to Mary and her quick thinking.

**EXECUTIVE DIRECTOR'S REPORT**

It was noted that the Executive Director's report and funding update will be combined. The Executive Director reported that the Federal Budget has level funding slated for our Community Services Block Grant (CSBG) funds and another increase for Weatherization. The State budget picture is much bleaker with cuts anticipated in our volunteer programs as well as congregate and home delivered meals. The Governor's budget is contingent on the Legislature passing various tax increases. If this does not happen (which is not likely) the cuts will be even deeper.

The Executive Director called on Joe Dehlin for an update on the progress in the Weatherization Program. Mr. Dehlin told the board that the regular Dept. of Energy grant ends on 3/31/10 and they completed 54 homes out of a scheduled 32. This is largely due to the fact that most jobs are not reaching the allowable \$6,500 cap. With the American Recovery & Reinvestment Act (ARRA) funds, 36 homes have been completed and 27 are in progress. We hope to start completing about 20 per month. The Executive Director commended Joe and his staff for the efforts and perseverance in working through the many hurdles thrown our way to get the ARRA projects moving forward.

Mr. Dubord announced that we will be hosting a Poverty Forum at Bay College on May 4<sup>th</sup>. More information will be forthcoming.

He notified the members that we were bequeathed \$76,000 from the estate of a gentleman from Gladstone who received services from our Gladstone Senior Center. We will compile a small committee to determine how to best utilize these funds.

***OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. MULTERER SUPPORTED THE MOTION; MOTION CARRIED.***

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 2:58 P.M. WITH A MOTION FROM MR. LYON, SECONDED BY BERNIE LANG; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, APRIL 8, 2010.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF Jan + February 20 10 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>192,735.91</u>
VOLUNTEER PROGRAMS	<u>95,828.65</u>
NUTRITION	<u>188,322.25</u>
STATE & LOCAL PROGRAMS	<u>202,934.28</u>
ENERGY AND HOUSING	<u>181,964.96</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>100,158.34</u>
<b>TOTAL:</b>	<u>961,944.39</u>

SIGNED Bernice Muciech  
(TREASURER)  
DATE 3/11/10

