

INFORMATION- 10/13/15

VI. COMMUNICATIONS

A. COMMUNICATIONS RECEIVED:

1. Letter from City of Escanaba(4)
2. Letter from Steve and Sue Mueller

B. COMMUNICATIONS FORWARDED:

1. Letter to US and State Legislative Representatives
2. Letter to William Dubord

VII. REPORTS OF STANDING AND STATUTORY COMMITTEES

1. CAA/HRA minutes of 7-23-15
2. Pinecrest Board minutes of 7-23-15
3. Solid Waste Authority minutes of 7-28-15
4. Human Services Board minutes of 8-17-15
5. Concealed Weapons minutes of 8-18-15
6. Public Health minutes of 8-19-15
7. Central Dispatch minutes of 9-9-15
8. Superior Trade Zone minutes of 9-24-15

VIII. REPORTS OF SPECIAL COMMITTEES AND OTHERS

1. Township Association minutes of 4-23-15, 5-28-15



August 28, 2015

Ryan Bergman
Director of Administration and Finance
Delta County
310 Ludington Street
Escanaba, Michigan 49829

Dear Mr. Bergman,

On behalf of the Escanaba City Council and the Escanaba Public Library Board of Trustees, I am writing to respectfully request that the Delta County Board of Commissioners make a contribution to the Escanaba Public Library for the Fiscal Year 2015-16 in the amount of \$50,000.

Through the Escanaba Public Library, residents of Delta County have access to all the educational, cultural and technological benefits of a modern public library. The library offers year-round literacy programs for children and families, cultural programs for adults and a full range of online services including e-books, downloadable audiobooks, historical newspaper archives, free Wi-Fi, printing, scanning and faxing. This year, the library partnered with the Community Foundation and the Friends of the Library to install iPads for children and teens. The library is open to all in our community as a gathering place and is an important hub for those seeking employment and developing computer skills.

The library has registered borrowers from each township in Delta County and approximately 44% of library use is from borrowers who live outside the City. More detail on the patrons, use and services of the library is attached here for your review.

Historically, the Delta County Commissioners have supported library services for Delta County residents through a discretionary contribution, beyond the mandated allocation of penal fine revenues, despite fluctuations in the economy. The amount of this request is less than 10% of what it costs to operate the library. In light of the continued importance of the public libraries to our quality of life in Delta County, please consider re-instating County support for the Escanaba Public Library.

Sincerely,

A handwritten signature in blue ink, appearing to read "James V. O'Toole", with a stylized flourish at the end.

James V. O'Toole
City Manager

Copy: Escanaba City Council
Carolyn Stacey

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

The City of Escanaba is an equal opportunity employer and provider.



FACT SHEET

- The library serves the City of Escanaba through establishment and eleven Delta County Townships through contract
- The library has 10,182 active cardholders: 61% live in the City of Escanaba, 39% are non-city residents
- 105,876 items were checked out from the library last year.
- 56% of collection use is from city residents; 44% from non-city residents.
- Last year, there were over 92,000 visits to the Escanaba Public Library
- Use of the library is “free” to residents of the service area
- 72% of library funding comes from City taxes and appropriations, 19% is State-mandated penal fines and 9% is grants, fines and donations.
- Escanaba Public Library cardholders have access to the holdings of 434 libraries through the State of Michigan – over 48 million items – through the Michigan eLibrary (MeL)
- The Escanaba Public Library offers a 24/7 web portal with online resources including e-books, digital magazines, free subscription databases, online learning programs, library account access and more at www.escanabalibrary.org
- The Escanaba Public Library offers year-round weekly children’s reading programs, including story times for babies, toddlers and preschoolers, special performers and a summer reading program.
- The Friends of the Escanaba Public Library sponsor author events, community “reads,” the Delta County Historical Society Outreach Series, and other arts and culture based events year-round.

