

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

**GOVERNING BOARD MEETING
Thursday, September 10, 2015
511 First Avenue North, Escanaba MI
12:30 p.m.**

MINUTES

Chair Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Tom Lippens, Delta
Myra Croasdell, Delta
John Stapleton, Schoolcraft
Lee Robbert, Schoolcraft
Clyde Thoune, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Geri Nelson, Delta
Karen Wigand, Delta
Dave Moyle, Delta
Mari Negro, Menominee
Ken Penokie, Delta
Craig Reiter, Schoolcraft

OTHERS PRESENT

Bill Dubord, Executive Director
Julie Moberg, Executive Director Trainee
Myra Heslip, ECP Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director
Theresa Nelson, RSVP Director
Angela Gardner, ECP Family Partnership Mgr.
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Lannie Berg, Welcome Newborns Coordinator
Joe Dehlin, Weatherization Director
Elsie Stafford, Bishop Noa Home Director
Sister Rosalie, Bishop Noa Home
Randy Daigneault, Perspectives Director

MEMBERS ABSENT

Susan Phillips, excused
Omer Doran, excused
Dave Anthony
Kristi Wood

ACCEPTANCE OF JULY 23, 2015 GOVERNING BOARD MINUTES

Members received a draft of the July 23, 2015 Governing Board minutes for their review. ***THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer, Susan Kleikamp, for the report. Ms. Kleikamp reported that the Finance Committee met today and reviewed the CAA June and July credit card charges. They also reviewed and recommend approval of the July Accounts Payable Schedule which was done ***WITH A MOTION FROM MR. MOYLE, SECONDED BY BERNIE LANG; MOTION CARRIED. (see attachment "A")***

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the Personnel Committee met on 8/18/15 to continue work on revising the personnel policies. She noted they will be having another meeting next week to finalize the revised policies revision for review and approval by the full board in October or November. Additionally, the committee will be reviewing Julie Moberg's three month evaluation. ***THE PERSONNEL COMMITTEE***

REPORT WAS ACCEPTED WITH A MOTION FROM MR. STAPLETON, SECONDED BY MARI NEGRO; MOTION CARRIED.

DISCUSSION ON WEBINAR TRAINING ON ELIGIBILITY

The Governing Board received the ERSEA training webinar link and hardcopy information for their review. The members of the Governing Board signed a statement to reflect this. There were no questions and Susan Kleikamp noted that the webinar was very interesting.

ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT 8/27/15

Members received a copy of the ECP monthly report dated 8/27/15 for their review. **IT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY GERI NELSON; MOTION CARRIED.**

AUTHORIZATION FOR JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS EFFECTIVE 10/1/2015

MR. LIPPENS MOVED TO AUTHORIZE JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS IN PLACE OF BILL DUBORD EFFECTIVE 10/1/2015, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.

RESOLUTION TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS

MR. LIPPENS MOVED TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.

RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR

DAVE MOYLE MOVED TO PASS A RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Bill Dubord who reminded the members that last year we were looking into the feasibility of purchasing the Menominee Catholic School for our Early Childhood Program and possibly other agency programs. The homeless shelter ended up buying it which turned out to be a good thing as there was a great deal of remodeling required. He noted that instead we did some minor remodeling in the classrooms at the Evergreen School where we are currently housed and will be doing some minor upgrades to the office space.

The Executive Director noted that the Early Childhood Program staff are back to work and it was a relatively smooth year of staffing. Classes start 10/14 and we are fully enrolled. Bill informed the board that Myra has been doing a great job as the Early Childhood Program Director. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY GERI NELSON; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

The Chair called on Bill Dubord who reported that the Nominating Committee was scheduled to meet today but the meeting was cancelled because no one could attend. He reported that the board will be asked to approve moving Mari Negro from the Public Sector to the Consumer Sector, representing the media and Ken Penokie from the Private Sector to the Consumer Sector now that we've changed the board size from 21 to 18.

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 12:50 WITH A MOTION FROM MR. THOUNE, SECONDED BY MR. STAPLETON; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, OCTOBER 8, 2015 – FOLLOWED BY AN OPEN HOUSE FOR BILL DUBORD'S RETIREMENT

FINANCE COMMITTEE MEETING
Thursday, September 10, 2015
11:00 a.m.

MINUTES

The meeting began at 11:02 a.m. with the following in attendance: Susan Kleikamp, Tom Lippens, John Stapleton, Bernie Lang, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault and Cathy Pearson. Omer Doran, excused.

The committee reviewed the CAA credit card charges for June in the amount of \$889.04 and July for \$4,230.44.

The committee reviewed the HRA credit card charges for June in the amount of \$269.83 and July for \$1323.

