

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, September 10, 2009
511 First Ave. No., Escanaba
1:30 p.m. (EDT)

MINUTES

The meeting was called to order at 1:33 p.m. by Chairman Dave Schultz. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Ken Bryant, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Ruth Helwig, Delta
Gilbert Sablack, Schoolcraft
Karen Wigand, Delta
Dave Schultz, Delta
Jim Dubord, Delta
Tom Elegeert, Delta
George Lyon, Schoolcraft
Charmaine Lehman, Schoolcraft
Helen Walker, Delta
Marv Mayer, Menominee
John Stapleton, Schoolcraft
Dan LaFoilie, Schoolcraft
Geri Nelson, Delta
Bernie Lang, Menominee
Marylee DeGrave, Menominee
Dave Anthony, Menominee
Ernest Hoholik, Schoolcraft
Brenda Moya, Menominee
Walter Multerer, Menominee
Bernice Wiecech, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Mary Bunnin, FGP Director
Kim Johnson, ECP Director
Rick Rudden, Communication Coordinator
Beau Miller, Finance Director
Joe Dehlin, WX/Housing Director
Theresa Nelson, RSVP Director

MEMBERS ABSENT

Gil Vandenhouten, excused
Omer Doran, excused
Vickie Maher, excused
Ken Penokie, excused

Chairman Schultz called on William Dubord who indicated we will be holding the CAA board meeting first from now on to capitalize on the in-kind that is so hard to get for the Early Childhood Program.

Mr. Schultz introduced new board member John Stapleton who is representing the Schoolcraft County Public Transit.

APPROVAL OF JULY 23, 2009 GOVERNING BOARD MINUTES

Members received copies of the July 23, 2009 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY GEORGE LYON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chairman called on Treasurer Bernice Wiecech who reported that the committee reviewed the Accounts Payable Schedule for August and the Early Childhood Program credit card charges for July. She also noted that the committee will be investigating options for health insurance coverage as we have received a large increase again this year. **THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM RUTH HELWIG, SECONDED BY KAREN WIGAND; MOTION CARRIED.** (see attachment "A")

SAFETY COMMITTEE REPORT

Mr. Schultz called on Karen Wigand who reported that the committee met today with a representative from the Accident Fund (the underwriting company for our worker's comp carrier). They received information on pre-employment physicals should we opt to require them, whether we should consider using an Occupational Health Provider for worker's compensation claims, and had much discussion on the process for reporting an accident from start to finish. Ms. Wigand noted that the committee will be meeting again to develop the reporting process and a flow chart depicting the process. She also noted that the committee is planning to review the process at the all staff training in December. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM GIL SABLACK, SECONDED BY BERNICE WIECIECH; MOTION CARRIED.** (see attachment "B")

ACCEPTANCE OF EARLY CHILDHOOD PROGRAM JULY/AUGUST MONTHLY REPORTS

Members received copies of the Early Childhood Program monthly reports for July & August. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM GIL SABLACK, SUPPORTED BY MRS. WIECIECH; MOTION CARRIED.**

PRESENTATION OF PLAQUE TO ERNIE HOHOLIK

The Executive Director presented a plaque to Ernest Hoholik for his leadership and dedication as Governing Board Chair for the past 18 years. Mr. Hoholik thanked the board and staff and noted that he enjoyed his tenure as Chairman and is glad that he is still on the board.

STATE FUNDING UPDATE

Mr. Schultz called on William Dubord who noted that the state budget picture is very bleak. As far as the Early Childhood Program goes, we are hearing that the Great Start Readiness Program is expected not to be funded. Kim Johnson, ECP Director, reported that we have been under enrolled the past couple of years in the GSRP Program. Because the state will likely not have a budget in place by the start of the school year for Head Start, Kim has sent letters to parents indicating that there will be no program unless we get definite word that there is adequate funding to run it. She noted that the lack of funding information creates problems for parents who have a difficult time knowing what child care arrangements to make, in addition to totally complicating the establishment of classroom design and staffing patterns. After much discussion **DAVE ANTHONY MOVED FOR STAFF TO USE THEIR RESPONSIBLE JUDGEMENT IN DETERMINING WHETHER OR NOT TO RUN THE GSRP BASED ON THE STATE BUDGET, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED.** Kim noted that in Menominee County the ISD has agreed to run the GSRP

