Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, July 22, 2010
12:40 p.m. (EDT)
Comfort Inn, Manistique

M I N U T E S

The meeting was called to order at 12:42 p.m. by Chair Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Tom Elegeert, Delta
Ernest Hoholik, Schoolcraft
Gil Vandenhouten, Menominee
Gil Sablack, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Dave Schultz, Delta
Walter Multerer, Menominee
Tom Lippens, Delta
Helen Walker, Delta
Dave Anthony, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assist./HR Coordinator
Pat Johnson, Receptionist
Gayle Stoykovich, Senior Citizens Program
Beau Miller, Finance Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Geri Nelson, excused
Tish Groleau, excused
Bernie Lang, excused
Marylee DeGrave, excused
Bernice Wieciech, excused
Marv Mayer, excused
George Arkens, excused
Ken Bryant, excused

Mr. Schultz welcomed Ernie Hoholik back.

ACCEPTANCE OF JUNE 10, 2010 GOVERNING BOARD MINUTES

Members received a copy of the June 10, 2010 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM TOM ELEGEERT, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

ACCEPTANCE OF 5/26 & 6/30/2010 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 5/26 & 6/30/10 Head Start Policy Council minutes for their review. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM MS. WIGAND, SUPPORTED BY MS. LEHMAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Chairman Schultz called on Karen Wigand for the report. Ms. Wigand reported that the Finance Committee reviewed the accounts payable schedules for May and June and recommends their acceptance. ***KEN PENOKIE MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MAY AND JUNE, SECONDED BY TOM ELEGEERT; MOTION CARRIED.*** Karen Wigand also told the board that the Finance Committee reviewed and recommends the sole source bid be accepted from DSTech for a new server. She noted that DSTech is our technical provider as we do not have an Information Technology person on staff so they are very familiar with our set-up and needs. Ken Penokie indicated that the price for the server alone seems high. It was noted that the bid includes the upgrade of Microsoft 2008 licenses and installation. Mr. Penokie noted that we should be able to purchase the Microsoft licenses under our non-profit status for a much more reasonable price. ***MR. LAFOILLE MOVED TO ACCEPT THE SOLE SOURCE BID FROM DSTECH WITH THE STIPULATION THAT STAFF NEGOTIATE A BETTER PRICE FOR THE LICENSES, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.***

Karen noted that the committee was also updated on the progress of the newly required 403(b) audit. The members were told that we expect to receive an adverse opinion from our auditor since Farm Bureau (our former 403(b) provider) declined to participate once the new IRS regulations came into being. This also means they no longer have to provide the needed information that the auditors require. We expect that we will not be alone in this adverse opinion and our Finance Director explained that the Dept. of Labor will accept the adverse opinion. ***GIL SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MS. LEHMAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

Chairman Schultz called on Dan LaFoille who reported that the slate of candidates for board officers are as follows: Chair – Dave Schultz, Vice-Chair – Karen Wigand, Secretary – Ken Bryant, Treasurer – Bernice Wieciech. Mr. LaFoille asked three times for further nominations for Chair. ***KEN PENOKIE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR DAVE SCHULTZ FOR CHAIR, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.*** Mr. LaFoille asked three times for further nominations for Vice-Chair. ***MR. PENOKIE MOTIONED THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS VICE-CHAIR, MR. ELEGEERT SUPPORTED THE MOTION; MOTION CARRIED.*** Mr. LaFoille asked three times for nominations for Secretary. ***MR. PENOKIE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KEN BRYANT FOR SECRETARY, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.*** Mr. LaFoille asked three times for further nomination from the floor for Treasurer. ***KAREN WIGAND MOVED THAT A UNANIMOUS BALLOT BE CAST FOR BERNICE WIECIECH FOR TREASURER, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.*** Mr. LaFoille then turned the meeting back over to Chairman Schultz. Mr. Schultz thanked the members for their vote of confidence and indicated he feels we have a very good and diverse board.

