

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

GOVERNING BOARD MEETING

**Thursday, April 8, 2010
1:30 p.m. (EDT)**

MINUTES

The meeting was called to order at 1:32 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
Charmaine Lehman, Schoolcraft
Tom Lippens, Delta
Helen Walker, Delta
Marv Mayer, Menominee
Walter Multerer, Menominee
George Arkens, Menominee
Karen Wigand, Delta
Gil Sablack, Schoolcraft
Geri Nelson, Delta
Dave Schultz, Delta
Ken Penokie, Delta
Marylee DeGrave, Menominee
Omer Doran, Schoolcraft
Bernie Lang, Menominee

OTHERS PRESENT

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

MEMBERS ABSENT

Ruth Helwig, excused
Dan LaFoilie, excused
Bernice Wiecech, excused
George Lyon, excused
Pastor Levin, excused
Gil Vandenhouten, excused
Ernie Hoholik, excused
Brenda Moya
Dave Anthony
Tom Elegeert
Tish Groleau
John Stapleton

William Dubord informed the board that Ernie Hoholik has been struggling with some serious health issues and asked the board to keep him in their thoughts and prayers.

FINANCE COMMITTEE REPORT

The Chairman called on Karen Wigand who reported that the Finance Committee met today and reviewed the accounts payable schedules for March, 2010 and recommends their approval.

MARYLEE DEGRAVE MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MARCH, 2010, SECONDED BY GIL SABLACK; MOTION CARRIED.

Ms. Wigand reported that the Finance Committee reviewed the audit for the fiscal year ending 9/30/2009. There were two audit findings; one was segregation of duties which is the same as last

year. This issue has been rectified with the purchase of ABRA software and the segregation of duties between the Human Resource Coordinator and Finance Dept. The second was for CAA credit card controls and documentation. The Finance Committee now reviews CAA credit card charges to ensure they are legitimate. Overall the audit looks good and our cash situation is good. Denis Tobie from our auditing firm will present the audit to the full board at the June 10, 2010 Governing Board meeting. The Finance Committee recommends that the Governing Board accept the audit and submit it to the appropriate funding sources. **MR. SABLACK MOVED TO ACCEPT THE AUDIT; MARYLEE DEGRAVE SUPPORTED THE MOTION; MOTION CARRIED.**

The committee also reviewed the 990's and recommends their acceptance. **KEN PENOKIE MOVED TO ACCEPT THE 990's, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.**

MR. SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "A")

SAFETY COMMITTEE MEETING

Chairman Schultz called on Gil Sablack who reported that the Safety Committee met today and reviewed the Accident/Incident reporting package that includes: 1) Accident Report Form 2) Authorization for Treatment Form 3) Return to Work Form 4) Vehicle Accident Report Form. They commended Naomi on a job well done developing the forms. These will be made available at all of our sites and given to any employee that is injured. Ken Penokie asked if the forms were reviewed by a lawyer as we need to be sure what we are requesting isn't more than is allowed by Worker's Comp. Staff will have our Worker's Comp. carrier review them before we begin to implement their use. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY MARV MAYER; MOTION CARRIED. (see attachment "B").**

APPROVAL OF PROGRAM DESIGN AND MANAGEMENT OPERATIONAL POLICIES

Dave Schultz called on Kim Johnson, ECP Director, who noted that the members were sent a packet of written operational policies for the Early Childhood Program for their review. She explained that the policies in the packet are not new practices and many are written into a variety of other documents such as work plans, and individual policy statements that have already been approved by the Governing Board, but they had not all been compiled into a common format. This packet will make it faster and easier for staff to find operational policy statements. **KEN PENOKIE MOVED TO APPROVE THE PROGRAM DESIGN AND MANAGEMENT OPERATIONAL POLICIES, HELEN WALKER SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF MARCH, 2010 EARLY CHILDHOOD REPORT

Members received a copy of the March, 2010 Early Childhood monthly report **AND IT WAS ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY MARYLEE DEGRAVE; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chairman called on Bill Dubord who reported that the new Smoke-Free law for public places goes into effect on May 1st. He noted our facilities are already smoke-free (except for one or two Senior Centers) that allow smoking during bingo. We will post signs that we are smoke-free, particularly at our sites where meals are served.

The Executive Director announced that the Triennial Review of the Early Childhood Program will take place the week of April 19th. Mr. Dubord reminded the members that this is an extremely in-depth review and intense process. Mr. Schultz as Chairman has been asked to attend the entrance meeting as well as the Policy Council Chair. The Early Childhood Committee will also be asked to participate in the review if they are able.

