

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

**GOVERNING BOARD MEETING  
Thursday, October 11, 2012  
511 First Ave. No., Escanaba MI  
1:30 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 1:31 p.m. A written roll call was taken and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
Mari Negro, Menominee  
David Moyle, Delta  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Gil Vandenhouten, Menominee  
Brenda Moya, Menominee  
Bernie Lang, Menominee  
Karen Wigand, Delta  
Susan Phillips, Schoolcraft  
Pastor Levin, Schoolcraft  
Tom Lippens, Delta  
Beth Pletcher, Menominee  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant/HR Coord.  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Mary Bunnin, Foster Grandparent Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Julie Moberg, excused  
Eileen Martin, excused  
Walter Multerer, excused  
Dave Anthony  
John Stapleton

The Chair introduced and welcomed new board member Susan Phillips. The Executive Director passed along condolences to David Moyle on the recent passing of his Mother.

**ACCEPTANCE OF SEPTEMBER 6, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the September 6, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoille who reported that the Finance Committee met on October 2<sup>nd</sup> and approved the sole source purchase of an on-line curriculum that the Head Start Program has been using since 2001. The amount of the purchase is \$6,164. The committee also did it's annual review of the Financial Procedures Manual and recommend no changes at this time. The committee reviewed the performance evaluations of the Executive Director and recommends a 2% wage increase effective 10/1/12. **MR. LAFOILLE MOVED TO APPROVE A 2% WAGE INCREASE 10/1/12 FOR THE EXECUTIVE DIRECTOR, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee also reviewed the CAA August accounts payable schedule. **MR. LAFOILLE MOVED TO APPROVE THE CAA AUGUST ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A")**

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met on October 2<sup>nd</sup> and reviewed the board terms and noted that Brenda Moya's terms expired the end of July. We had received verbal notice from U.P. Rural Health Services that they wish to appoint someone else to represent them on our Governing Board. We received written notification that they wish to appoint Cathy Mercier. **DAVE MOYLE MOVED TO APPROVE THE APPOINTMENT OF CATHY MERCIER TO REPRESENT U.P. RURAL HEALTH SERVICES ON OUR GOVERNING BOARD, REPLACING BRENDA MOYA; BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED.** The Chair and Executive Director thanked Brenda for her five years of active participation on our board. U.P. Legal Services is seeking a board member to replace Ruth Helwig on their board. **(see attachment "B")**

### **FOLLOW-UP ON HEAD START SELF-ASSESSMENT REPORT**

Members were given the self assessment report at the last board meeting for their review. Mr. LaFoilie asked if there were any issues with the percentages we've achieved and Kim Johnson, ECP Director, indicated there is not. Ms. Johnson was also asked how we deal with children with mental health issues and she noted that they are referred to the ISD. She noted that there are not enough mental health practitioners in the area that deal with young children.

### **FOLLOW-UP ON SAFETY COMPLAINT**

Ms. Wigand called on the Executive Director who reminded the members that the Head Start Regional Office received an anonymous complaint in early Sept. A sub-committee comprised of four board members and our Early Childhood Consultant was formed to determine how best to investigate the complaint. The Chair called on Tom Lippens, member of the sub-committee, to report to the board. Mr. Lippens reported that the allegations involved safety concerns that occurred during the 2011-2012 schoolyear at the Escanaba Head Start Center. Therefore, the committee decided to interview all staff that were employed at that center during the 2011-2012 year (40 employees). Staff were interviewed separately by a team of three non-Head Start employees. The investigation bore no credence to the allegations. Mr. Lippens read a letter from the board chair to the Head Start Regional Office outlining the process and results of the investigation. **MR. LAFOILLE MOVED TO ACCEPT THE PRESENTED RESPONSE, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "C")**

### **ACCEPTANCE OF JULY/AUG./SEPT. (2012 PIR) MONTHLY REPORTS**

Members were given copies of the July, Aug. & Sept. (2012 Program Information Report – PIR) for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**CAA Governing Board Minutes**

**October 11, 2012**

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**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reported that we received the waiver for non-federal share for Head Start. There has been some recent communications indicating that the Head Start grant cycle may change from a three-year one to a five-year one for those who wish to remain in a non-competitive grant application process. **DAVE MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. DORAN SUPPORTED 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 other business.