APPROVAL OF 2010-2011 HEAD START APPLICATION

Mr. Schultz called on Kim Johnson, Early Childhood Program Director, who reviewed the 2010-11 ECP Design and Status Projections. ***(see attachment "B")*** She reported that Great Start Readiness

Program (GSRP) funds are available this year, which means we should be able to operate three additional classes and call back staff that were laid off last year. ***HELEN WALKER MOVED TO APPROVE THE 2010-2011 HEAD START APPLICATION, RUTH HELWIG SECONDED THE MOTION; MOTION CARRIED.***

APPROVAL OF 2010-2011 EARLY HEAD START APPLICATION

KAREN WIGAND MOVED TO APPROVE THE 2010-2011 EARLY HEAD START APPLICATION, PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.

APPROVAL OF 2009-2010 SELF ASSESSMENT SUMMARY REPORT

Mr. Schultz called on Kim Johnson who asked that this item be tabled until the September board meeting.

ACCEPTANCE OF HHS OVERVIEW OF FINDINGS FROM MONITORING

Members received a copy of the report for their review. Chairman Schultz called on Kim Johnson who explained that there were three findings: 1) one regarding time sheets which has been rectified 2) Staff members or members of their immediate families cannot serve on Policy Council. Ms. Johnson explained that we had a substitute staff person who ended up working several weeks and she was a Policy Council member. 3) Disallowed in-kind in the amount of approximately $700,000. In-kind has become extremely difficult to get particularly since they no longer consider parents driving to the center allowable. They also do not allow the time parents spend during home visits and working with their child as they did previously. Ms. Johnson noted that other Head Start Programs in the State have counted the same items as in-kind as we did, but were not issued a finding. She noted that the Michigan Head Start Association is working on the in-kind issue as is the National Association. She noted that she would like the board to authorize staff to request a waiver on the in-kind. ***DAVE ANTHONY MOVED TO AUTHORIZE STAFF TO SEEK A WAIVER FOR THE NON-FEDERAL SHARE FOR HEAD START, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.*** Ken Penokie asked if she had considered filing an appeal at the same time. She noted she would like to see if the waiver is allowed and if it is not she will file an appeal at that time.

RATIFICATION OF PHONE POLL AUTHORIZING THE SUBMISSION OF COACHING GRANT

Members were sent a copy of the results of the telephone poll conducted to authorize the submission of a grant for coaching teachers. This had to be done as the application was due before this board meeting. ***MR. LAFOILLE MOVED TO RATIFY THE PHONE POLL AUTHORIZING THE SUBMISSION OF A COACHING GRANT, KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.***

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the staff monthly reports for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SECONDED BY TOM ELEGEERT; MOTION CARRIED.***

FUNDING UPDATE AND EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on William Dubord who reiterated the fact that GSRP funding is available once again for the Early Childhood Program, which is good. He reported that health insurance rates are

taking another hefty hike (between 8.5 – 16% in CAA) which puts a huge strain on budgets. He also notified the board that Union negotiations for the Head Start UAW have begun and went very well. They hope to enter into a three year contract this time.

The Executive Director informed the members that we are investigating the feasibility of leasing space in the building next door to us to alleviate the crowding in Head Start and to offer more space to the very over-crowded Weatherization Program. ***KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 1:38 P.M. WITH A MOTION FROM MR. ELEGEERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF May 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	212,505.33
EARLY HEAD START	58,457.46
ARRA HEAD START	3020.31
ARRA EARLY HEAD START	3807.54
DEPARTMENT OF EDUCATION	1736.06
EARLY-ON CHILDHOOD	247.68
CENTER PARENT FUNDS	
POLICY COUNCIL	
GREAT PARENTS	530.08
EMERAL SCHOOL	3039.08
TRANSFER FROM ASSET & REVENUE ACCOUNTS	138,508.58
TOTAL:	421,852.12

SIGNED Karen J. Wigand
(TREASURER)