SAFETY COMMITTEE MEETING
Thursday, September 10, 2009
CAA Conference Room

A safety committee meeting was called to order at 10 a.m., with the following in attendance:

Karen Wigand	Pat Royer	Michael Taylor, Accident Fund
Gilbert Sablack	Sandra Johnson	
Kim Johnson	Naomi Fletcher	
Sally Kidd	Joe Dehlin	

Accident Review:

Three accidents were reviewed, all in personal care services while assisting clients. Case #1: No missed work, gait belt training may be in order; Case #2: Was temporarily restricted from working with clients requiring the use of a Hoyer lift, currently no restrictions; Case #3: Follow-up: Missed about six weeks of work, currently back to work w/o restrictions.

Accident Fund Representative:

Michael Taylor, representative from Accident Fund, our W/C carrier, was in attendance to answer questions and give us suggestions on safety in the workplace.

- Mr. Taylor informed us that we can require pre-employment physicals at the agency's cost.
- We also can designate an occupational health provider that injured employees would be required to report to following an accident, but we need to decide why we would want to do this.
- He indicated an employee can be on worker's comp. indefinitely.
- Mr. Taylor also suggested that we implement light-duty positions in an effort to keep our W/C rates down. The committee discussed the difficulties of a light duty position, especially with unit reimbursed positions.

Suggested Forms:

Mr. Taylor suggested that the safety committee implement three forms: Order for Medical Exam and First Aid; Disability/Return to Work Assignment; and the Employee Accident Investigation Report.

Safety Committee Suggested Tasks:

- Develop a flow-chart showing from accident to closing of file
- Review forms, compare w/Accident Fund's; form guidelines adapted to fit our needs
- Explore light duty positions or determine if it is necessary based on our comp history
- Have Bill, Cathy and Jill at subsequent meetings
- Develop educational component for all-staff meeting

Karen is looking to have three to four meetings between now and all-staff meeting in December.

Attachment "C"

MDS CAA Early Childhood Program

Self-Assessment Summary
Addendum

September 2009

FISCAL SYSTEMS

EVALUATION METHOD

The agency Finance Director assessed the Head Start and Early Head Start program's fiscal system using the OHS Head Start FY2009 Monitoring Protocol.

SUMMARY/ANALYSIS

Assessment of the Head Start and Early Head Start fiscal systems using the OHS Head Start FY 2009 Monitoring Protocol shows the program to be in compliance with all OHS regulatory requirements. As the program will be having a triennial federal review in 2009-10, the monitoring tool will be used to organize the supporting documents that will be required for review by the evaluation team.

COMMUNITY PARTNERSHIPS

EVALUATION METHOD

The ECP Director met with the Great Start Director (State of MI EC System) for Delta/Schoolcraft counties. The Community Partnerships work plan was reviewed and the ECP Director provided answers to all questions raised by the GS Director.

SUMMARY/ANALYSIS

The program was determined to be in compliance with HS requirements. The directors discussed current community partnerships and potential impacts if state funding to many of the community partners is reduced or eliminated. The only improvement noted was to add "Great Start" specifically as one of the examples of partnerships. This will be done in the revisions for the 2009-10 Community Partnerships work plan.

HUMAN RESOURCES

EVALUATION METHOD

The ECP Director met with the Great Start Director (State of MI EC System) for Delta/Schoolcraft counties. The Human Resources work plan, the organizational chart and monthly reports identifying the scope of PD opportunities provided to staff were reviewed and the ECP Director provided answers to all questions raised by the GS Director.

SUMMARY/ANALYSIS

The program was determined to be in compliance with HS requirements. The directors discussed the teacher credentials required by HS and noted the strength of the ECP's position in that all teachers have bachelor's degrees and most of the teaching assistants have an associate's degree. The GS Director expressed surprise that currently Head Start has no credential requirements for Home Visitors. She felt the HS requirement for the involvement of Policy Council in hiring staff was a great policy and that having a separate T/TA budget was a good way of protecting T/TA as a priority for continuing quality. There were no improvement needs noted for this area.

ERSEA

EVALUATION METHOD

The ECP Director met with the Great Start Director (State of MI EC System) for Delta/Schoolcraft counties. The Community Partnerships work plan, the Selection Procedures, the enrollment procedures and a sample of monthly program reports were reviewed and the ECP Director provided answers to all questions raised by the GS Director.