The Executive Director informed the members that he, Karen Wigand, Dave Schultz, Beau Miller and the ECP Management staff attended a teleconference on the Head Start Risk Assessment. It was a very good give and take process with our staff having the opportunity to explain the difficulty we have in obtaining lead testing on the children. He commended the Head Start Management staff and Beau for keeping risks in the program at a minimum.

Mr. Dubord also announced that we will be hosting a Poverty Forum on May 4th at the Heirman Center at Bay College (*see attachment "C"*). We hope to get the involvement of human service providers as well as consumers to give their experience in navigating the various systems and processes to obtain assistance.

PUBLIC COMMENT/OTHER BUSINESS

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

ADJOURNMENT

The meeting adjourned at 2:15 p.m. **WITH A MOTION FROM MR. MULTERER, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

THE NEXT MEETING IS SCHEDULED FOR JUNE 10, 2010

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF March 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>240 879 26</u>
EARLY HEAD START	<u>54,675, 13</u>
ARRA HEAD START	<u>190413</u>
ARRA EARLY HEAD START	<u>561 50</u>
DEPARTMENT OF EDUCATION	<u></u>
EARLY-ON CHILDHOOD	<u>1508 72</u>
CENTER PARENT FUNDS	<u></u>
POLICY COUNCIL	<u>150 00</u>
GREAT PARENTS	<u>661 70</u>
EMERAL SCHOOL	<u>3508 50</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>227, 483 88</u>
TOTAL:	<u>531, 332 82</u>

SIGNED Karen Wiegand Vice Chair
(TREASURER)

DATE 4/8/10

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING**

**Thursday, April 8, 2010
1:45 p.m. (EDT)**

MINUTES

The meeting was called to order at 2:16 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
Charmaine Lehman, Schoolcraft
Tom Lippens, Delta
Helen Walker, Delta
Marv Mayer, Menominee
Walter Multerer, Menominee
George Arkens, Menominee
Karen Wigand, Delta
Gil Sablack, Schoolcraft
Geri Nelson, Delta
Dave Schultz, Delta
Ken Penokie, Delta
Marylee DeGrave, Menominee
Omer Doran, Schoolcraft
Bernie Lang, Menominee

OTHERS PRESENT

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

MEMBERS ABSENT

Ruth Helwig, excused
Dan LaFoilie, excused
Bernice Wiecech, excused
George Lyon, excused
Pastor Levin, excused
Gil Vandenhouten, excused
Ernie Hoholik, excused
Brenda Moya
Dave Anthony
Tom Elegeert
Tish Groleau
John Stapleton

William Dubord informed the board that Ernie Hoholik has been struggling with some serious health issues and asked the board to keep him in their thoughts and prayers.

FINANCE COMMITTEE REPORT

The Chairman called on Karen Wigand who reported that the Finance Committee met today and reviewed the accounts payable schedules for March, 2010 and recommends their approval. ***KAREN WIGAND MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MARCH, 2010, SECONDED BY OMER DORAN; MOTION CARRIED.***

Ms. Wigand reported that the Finance Committee reviewed the audit for the fiscal year ending 9/30/2009. There were two audit findings; one was segregation of duties which is the same as last

year. This issue has been rectified with the purchase of ABRA software and the segregation of duties between the Human Resource Coordinator and Finance Dept. The second was for CAA credit card controls and documentation. The Finance Committee now reviews CAA credit card charges to ensure they are legitimate. Overall the audit looks good and our cash situation is good. Denis Tobie from our auditing firm will present the audit to the full board at the June 10, 2010 Governing Board meeting. The Finance Committee recommends that the Governing Board accept the audit and submit it to the appropriate funding sources. **MR. PENOKIE MOVED TO ACCEPT THE AUDIT; GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

The committee also reviewed the 990's and recommends their acceptance. **TOM LIPPENS MOVED TO ACCEPT THE 990's, MR. BRYANT SECONDED THE MOTION; MOTION CARRIED.**

MR. SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "A")