DATE 7/22/10

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF June 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	144,367.57
EARLY HEAD START	64 471.35
ARRA HEAD START	3261.83
ARRA EARLY HEAD START	3021.73
DEPARTMENT OF EDUCATION	
EARLY-ON CHILDHOOD	1819.14
CENTER PARENT FUNDS	525.00
POLICY COUNCIL	1194.46
GREAT PARENTS	1155.09
EMERAL SCHOOL	635.67
TRANSFER FROM ASSET & REVENUE ACCOUNTS	78976.94
TOTAL:	299,428.78

SIGNED Karen J. Wigent
(TREASURER)

DATE 7/22/10

Attachment "B"

2010-11ECP Program Design Status and Projections

July 20, 2010

Escanaba

2009-10	**Projection for 2010-11**	
4 HS CB	4 HS CB Classes	
3 HS CO-3 Classes	3 HS CO-3 Classes	
0 GSRP Classes	2 GSRP Classes	TOTAL: 9
2 EHS CO-2 Classes	*2 EHS CO-2 Classes*	

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Gladstone

2009-10	**Projection for 2010-11**	
1 HS CB Class	1 HS CB	TOTAL: 2
	1 HS CO-3	
	1 GSRP blend with RR (?)	
	HS Eligible that may have to return to WL: 8	

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Manistique

2009-10	**Projection for 2010-11**	
1 HS CB Class	1 HS CB Class	TOTAL: 3
1 CO-3 Class	1 CO-3	
1 GSRP	1 GSRP Class (Emerald)	

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Menominee

2009-10	**Projection for 2009-10**	
1 HS CB Class	1 HS CB Class	TOTAL: 3
2 HS CO-3 Class	2 HS CO-3	

****

NCMC

2009-10

1 HS CB Class

Projection for 2010-11

1 HS CB Class

TOTAL: 1

Rapid River

2009-10

1 HS CB Class

Projection for 2009-10

1 HS /GSRP Blend

TOTAL: 1

1 GSRP blend with RR (?)

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Program Design Summary

2009-10

16 Preschool Classes

2 Toddler Classes

As of July 20, 2010

18-19 Preschool Classes

2 Toddler Classes

****

Projected Staff Changes

2009-10

16 Preschool Teachers
12 Preschool Teaching Asst.
16 Center Aides
7 FSWs (4FT / 3 PT)
2 I/T Teachers
1 I/T CA/BM
6 HV (5 FT / 1 PT)

As of July 20, 2010

18-19 Preschool Teachers
13 Preschool Teaching Asst.
18-19 Center Aides
7 FSW (3 FT / 4 PT)
2 I/T Teachers
1 I/T CA/BM
6 HV (5 FT / 1 PT)

Acronyms Used

BM: Bus Monitor
CB: Center-Based (4 days of class per week)
CA: Center Aide
CO-2: Combination-Option (2 days of class per week & 2 home visits per month)
CO-3: Combination-Option (3 days of class per week & 1 home visit per month)
EHS: Early Head Start
FSW: Family Services Worker
GSRP: Great Start Readiness Program (State-funded Pre-K – 4 days of class per week)
HB: Home-Based (monthly home visits & group parent-child sessions 2 times per month)
HS: Head Start

Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, July 22, 2010
1:15 p.m. (EDT)
Comfort Inn, Manistique

MINUTES

The meeting was called to order at 1:39 p.m. by Chair Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Tom Elegeert, Delta
Ernest Hoholik, Schoolcraft
Gil Vandenhouten, Menominee
Gil Sablack, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Dave Schultz, Delta
Walter Multerer, Menominee
Tom Lippens, Delta
Helen Walker, Delta
Dave Anthony, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assist./HR Coordinator
Pat Johnson, Receptionist
Gayle Stoykovich, Senior Citizens Program
Beau Miller, Finance Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Geri Nelson, excused
Tish Groleau, excused
Bernie Lang, excused
Marylee DeGrave, excused
Bernice Wieciech, excused
Marv Mayer, excused
George Arkens, excused
Ken Bryant, excused