SUMMARY/ANALYSIS

The program was determined to be in compliance with HS requirements. The directors discussed how priorities are determined to ensure children with the greatest need receive priority for enrollment. They discussed how a neighboring community does recruitment for multiple early childhood programs at a single, large-scale event and how this idea might be something the Early Childhood Council members would want to look into (Head Start and Great Start are members of Early Childhood Councils in each county). They also discussed the requirement that the program maintain an active wait list of eligible children and the requirement that vacancies be filled with 30 days to be in compliance and the growing difficulty in meeting that requirement as the overall number of age-eligible children has declined. There were no improvement needs noted for this area.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, September 10, 2009
511 First Ave. No., Escanaba
1:45 p.m. (EDT)

MINUTES

The meeting was called to order at 2.26 p.m. by Chairman Dave Schultz. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Ken Bryant, Schoolcraft
Pastor Ingmar Levin, Schoolcraft
Ruth Helwig, Delta
Gilbert Sablack, Schoolcraft
Karen Wigand, Delta
Dave Schultz, Delta
Jim Dubord, Delta
Tom Elegeert, Delta
George Lyon, Schoolcraft
Charmaine Lehman, Schoolcraft
Helen Walker, Delta
Marv Mayer, Menominee
John Stapleton, Schoolcraft
Dan LaFoilie, Schoolcraft
Geri Nelson, Delta
Bernie Lang, Menominee
Marylee DeGrave, Menominee
Dave Anthony, Menominee
Ernest Hoholik, Schoolcraft
Brenda Moya, Menominee
Walter Multerer, Menominee
Bernice Wiecech, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Mary Bunnin, FGP Director
Kim Johnson, ECP Director
Rick Rudden, Communication Coordinator
Beau Miller, Finance Director
Joe Dehlin, WX/Housing Director
Theresa Nelson, RSVP Director

MEMBERS ABSENT

Gil Vandenhouten, excused
Omer Doran, excused
Vickie Maher, excused
Ken Penokie, excused

Chairman Schultz called on William Dubord who indicated we will be holding the HRA board meeting after the CAA meeting from now on.

Mr. Schultz introduced new board member John Stapleton who is representing the Schoolcraft County Public Transit.

APPROVAL OF JULY 23, 2009 GOVERNING BOARD MINUTES

Members received copies of the July 23, 2009 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KAREN WIGAND, SECONDED BY MR. ELEGEERT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chairman called on Treasurer Bernice Wiecech who reported that the committee reviewed the Accounts Payable Schedule for August. She also noted that the committee will be investigating options for health insurance coverage as we have received a large increase again this year. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MARYLEE DEGRAVE, SECONDED BY TOM ELEGEERT; MOTION CARRIED. (see attachment "A")***

SAFETY COMMITTEE REPORT

Mr. Schultz called on Karen Wigand who reported that the committee met today and reviewed three accidents that were simply accidents that are out of our control. All three employees are back to work. In addition, the committee met with a representative from the Accident Fund (the underwriting company for our worker's comp carrier). They received information on pre-employment physicals should we opt to require them, whether we should consider using an Occupational Health Provider for worker's compensation claims, and had much discussion on the process for reporting an accident from start to finish. Ms. Wigand noted that the committee will be meeting again to develop the reporting process and a flow chart depicting the process. She also noted that the committee is planning to review the process at the all staff training in December. ***THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MARV MAYER; MOTION CARRIED. (see attachment "B")***

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received copies of the staff monthly reports for their review. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM RUTH HELWIG, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

APPROVAL TO SUMIT CSBG REFUNDING APPLICATION FOR 2010 FOR \$190,347

The Chairman called on William Dubord who explained that this is our initial CSBG funding application for 2010. It will most likely need to be revised in early spring once the federal budget figures come out. Mr. Dubord noted that there is an approximate \$10,000 increase over last year's initial budget. ***DAVE ANTHONY MOVED TO APPROVE THE SUBMISSION OF THE CSBG REFUNDING APPLICATION IN THE AMOUNT OF \$190,347, BERNICE WIECIECH SUPPORTED THE MOTION; MOTION CARRIED.***