Revised 2015



August 31, 2015

ESCANABA PLANNING COMMISSION
ESCANABA MICHIGAN 49829

RE: Updated Meeting Notice and Revised Site Plan – 623 Ludington Street and 216 1st Avenue South

Dear Property Owner/Occupant:

As a reminder, a scheduled meeting of the Escanaba Planning Commission has been scheduled for September 10, 2015, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

SITE PLAN REVIEW/SPECIAL LAND USE PERMIT – 223 Ludington Street and 216 1st Avenue South

Mr. Peter Jobson, President of Excel Realty Group, is requesting a site plan review and special land use approval before the Planning Commission as required by the Zoning Ordinance, Section 1801.3.2 and Section 1003.1.D uses allowed by Special Land Use permit for a 34 dwelling unit senior/elderly affordable housing project with an adjoining off-street parking lot. (See preliminary site plan on reverse side of letter – a full Planning Commission background package will be available on September 1, 2015 for public review).

You are cordially invited to attend this meeting should you have any comments concerning this project. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to September 10, 2015. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the proposed site plan for the referenced project can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

Patrick Connor, Chairperson
Escanaba Planning Commission

OF SERVICE – MAILING
document was enclosed in a
sealed envelope, first class postage
fully prepaid, and deposited in the
U.S. Government Mail.
addressee (s) Property owner /
occupant 400 feet of
project
Mailing Date: Aug 31-2015
Attested To By: Buffy Smith

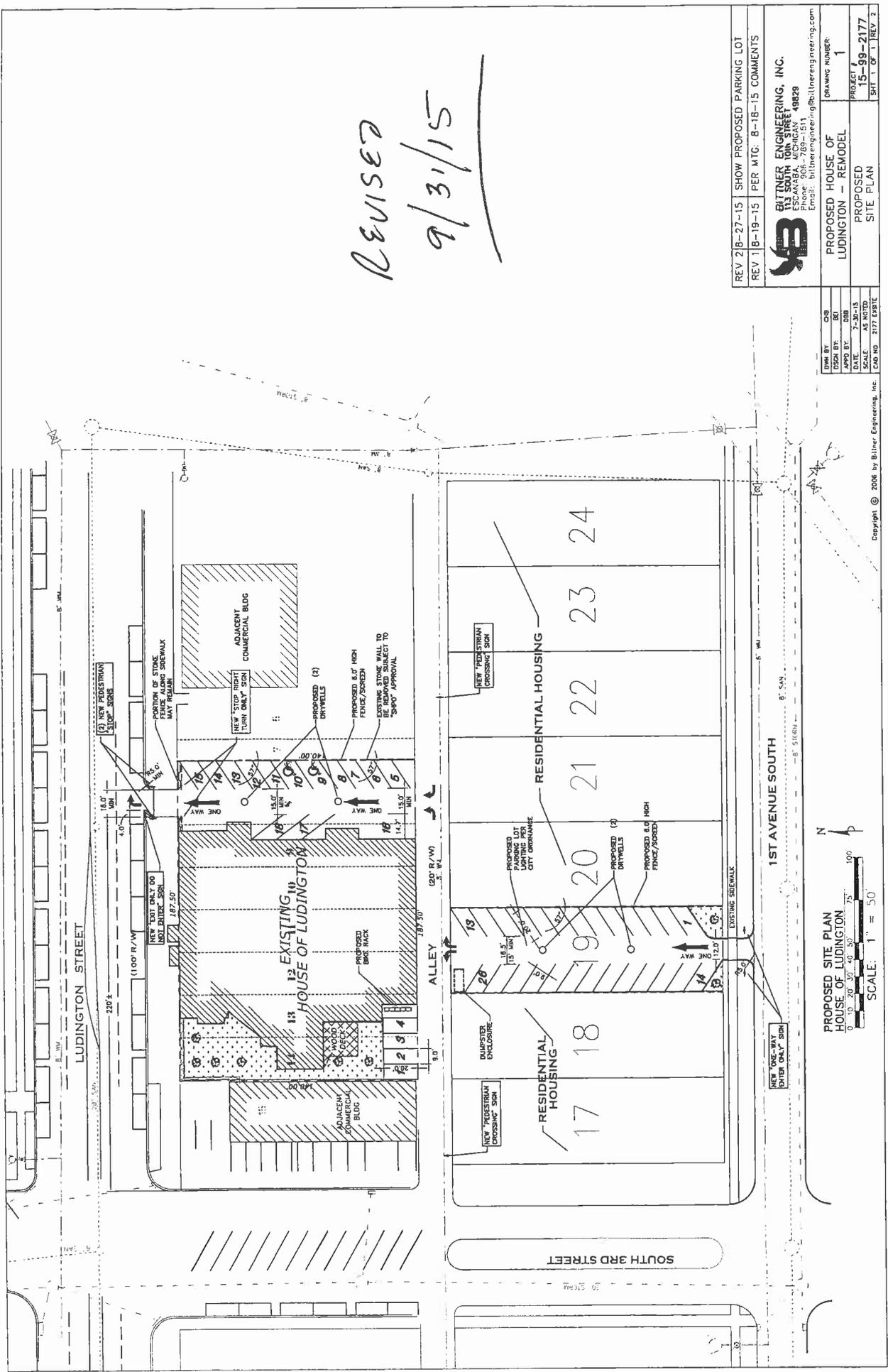
Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