SAFETY COMMITTEE MEETING

Chairman Schultz called on Gil Sablack who reported that the Safety Committee met today and reviewed one accident where the employee tripped, landed on cement and incurred a bad sprain. There was no lost work time or follow-up treatment required. The committee also reviewed the Accident/Incident reporting package that includes: 1) Accident Report Form 2) Authorization for Treatment Form 3) Return to Work Form 4) Vehicle Accident Report Form. They commended Naomi on a job well done developing the forms. These will be made available at all of our sites and given to any employee that is injured. Ken Penokie asked if the forms were reviewed by a lawyer as we need to be sure what we are requesting isn't more than is allowed by Worker's Comp. Staff will have our Worker's Comp. carrier review them before we begin to implement their use. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY MARV MAYER; MOTION CARRIED. (see attachment "B").**

ACCEPTANCE OF 3/17/2010 ESCANABA SENIOR CENTER PAC MINUTES

Members received a copy of the 3/17/2010 Escanaba Senior Center PAC minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SECONDED BY HELEN WALKER; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

The Chairman called on Bill Dubord who reported that the new Smoke-Free law for public places that goes into effect on May 1st. He noted our facilities are already smoke-free (except for one Or two Senior Centers) that allow smoking during bingo. We will post signs that we are smoke-free, particularly at our sites where meals are served.

Mr. Dubord also announced that we will be hosting a Poverty Forum on May 4th at the Heirman Center at Bay College (**see attachment "C"**). We hope to get the involvement of human service providers as well as consumers to give their experience in navigating the various systems and processes to obtain assistance.

The Executive Director asked Joe Dehlin to give an update on our progress in Weatherization, particularly as it relates to the ARRA funding. Joe told the members that we have 54 completions and 40 jobs in progress. In addition, 45 houses have been pre-inspected and have cleared the State Historical Preservation Office (SHPO) requirements. These 139 homes are approximately 25% of our total planned production. We may have to weatherize more homes as the actual costs are averaging between \$4,500-\$4,900, rather than the expected \$6,500. Lead certification training was held recently to train our contractors as effective 4/22/2010 any homes being worked on that were built prior to 1978 have to follow the lead-safe measures. The Weatherization Director also indicated that the regular Dept. of Energy (DOE) grant that began on April 1, 2010 has increased by approximately \$100,000 resulting in increased production expectations.

The Executive Director told the board that the CSBG ARRA funds may be extended beyond the original 9/30/10 deadline as some states have only recently received their funds. This will affect how we continue to spend; we may hold off on some less critical items if the date is extended. Many agencies in Michigan, including ours, are in favor of the possible extension.

Mr. Dubord noted that the State's financial picture is terrible and will most likely be worse next year. He is particularly concerned about the volunteer programs, particularly FGP who receives mostly state funds, and only a small amount of federal funds. He indicated that we are looking at all options in response to the upcoming further state cuts.

PUBLIC COMMENT/OTHER BUSINESS

Mr. Schultz called on Karen Wigand who suggested that we have a proactive media approach and target the feature by program so that the message doesn't get diluted.

Chairman Schultz stated how pleased he is with the participation of the board.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:46 WITH A MOTION FROM OMER DORAN, SECONDED BY KEN BRYANT; MOTION CARRIED.***

THE NEXT MEETING IS SCHEDULED FOR JUNE 10, 2010

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF March 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>193,646.18</u>
VOLUNTEER PROGRAMS	<u>44,356.07</u>
NUTRITION	<u>80,104.77</u>
STATE & LOCAL PROGRAMS	<u>83,445.10</u>
ENERGY AND HOUSING	<u>129,936.32</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>63,420.66</u>
TOTAL:	<u>594,909.10</u>

SIGNED Karen Wizard Vice Chair
(TREASURER)
DATE 4/8/10

FINANCE COMMITTEE MEETING
Thursday, April 8, 2010
12:30 p.m. (EDT)

MINUTES

The following were present: Omer Doran, Karen Wigand, Bernie Lang, Marylee DeGrave, Gil Sablack, Dave Schultz, Bill Dubord, Beau Miller and Cathy Pearson. Dan LaFoille, Bernice Wiecech and Pastor Levin excused.

The committee reviewed the accounts payable schedules for March. Several questions were asked and explained by Bill and Beau. **THE ACCOUNTS PAYABLE SCHEDULES FOR MARCH WERE ACCEPTED WITH A MOTION FROM KAREN WIGAND, SUPPORTED BY GIL SABLACK; MOTION CARRIED.** It was suggested that the accounts payable schedules be mailed ahead for the committee to review before the committee meeting.