WEATHERIZATION PROGRAM UPDATE

Mr. Schultz called on the Weatherization Director, Joe Dehlin, who indicated that the Dept. of Labor finally made a wage determination for Weatherization Worker's and the prevailing wage in each county came in as follows: Delta - \$15.50, Menominee - 13.50, Schoolcraft - \$25.00 + 3.17 (fringes). The members were also told that their RFQ has been approved by the State so we will be procuring contractors. Informational meetings for potential contractors are scheduled as follows: 9/14 - Escanaba, 9/15 - Menominee & Schoolcraft - 9/16. The Weatherization Director also noted that we have nearly 200 applications already (Menominee - 60, Delta - 100, Schoolcraft 31).

so at this time we are only taking a pre-application as a whole new application has to be done if the work is not completed within one year. We plan to get through a good number of the applications we've already received and will put the pre-application households on a waiting list.

STATE FUNDING UPDATE

Mr. Schultz called on William Dubord who noted that the state budget picture is very bleak. He told the board that the Senior Services Program is rumored to face a 90% cut; however the Governor's budget calls for a 6% cut. Things will probably end up somewhere in the middle, which would still be a significant reduction. This would have a huge impact on our in home services and home delivered meal program in particular. We are considering lots of different options including reducing the number of days we offer service, reduced staffing, to reducing meal routes. The Executive Director stressed that we always try not to impact services, however, with significant cuts we sometimes have to make extremely difficult decisions that will affect our clients. He noted he will keep the board apprised of the budget situation and will be asking for input on how to best implement the reductions.

The Senior Volunteer Programs were instructed to submit their upcoming budgets with a 15% reduction from last year's funding, but this could change as well.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on the Executive Director who indicated he would like to schedule a full board meeting on October 8th, particularly in light of all of the budget issues that may come in to play. In addition, he said when the meeting schedule for the New Year is developed, we may want to consider having a few more Governing Board meetings in light of the fact the Executive Committee will not be meeting on a regular basis as in the past. **MR. ELEGEERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, BERNIE LANG 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 MEETING ADJOURNED AT 3:00 p.m. WITH A MOTION FROM MR. LYON, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.**

Program even if there are no state funds.

On a better note the board was told that the Early Childhood Program staff is back to work and classes will begin later in the week of 9/14/09.

Kim explained that we have a new program officer in the Head Start Regional office who wanted an addendum to the Self Assessment Summary Report previously given out. **(see attachment "C")**

The question was raised on whether the ECP has a protocol established if there is a Swine Flu Outbreak. Kim indicated that she is updated on information given out by the Centers for Disease Control and our local Health Dept. to ensure we are prepared and have systems in place should an outbreak occur.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on the Executive Director who indicated he would like to schedule a full board meeting on October 8th, particularly in light of all of the budget issues that may come in to play. In addition, he said when the meeting schedule for the new year is developed, we may want to consider having a few more Governing Board meetings in light of the fact the Executive Committee will not be meeting on a regular basis as in the past. **KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, CHARMAINE LEHMAN 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 MEETING ADJOURNED AT 2:25 p.m. WITH A MOTION FROM KEN BRYANT, SECONDED BY MR. LYON; MOTION CARRIED.**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF July + August 2009 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>194,464.83</u>
EARLY HEAD START	<u>126,485.51</u>
ARRA HEAD START	<u>20,768.23</u>
ARRA EARLY HEAD START	<u>10,571.61</u>
DEPARTMENT OF EDUCATION	<u>11,186.70</u>
EARLY-ON CHILDHOOD	<u>5,819.19</u>
CENTER PARENT FUNDS	<u>7,651.00</u>
POLICY COUNCIL	<u>18.00</u>
GREAT PARENTS	<u>1,543.22</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>74,241.75</u>
TOTAL:	<u>452,758.10</u>

SIGNED Bernice Kucich
 (TREASURER)
 DATE 9/10/09

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF July, August 2009 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>184,610.11</u>
VOLUNTEER PROGRAMS	<u>79,833.29</u>
NUTRITION	<u>143,706.13</u>
STATE & LOCAL PROGRAMS	<u>143,806.84</u>
ENERGY AND HOUSING	<u>125,875.48</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>100,106.66</u>
TOTAL:	<u>777,938.51</u>

SIGNED Bernice Mucich
(TREASURER)
DATE 9/10/09