**THE NEXT MEETING IS THURSDAY, NOVEMBER 8, 2012 AT 1:30 P.M.**

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST 2012 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	76,719
EARLY HEAD START		57,126
EARLY-ON CHILDHOOD		1,335
GSRP		41,243
ASSET & LIABILITY ACCOUNTS		74,262
TOTAL	\$	250,685

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

**FINANCE COMMITTEE MEETING**  
**Tuesday, October 2, 2012**  
**11:00 a.m.**

**MINUTES**

The following were present: Pastor Levin, Dan LaFoille, Omer Doran, Bernie Lang, Karen Wigand, Bill Dubord, Beau Miller and Cathy Pearson,

The committee reviewed the CAA August Accounts Payable Schedules and **THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee reviewed the HRA August Accounts Payable Schedules and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LANG, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

The committee reviewed the credit card charges for CAA & HRA for August and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

The Executive Director explained that we need approval for a sole source purchase for an on-line assessment curriculum that the Head Start Program has been using since 2001. The company is the sole provider and the purchase price is \$6,164. **OMER DORAN MOVED TO APPROVE THE SOLE SOURCE PURCHASE FOR AN ON-LINE CURRICULUM FOR \$6,164, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

The committee reviewed the Financial Procedures Manual and based on Beau's recommendation that no changes are needed at this time, **BERNIE LANG MOVED TO ACCEPT THE FINANCIAL PROCEDURES WITH NO CHANGES AT THIS TIME, SECONDED BY PASTOR LEVIN; MOTION CARRIED.**

The Finance Committee reviewed the Executive Director's performance evaluation and after discussion **BERNIE LANG MOVED TO AUTHORIZE A 2% WAGE INCREASE FOR THE EXECUTIVE DIRECTOR EFFECTIVE 10/1/12.** Bill thanked the committee for their continued faith in him.

The meeting adjourned at 11:44 a.m. **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

**NOMINATING COMMITTEE MEETING**  
**Tuesday, October 2, 2012**  
**10:30 a.m.**

**MINUTES**

The meeting was called to order at 10:35 a.m. and the following were present: Gil Vandenhouten, Omer Doran, Dan LaFoilie, Bill Dubord and Cathy Pearson

Bill reminded the committee that Brenda Moya's term representing the U.P. Rural Health Services expired at the end of July. Cathy received a call from Donna Jaksic from the Marquette office of UPRHS mid-summer indicating they wished to appoint Cathy Mercier to replace Brenda on our Board. I told her she should email or send a letter to Bill Dubord stating that wish. We never received this appointment by email nor by letter. I left several messages at Ms. Jecksic's office and emailed her twice to remind her we were waiting for direction from her regarding the board appointment. We still have not heard anything, but think that Ms. Jecksic may be off on some type of extended leave. **OMER DORAN MOVED TO HAVE STAFF CONTACT U. P. RURAL HEALTH SERVICES ONE MORE TIME TO SEE WHETHER OR NOT THEY WISH TO RETAIN A SEAT ON OUR BOARD, MR. VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

Mr. Dubord told the members that U.P. Legal Services is looking for someone to replace Ruth Helwig on their board. Bill noted that Myra Croasdell has expressed an interest in serving and fits the requirements. After some discussion the committee recommended that we ask for any interest at the October board meeting.

The meeting adjourned at 11:50 a.m.