The committee also reviewed the CAA credit card charges for 2/24 – 3/24/2010 and found them to be reasonable **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. SABLACK, SUPPORTED BY MARYLEE DEGRAVE; MOTION CARRIED.**

Members were sent a copy of the audit for the period ending 9/30/2009 for their review. There were two audit findings; one was segregation of duties which is the same as last year. This issue has been rectified with the purchase of ABRA software and the segregation of duties between the Human Resource Coordinator and Finance Dept. The second was for CAA credit card controls and documentation. The Finance Committee now reviews CAA credit card charges to ensure they are legitimate. Overall the audit looks good and our cash situation is good, including our unrestricted funds which are at 11% of our total revenue. In addition our administrative costs continue to be very low at 5.2%. Denis Tobie from our auditing firm will present the audit to the full board at the June 10, 2010 Governing Board meeting. The Finance Committee recommends that the Governing Board accept the audit and submit it to the appropriate funding sources. **MARYLEE DEGRAVE MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/2009, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.** Beau also reviewed the Management Letter (SAS112) and noted that when we request bids and only receive one, it is considered sole source and as such has to be approved by the board. Also addressed was the back-up storage for our servers. Beau indicated we are working with our technical providers about possible solutions, even though we believe our current process is adequate. He also reviewed the SAS 114 letter with the members.

The members also reviewed the 990's for both corporations **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. SABLACK, SUPPORTED BY KAREN WIGAND; MOTION CARRIED.**

Bill Dubord asked the Finance Committee to give a 4% wage increase to Joe Dehlin because of the increased responsibility, additional supervision of staff and oversight of additional contractors and jobs as well as additional required certifications. (see attached).

The committee also discussed whether there should be a review of HRA credit card expenditures as there currently is in CAA.

Finance Committee Minutes

April 8, 2010

Page 2

Beau also gave an update on the upcoming 403b audit (which is new) and how the requests for proposals are coming along for our single agency audit.

The committee also discussed Beau's revised Statement of Financial Position report to see if this information is more beneficial to the committee than what they previously were given.

There was no other business.

The meeting adjourned at 1:25 p.m.

SAFETY COMMITTEE MEETING
April 8, 2010
11:00 a.m.

MINUTES

The following were in attendance: Marylee DeGrave, Marv Mayer, Walter Multerer, Debby Wiltzius, Pat Royer, Lucy Crofton, Gilbert Sablack, George Arkens, Omer Doran, Naomi Fletcher, and Pat Johnson.

This is the first meeting of the newly formed Safety Committee. Naomi asked the members to go around the table and introduce themselves.

The Safety Committee reviewed the following accident:

An employee was overseeing a commodity distribution and just happened to trip and fall. She injured her left hand and knees. The following day she sought medical attention and discovered she had a severe sprain. There was no follow-up treatment nor did she lose work time. This was an unfortunate accident and no further action is required.

Mr. Multerer inquired how many are employed by CAA and Pat Royer reported she thought the number was around 296. He further questioned how long the Safety Committee has been in existence. Neither Marv nor Gil could recall the exact number of years. Gil reiterated how well the committee has worked. When the committee first started meeting, there were as many as 12 to 15 accidents being reviewed. The majority of those accidents were slip and falls, improper lifting, etc. These issues have been eliminated or decreased significantly. Staff were provided with training on proper lifting techniques, appropriate footwear for the winter months, etc.

Naomi reported she was asked to develop a new Accident/Incident Report Package that should work well for all programs. The Accident/Incident Report Package includes:

- **A CAA/HRA Accident Report Form.** All accidents/incidents must be reported by the end of your work day. If you are an employee who works after hours, a phone call to your supervisor's voice message is considered notice. The employee must complete the Accident/Incident Report Form to the best of his/her ability. The supervisor will then sign the form and forward it to the program director.
- **Authorization for Treatment Form.** Your supervisor will complete and sign this form and you will then provide this to the attending physician.
- **A Return to Work Form.** This form must be given to the attending physician, signed by the attending physician and sent back to the CAA Admin. office.
- **The MDS CAA Vehicle Accident Report** will be added to the package. This will be used only if an employee involved in a vehicle accident is injured.

The committee complimented Naomi on the great job she did on developing and putting together the new Accident Report Package.

Naomi asked Jill Johnsen, who handles the agency's worker's comp, to join the meeting. Jill asked the committee if it would be possible to have one attending physician and a designated rehabilitation center that would accommodate all CAA & HRA employees. She knows some business'/factories have a procedure like this in place. Gil asked Jill if this would be infringing on patient's rights. Jill will check into this further.

The meeting adjourned at 11:35 a.m.