Members were given a copy of the June and July Budget vs. Expenditure reports and Kris reviewed them. It was suggested that this be added to the Finance Committee agenda and that a copy be sent out with the board agenda.

The committee reviewed the CAA July Accounts Payable Schedule and **it was approved with a motion from Tom Lippens, seconded by John Stapleton; motion carried.**

The committee reviewed the HRA July Accounts Payable Schedules and **they were approved with a motion from Bernie Lang, supported by John Stapleton; motion carried.**

Bill indicated that it is the time of year to discuss wages and fringes. He noted that we have been told there will be a slight increase in health insurance premiums for HRA and a slight reduction for CAA, but the maximum out-of-pocket may be changed because BC/BS has discontinued our current plan. We are doing some further checking into options and clarification in this regard.

Bill also noted that the Finance Committee will probably be asked to recommend to the board a 2% or \$.25/hour increase (whichever is greater) for HRA staff not on the senior citizen chart. Additionally, staff are looking into changing the timeframe for wage increases for the in-home staff as we have an extremely difficult time retaining them. There is also one exception that may be requested. There was discussion on the fact the minimum wage is increasing again and it is becoming more difficult to remain competitive with fast food places, etc.

The committee was reminded that the CAA employees' raises are handled through the cost of living adjustments that come from the Dept. Health & Human Services usually in the spring of the year. The increase is made retroactive to the start of the ECP fiscal year (Nov. 1st) and the funding increase is made a permanent part of the grant award.

At the next meeting the committee will also be asked to recommend to the board to continue offering up to a 5% match for our 403 b retirement plan.

It was noted that the next Finance Committee meeting will be held on Tuesday, October 6th at 11:00 a.m.

There being no other business the meeting adjourned at noon **with a motion from Tom Lippens, seconded by John Stapleton; motion carried.**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2015 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	\$	88,616
EARLY HEAD START		50,869
EARLY-ON CHILDHOOD		452
GSRP		2,108
ASSET & LIABILITY ACCOUNTS		55,523

TOTAL

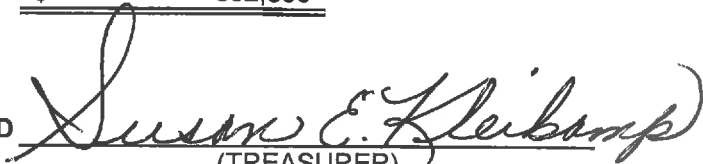
\$ 197,569

SIGNED *Susan E. Kleikamp*
(TREASURER)

DATE 9-10-2015

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	119,788
VOLUNTEER PROGRAMS		32,341
NUTRITION		83,751
STATE & LOCAL PROGRAMS		89,895
ENERGY AND HOUSING		15,125
ASSET & LIABILITY ACCOUNTS		51,450
TOTAL	\$	392,350

SIGNED 
(TREASURER)

DATE 9-10-2015

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

**GOVERNING BOARD MEETING
Thursday, September 10, 2015
511 First Avenue North, Escanaba MI
12:45 p.m.**

MINUTES

Chair Wigand called the meeting to order at 12:51 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Tom Lippens, Delta
Myra Croasdell, Delta
John Stapleton, Schoolcraft
Lee Robbert, Schoolcraft
Clyde Thoune, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Geri Nelson, Delta
Karen Wigand, Delta
Dave Moyle, Delta
Mari Negro, Menominee
Ken Penokie, Delta

OTHERS PRESENT

Bill Dubord, Executive Director
Julie Moberg, Executive Director Trainee
Myra Heslip, ECP Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director
Theresa Nelson, RSVP Director
Angela Gardner, ECP Family Partnership Mgr.
Cathy Pearson, Executive Assistant
Peggy Ramsden, FGP Director
Lannie Berg, Welcome Newborns Coordinator
Joe Dehlin, Weatherization Director
Elsie Stafford, Bishop Noa Home Director
Sister Rosalie, Bishop Noa Home
Randy Daigneault, Perspectives Director
Craig Reiter, Schoolcraft Co. Commissioner

MEMBERS ABSENT

Susan Phillips, excused
Omer Doran, excused
Dave Anthony
Kristi Wood

ACCEPTANCE OF JULY 23, 2015 GOVERNING BOARD MINUTES

Members received a draft of the July 23, 2015 Governing Board minutes for their review. ***THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY GERI NELSON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer, Susan Kleikamp, for the report. Ms. Kleikamp reported that the Finance Committee met today and reviewed the HRA June and July credit card charges. They also reviewed and recommend approval of the July Accounts Payable Schedules, which was done ***WITH A MOTION FROM MR. PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")*** Ms. Wigand thanked Susan Kleikamp and noted that she has done a good job serving as Treasurer.