#### Associated Programs

Ewen Medical-Dental Center Box 260 Hemlock & Elm Streets Ewen, MI 49925 906/988-2210	Northern Menominee Health Center Box 159 Spalding, MI 49886 906/497-5263	Northern Menominee Health Center South 805 First St. Menominee, MI 49858 906/863-2315	Dickinson-Iron Dental Center 211 S. Fourth St., Suite B Crystal Falls, MI 49920 906/875-6133
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### UPPER PENINSULA ASSOCIATION OF RURAL HEALTH SERVICES, INC.

220 West Washington Street • Suite 430 • Marquette, MI 49855 • 906/228-3613 • Fax 906/228-3656

October 3, 2012

Mr. William Dubord  
Executive Director  
MDS Community Action Agency  
Third Avenue North  
Escanaba, MI 49829

RE: UPARHS Board of Directors nomination

Dear Mr. Dubord,

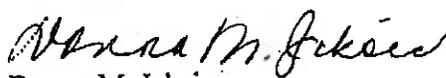
The Board of Directors of the Upper Peninsula Association of Rural Health Services, Inc. is very interested in continuing to have a seat on the MDS CAA Board of Directors to improve and enhance the communication and collaboration between our agencies.

Brenda Moya has served in this position for the last years and UPARHS does appreciate and acknowledge her efforts. At this time, however, we would like to switch this seat to Cathy Mercier, UPAHRS Operation Manager, who is based at the Northern Menominee Health Center, Spalding, Michigan. Cathy has administrative authority, attends all of our Board meetings and can speak directly for the Association at your Board.

Cathy can be reached at [cmercier@ncc-mi.net](mailto:cmercier@ncc-mi.net) or 906-497-3263. Her mailing address is Northern Menominee Health Center, P.O. Box 159, Spalding, MI 49886.

If for some reason this is not a satisfactory appointment to your Board due to your internal parameters, please let me know. I apologize for the delay in getting this information to you. Please feel free to contact me at 906-228-3613 if there are any questions or anything further I can do at this time.

Sincerely,

  
Donna M. Jaksic  
Executive Director

**COMMUNITY ACTION AGENCY  
HUMAN RESOURCES AUTHORITY**  
Serving Menominee, Delta and Schoolcraft Counties

Attachment "C"

October 12, 2012

Mr. William M. Sullivan, Head Start Manager  
Office of Head Start, Region V  
233 North Michigan Avenue, Suite 400  
Chicago, IL 60601

Dear Mr. Sullivan,

In response to your letter of September 4, 2012 regarding child safety allegations, the Governing Board of the Menominee Delta Schoolcraft Community Action Agency launched a prompt and thorough investigation. This letter is a report to you and your office of our process and our findings.

The Process.

A Sub-committee of four members of the Governing Board in addition to the Board's Early Childhood Consultant, developed a process and schedule for implementation immediately upon receiving notice of the allegations. Since the allegations involved our Escanaba Head Start Center during the 2011-2012 school year, it was decided that all staff assigned to that location during that time frame would be questioned. Three of our CAA staff, unassociated with the Head Start program, served as a team to interview 40 Head Start employees that had been assigned to the Escanaba location last school year. These interviews took place on September 20, 2012. Head Start employees were given the option of having their Union steward present during questioning, and were asked in individual interviews specifically if they had knowledge of each individual allegation. Their answers were documented on forms which the employee signed at the end of their interview. Those forms are on file in the CAA main office.

In addition to the employee interviews, staff reviewed safety data and incident reports for the Escanaba Center for the 2011-2012 school year.

The Board Sub-committee met again after the interviews were complete to review the process and the results of the interviews, as well as go over our child monitoring procedures, general child safety policies and training of our employees in the Head Start program.

*Mission statement: Providing opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.*

The Results.

After completion of the investigative process, the Board Sub-committee found the following:

- There were no safety reports or incident reports for the Escanaba Center relating to any of the allegations made in the complaint.
- None of the employees assigned to the Escanaba Center during 2011-2012 had any knowledge of the incidents alleged.
- Employees at all of our Head Start centers, including the Escanaba location, are thoroughly trained in child monitoring and safety prior to each school year.

Documentation.