ACCEPTANCE OF JUNE 10, 2010 GOVERNING BOARD MINUTES

Members received a copy of the June 10, 2010 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM GEORGE LYON, SECONDED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Chairman Schultz called on Karen Wigand for the report. Ms. Wigand reported that the Finance Committee reviewed the accounts payable schedules for May and June and recommends their acceptance. ***MR. ELEGEERT MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MAY AND JUNE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.*** Karen Wigand also told the board that the Finance Committee reviewed and recommends the sole source bid be accepted from DSTech for a new server. She noted that DSTech is our technical provider as we do not have an Information Technology person on staff so they are very familiar with our set-up and

needs. Ken Penokie indicated that the price for the server alone seems high. It was noted that the bid includes the upgrade of Microsoft 2008 licenses and installation. Mr. Penokie noted that we should be able to purchase the Microsoft licenses under our non-profit status for a much more reasonable price. ***MR. LAFOILLE MOVED TO ACCEPT THE SOLE SOURCE BID FROM DSTECH WITH THE STIPULATION THAT STAFF NEGOTIATE A BETTER PRICE FOR THE LICENSES, MR. VANDENHOUTEN SUPPORTED THE MOTION; MOTION CARRIED. 18 AYE, 1 NAY***

Karen noted that the committee was also updated on the progress of the newly required 403(b) audit. The members were told that we expect to receive an adverse opinion from our auditor since Farm Bureau (our former 403(b) provider) declined to participate once the new IRS regulations came into being. This also means they no longer have to provide the needed information that the auditors need. We expect that we will not be alone in this adverse opinion and our Finance Director explained that the Dept. of Labor will accept the adverse opinion. ***GIL SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MS. LEHMAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")***

SAFETY COMMITTEE REPORT

Mr. Schultz called upon Gil Sablack who reported that the committee reviewed two accidents in the Senior Services Program. The first accident involved a Personal Care Aide who lifted a client alone after being instructed that it was a two person lift job. She is still off of work. The committee indicated that they think some disciplinary action should be taken if there were no extenuating circumstances that would warrant her disregarding the instructions of doing a two person lift.

The second accident involved a meal runner who lost his balance on a porch where the deck screws were not long enough. The employee is okay, however, the committee felt that the homeowner should be notified (which they were) so they can rectify the problems. ***THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "B")***

NOMINATING COMMITTEE REPORT

Chairman Schultz called on Dan LaFoille who reported that the slate of candidates for board officers are as follows: Chair – Dave Schultz, Vice-Chair – Karen Wigand, Secretary – Ken Bryant, Treasurer – Bernice Wieciech. Mr. LaFoille asked three times for further nominations for Chair. ***KEN PENOKIE MOVED TO APPROVE THE SLATE OF OFFICERS AS PRESENTED, CLOSE NOMINATIONS AND A UNANIMOUS BALLOT BE CAST FOR THE AFOREMENTIONED OFFICERS. THIS MOTION WAS SECONDED BY GIL SABLACK, MOTION CARRIED.***

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the 5/10 (Schoolcraft), 6/23/10 (Delta) Senior Companion Program PAC minutes and the 6/8/10 (Menominee/Marinette) Retired & Senior Volunteer Program PAC minutes for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM MR. DORAN, SECONDED BY HELEN WALKER; MOTION CARRIED.***

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the staff monthly reports for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

ACCEPTANCE OF 6/14/2010 UPCAP QUALITY ASSURANCE DESK REVIEW

Members received a copy of the report for their review. It was noted that since the previous year's monitoring went well they were able to do a desk review. There were two areas of concern, one regarding overdue assessments and the other the evaluation form used by Nutrition which needs to be forwarded to UPCAP. These concerns have already been addressed. ***MR. DORAN MOVED TO ACCEPT THE UPCAP QUALITY ASSURANCE DESK REVIEW, SUPPORTED BY HELEN WALKER; MOTION CARRIED.***

FUNDING UPDATE AND EXECUTIVE DIRECTOR'S REPORT

The Chairman called on William Dubord who reported that the state funding picture remains bleak. An anticipated 500 millian dollars expected from the feds for Medicaid, etc. probably won't happen, which will mean another hit to the state's discretionary budget. He noted that UPCAP instructed us to put the Nutrition budget in with a $41,000 cut. In addition, ARRA funding for CSBG and TEFAP (commodity foods) will end 9/30/2010. In addition, health insurance rates for Human Resources Authority effective 10/1/2010 are increasing between 12-20% which puts a huge strain on some already strained budgets.