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the Personnel Committee met on 8/18/15 to continue work on revising the personnel policies. She noted they will be having another meeting next week to finalize the

revised policies revision for review and approval by the full board in October or November. Additionally, the committee will be reviewing Julie Moberg's three month evaluation. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

UPDATE ON BISHOP NOA HOME MEMORY CLINIC

Karen Wigand called on Sally Kidd, Senior Services Director, who introduced Elsie Stafford and Sister Rosalie from the Bishop Noa Home and Randy Daigneault who runs our Perspectives Adult Day Care Program. Ms. Stafford told the board that she is very grateful for this collaboration between Community Action Agency, the Sisters of St. Paul DeChartes and Pat Abrahamson-Besse, who donated over \$500,000 to build and help furnish the Memory Clinic (that will be named the Gary Abrahamson Memory Clinic after her son). It is a separate private non-profit entity that will be staffed by our employees from Perspectives Adult Day Care. There will be another fundraiser next April 7th. It was noted that the plan is to have the facility completed by this November 15th. It is hoped to have a grand opening sometime in December. It was noted that there is no religious affiliation required to receive services. Randy and his staff were commended for the good work that they do.

ACCEPTANCE OF MONITORING REPORTS

Members received copies of the following monitoring reports for their review:

- DHS Monitoring of Weatherization Program dated 8/10/15
- DHS Monitoring of Organizational Standards dated 8/20/15
- DHS Monitoring of DOE/WX, DOE/LIHEAP, CSBG-D, LCA, LCA/LIHEAP & LCA-S dated 8/19/15

There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MR. MOYLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the PAC minutes for their review:

- 7/14/15 (Mid-Co.) Foster Grandparent Program PAC minutes
- 8/7 (Men) & 8/27/15 (School) Senior Companion Program PAC minutes
- 4/30 (Escanaba), 8/19 (Menominee) & 9/1/15 (Mid-Co.) Senior Center PAC minutes

There were no question **AND THE WERE ACCEPTED WITH A MOTION FROM GERI NELSON, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the various program monthly reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

AUTHORIZATION FOR JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS EFFECTIVE 10/1/2015

MR. LIPPENS MOVED TO AUTHORIZE JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS IN PLACE OF BILL DUBORD EFFECTIVE 10/1/2015, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.

RESOLUTION TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS

MR. PENOKIE MOVED TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.

RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR

KEN PENOKIE MOVED TO PASS A RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER, REPLACING DAN LAFOILLE, ON ALL BANK DOCUMENTS AND CHECK MICR, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who indicated that we have revised our travel vouchers and they require a signature at the bottom of the voucher, which is different than what members previously received.

Mr. Dubord noted that we have had a vacancy in the Menominee County Consumer Sector for quite some time. If anyone has any thoughts on an organization/person that would be appropriate to fill this vacancy, please let us know.

Bill called on Julie Moberg who introduced Lannie Berg, Coordinator for the Welcome Newborns Program that the agency recently agreed to house. Ms. Berg thanked the members and indicated she had a really good feeling coming into our office.

Julie reported that she has sent surveys to all of our staff as part of the Strategic Planning process. The next step will be a face-to-face meeting with the board and program directors. Information will be mailed to all directors and board members prior to the Strategic Planning session to be held on **Thursday, October 15th from 8:30-2:30** in the conference room at 511 First Ave. No. Lunch will be served and participation greatly appreciated.

The Executive Director called on Cathy Pearson who announced that we will be having an open house following the board meeting on October 8th to celebrate Bill's upcoming retirement and we hope members can stay a bit after the meeting to extend their well wishes to Bill.

MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MS. NELSON; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair called on Bill Dubord who reported that the Nominating Committee was scheduled to meet today but the meeting was cancelled because no one could attend. He reported that the board will be asked to approve moving Mari Negro from the Public Sector to the Consumer Sector, representing the media and Ken Penokie from the Private Sector to the Consumer Sector now that we've changed the board size from 21 to 18. They will also be asked to approve Mr. Reiter to fill the Schoolcraft Elected Sector vacancy.

HRA Governing Board Minutes
Thursday, September 10, 2015
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Ms. Wigand called on Clyde Thoun who asked where he could direct comments about the "Matter of Balance" classes being offered at the senior centers. Sally Kidd indicated he could let her know and then she can determine if it should be directed to UPCAP or our senior center staff.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:38 WITH A MOTION FROM MR. MOYLE, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, OCTOBER 8, 2015 – FOLLOWED BY AN OPEN HOUSE FOR BILL DUBORD'S RETIREMENT