As requested, we are providing documentation of the following:

1. Child monitoring policies and procedures.
2. Training documentation.
3. All communications to or from State of Michigan Child Care licensing officials regarding the Escanaba facility.
4. Interview forms from our investigation are on file in the MDS/CAA main office and available at your request.

Summary.

Our thorough investigation of the allegations contained in the anonymous complaint sent to your office shows that our staff diligently and successfully care for the children entrusted to us and there is no validity to the allegations. We have reviewed our child safety and monitoring procedures and training and have determined that there is no need for improvements or changes at this time. As has been our practice in the past, should there be significant changes in the facility, staffing or schedule, our monitoring, safety and training procedures would again be reviewed to determine whether any changes would be warranted at that time.

Should you have any questions, please contact Bill Dubord, Executive Director or Kim Johnson, Program Director at (906)786-7080 or me at (906)786-1399.

Sincerely,



Karen J. Wigand  
Governing Board Chair

**SAFETY COMMITTEE MEETING**  
**Thursday, October 11, 2012**  
**1:00 p.m.**

**MINUTES**

The following were present: Omer Doran, Tom Lippens, Mari Negro, Debby Wiltzius. Walter Multerer, excused.

The committee were sent one accident with a Personal Care Aide who injured her legs when the client through some towels down the basement steps as she was heading up them. The employee went to the doctor and lost four days of work time.

There was no other business.

The meeting adjourned at 1:10 p.m.

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

**GOVERNING BOARD MEETING  
Thursday, October 11, 2012  
511 First Ave. No., Escanaba MI  
1:45 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 2:15 p.m. A written roll call was taken and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoilie, Schoolcraft  
Omer Doran, Schoolcraft  
Mari Negro, Menominee  
David Moyle, Delta  
Ken Bryant, Schoolcraft  
Myra Croasdell, Delta  
Gil Vandenhouten, Menominee  
Brenda Moya, Menominee  
Bernie Lang, Menominee  
Karen Wigand, Delta  
Susan Phillips, Schoolcraft  
Pastor Levin, Schoolcraft  
Tom Lippens, Delta  
Beth Pletcher, Menominee  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant/HR Coord.  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Mary Bunnin, Foster Grandparent Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Julie Moberg, excused  
Eileen Martin, excused  
Walter Multerer, excused  
Dave Anthony  
John Stapleton

The Chair introduced and welcomed new board member Susan Phillips. The Executive Director passed along condolences to David Moyle on the recent passing of his Mother.

**ACCEPTANCE OF SEPTEMBER 6, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the September 6, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on October 2<sup>nd</sup> and completed the annual review of the Financial Procedures Manual and recommend no changes at this time. The committee reviewed the performance evaluations of the Executive Director and recommends a 2% wage increase effective 10/1/12. **MR. LAFOILLE MOVED TO APPROVE A 2% WAGE INCREASE 10/1/12 FOR THE EXECUTIVE DIRECTOR, SECONDED BY MARI NEGRO; MOTION CARRIED.** The committee also reviewed the HRA August accounts payable schedule. **MR. LAFOILLE MOVED TO APPROVE THE HRA AUGUST ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Bill Dubord who reported that the Nominating Committee met on October 2<sup>nd</sup> and reviewed the board terms and noted that Brenda Moya's terms expired the end of July. We had received verbal notice from U.P. Rural Health Services that they wish to appoint someone else to represent them on our Governing Board. We received written notification that they wish to appoint Cathy Mercier. **DAVE MOYLE MOVED TO APPROVE THE APPOINTMENT OF CATHY MERCIER TO REPRESENT U.P. RURAL HEALTH SERVICES ON OUR GOVERNING BOARD, REPLACING BRENDA MOYA; MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.** The Chair and Executive Director thanked Brenda for her five years of active participation on our board. U.P. Legal Services is seeking a board member to replace Ruth Helwig on their board. Myra Croasdell volunteered to serve on the Legal Services of Northern Michigan board **DAN LAFOILLE MOVED TO RECOMMEND THE APPOINTMENT OF MYRA CROASDELL TO THE LEGAL SERVICES BOARD, SECONDED BY TOM LIPPENS; MOTION CARRIED.** (see attachment "B")