Mr. Dubord noted that we being asked to do more and more reporting and accountability. In addition, we don't have enough administrative staff to be looking for more grant and funding opportunities. Since the auditors repeatedly have acknowledged our low administrative costs, we will be looking at our entire structure to determine our needs moving into the future. We are also looking at getting an Americorps*VISTA position for Perspectives Adult Day Care.

On a more encouraging note, the Executive Director reported that our Weatherization Program should be on target for the ARRA production of 30% through July 31, 2010. He also noted that the ARRA funding for Weatherization truly has been a stimulus in hiring more contractors and purchasing supplies.

Mr. Dubord reported that we have been chosen as one of 400 Weatherization Programs to be involved in an in-depth study by Oak Ridge Labs. This will required a lot of time, but we can use ARRA funds to hire someone if necessary. Mr. Penokie indicated he is glad we have been selected for the study as he believes we are running a top-notch program.

The Executive Director also noted that with all of the focus on Weatherization ARRA production, our staff has not had the time to work on our CDBG Housing Rehabilitation Program so we will be looking to get someone on board to help with this as well as other needs in the Weatherization/Energy Optimization/Housing Program.

The Executive Director informed the members that we are investigating the feasibility of leasing space in the building next door to us to alleviate the crowding in Head Start and to offer more space to the very over-crowded Weatherization Program.

MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. SABLACK SECONDED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the board.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:08 P.M. WITH A MOTION FROM MR. ELEGEERT, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.***

Attachment A

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF May 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	101,816.57
VOLUNTEER PROGRAMS	54,128.98
NUTRITION	57,056.96
STATE & LOCAL PROGRAMS	73,446.29
ENERGY AND HOUSING	145,379.82
TRANSFER FROM ASSET & REVENUE ACCOUNTS	80,927.45
TOTAL:	512,756.07

SIGNED Karen J. Wigand
(TREASURER)

DATE 7/22/10

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF June 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	99,848 69
VOLUNTEER PROGRAMS	60,995 14
NUTRITION	113 516 89
STATE & LOCAL PROGRAMS	93,298 04
ENERGY AND HOUSING	146 679 34
TRANSFER FROM ASSET & REVENUE ACCOUNTS	61,559 97
TOTAL:	515 898.07

SIGNED Karen J Weigand
(TREASURER)

DATE 7/22/10

Attachment "B"

SAFETY COMMITTEE MEETING
July 22, 2010
11:30 a.m.

M I N U T E S

The following were in attendance: Omer Doran, Gilbert Sablack, Walter Multerer, Tom Lippens, Cathy Pearson and Pat Johnson. Excused: Marylee DeGrave and George Arkens.

The Safety Committee reviewed the following two accidents:

1) **Personal Care Services:** The aide was transferring and positioning a client in bed and in the process hurt her back. She went to the ER and saw Dr. Kasetti and then her own doctor the following day. She was off of work for two weeks and upon her return could only do light duty. This program does not offer light duty work as there is a lot of lifting when working with elderly people. With no light duty work available, her doctor ordered another 4 – 6 weeks off work.

   Prior to the aides going into this client's home, Debby called a meeting instructing them that this job is a two person lift. For some reason, the aide decided to lift the client by herself. This incident will be investigated further. If there were no extenuating circumstances for the aide to lift the client by herself after being instructed it is a 2-person lift, then a disciplinary memo will be put in her file for not following instructions.

2) **Nutrition Program:** When the meal runner was delivering a meal to a client's home, he stepped on the porch which did not have long enough screws securing the boards. The board broke loose, hitting the meal runner and making him lose his balance and fall off the porch to the ground. He wasn't seriously injured. He did not seek medical treatment or lose time from work. Recommendation: CAA should notify the homeowner to check out the porch and have it properly repaired for liability issues and safety concerns.