**SAFETY COMMITTEE REPORT**

Chair Wigand called on Tom Lippens who reported that the committee reviewed one accident involving a Personal Care Aide who was walking up some stairs as the client threw clothes down the stairs. She strained her leg muscle. There were no recommendations. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY MR. MOYLE; MOTION CARRIED.** (see attachment "C")

**ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members were given copies of the staff monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

**ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

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

- 9/20 (Delta) & 9/14/12 (Schoolcraft) Foster Grandparent Program PAC minutes
- 8/20 (Schoolcraft) & 9/26/12 (Delta) Senior Companion Program PAC minutes
- 7/18 (Eschanaba) Senior Citizen Program PAC minutes

There were no questions and **THE POLICY ADVISORY COMMITTEE MINUTES WERE ACCEPTED UPON A MOTION FROM PASTOR LEVIN, SECONDED BY OMER DORAN; MOTION CARRIED.**

**APPROVAL OF CDBG PLACE-BASED TARGETING STRATEGY**

The Chair called on Naomi Fletcher, Housing Manager who explained that as part of our \$200,000 Community Development Block Grant (CDBG) in Delta County, we had to specify the target areas to serve which are Escanaba and Gladstone in this grant cycle and Garden in the next. **TOM LIPPENS**

**MOVED TO APPROVE THE PLACE BASED TARGETING STRATEGY AS PRESENTED, KEN PENOKIE SECONDED THE MOTION; MOTION CARRIED. (Moyle abstained)**

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reported that the Retired & Senior Volunteer Program is going through a brand new competitive grant process that has 67 pages of changes and numerous, lengthy conference calls to address all the changes.

He told the board that staff are coping with many changes and ever increasing demands on reporting and accountability. In a related vein, we will be monitored by DHS October 30 – November 1<sup>st</sup>.

The members were informed that we were informed that there was the possibility that our Commodity Supplemental Food Program (CSFP) may have distributed some contaminated peanut butter so we issued a news release and went on the radio telling customers to throw the product away to be on the safe side.

Mr. Dubord announced that we have \$219,000 in deliverable fuel funds that we will begin obligating November 1<sup>st</sup>.

The Executive Director also reported that our Perspectives Adult Day Care Program received a \$10,000 donation from John and Pat Besse that can be used for operating costs.

He noted that our senior centers will be dealing with Medicare Part D open enrollment beginning October 15<sup>th</sup>. Two Advantage Plans that were currently offered are no longer being offered in the U.P. so over 1,500 customers in Menominee, Delta and Schoolcraft County have to choose new plans.

The Executive Director informed the members that he met with the City Manager and the City's Attorney regarding the proposed change to our lease at the Civic Center, whereby we are responsible for ensuring no sex offenders use the facility. They have extended our current lease to check into the legality of such a provision.

**THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Chair Wigand called on Dave Moyle who complimented our in-home staff for helping his mother maintain her dignity while she was dying.

Karen Wigand called on Cathy Pearson who reminded the board that last year the possibility of reinstating a Walk for Warmth effort was raised. She reported that with the help of Belinda Gardapee, our Head Cook in Manistique, and Don Tyrrell, Schoolcraft Client Service Worker, we are going to hold an event this year. She noted that board support from Schoolcraft County members will be greatly appreciated. As plans become clearer, she will pass the information along to the board.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 2:45 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE AUGUST 2012 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>98,109</u>
<u>VOLUNTEER PROGRAMS</u>		<u>31,397</u>
<u>NUTRITION</u>		<u>85,752</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>88,442</u>
<u>ENERGY AND HOUSING</u>		<u>33,402</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>38,875</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>375,978</u></b>

SIGNED   
(TREASURER)

DATE \_\_\_\_\_