The City of Escanaba is an equal opportunity employer and provider.

REVISED
9/31/15



REV 2	8-27-15	SHOW PROPOSED PARKING LOT
REV 1	8-19-15	PER MTG: 8-18-15 COMMENTS
 BITTNER ENGINEERING, INC. 113 SOUTH ION STREET Phone: 506-789-1511 Email: bittnerengineering@bittnerengineering.com		
PROPOSED HOUSE OF LUDINGTON	REMODEL	DRAWING NUMBER: 1
PROPOSED SITE PLAN		PROJECT: 15-99-2177
		SHEET: 1 OF 1 REV. 2

DESIGN BY:	DB
DESIGN BY:	BEI
APPROVED BY:	DBB
DATE:	7-30-15
SCALE:	AS NOTED
FILE NO.:	2177-ES/PE

Copyright © 2006 by Bittner Engineering, Inc.



PROPOSED SITE PLAN
HOUSE OF LUDINGTON

DUMPSTER ENCLOSURE.
 5'-0" X 6'-0" X 6'-0" HIGH DUMPSTER ENCLOSURE SHALL BE CONSTRUCTED WITH RAISED 90° CORNER POSTS TREATED WITH PRESERVATIVE. TREATED VERTICAL PLANKS SHALL BE EMBEDDED IN CONCRETE TO A DEPTH OF 48". TREATED PLANKS SHALL BE SIDE BY SIDE WITHOUT ANY GAP BETWEEN AND SHALL BE MOUNTED TO THE EXTERIOR SIDE OF THE TREATED RAILS.

SITE LIGHTING.
 ALL LIGHTING WILL BE DIRECTED TO THE PARKING AREAS AND VEHICLE TRAVEL AREAS.

LIGHT POLES WILL BE 20FT TALL AND WILL INCLUDE A METAL HALIDE LAMP WITH FULL CUT-OFF LENSE AND HOUSE SIDE SHIELDS TO PREVENT LIGHT GLARE TO PUBLIC RIGHT-OF-WAYS AND ADJACENT PROPERTIES.

BUILDING WALL FIXTURES WILL INCLUDE A METAL HALIDE LAMP WITH FULL CUT-OFF LENSE TO PREVENT LIGHT GLARE TO PUBLIC RIGHT-OF-WAYS AND ADJACENT PROPERTIES.

FENCE SCREENING.
 PARKING LOT SCREENING SHALL BE 4.0' ABOVE GRADE, CONSTRUCTED OF 4"x4" EMBEDDED IN CONCRETE TO A DEPTH OF 42". 2x6 RAILS AND VERTICAL PLANKING WITH NO GAPS. ALL MATERIALS SHALL BE PRESSURE TREATED AND ALL FASTENERS SHALL BE CORROSION RESISTANT.

PARKING AREA.
 34 STALLS REQUIRED PER CITY VARIANCE. 37 SHOWN. ALL PARKING SURFACES SHALL BE ASPHALT PAVED AND SLOPED TO DRAIN ON-SITE. WITH NO NEW SURFACE RUN OFF ENTERING THE ALLEY OR CITY STREETS.

STREET ACCESS. ALL DRIVEWAYS AND OR RAMPS SHALL BE LESS THAN 20%.

TRAFFIC SIGNS.
 NO TRAFFIC SHALL BE LOCATED IN THE PUBLIC RIGHT OF WAY.

DRAFT

COPY

LEGEND
 PROPOSED PAVEMENT
 TRAFFIC FLOW
 NEW 2" ASPHALT OVER 6" GRAVEL GRADED SLOPE

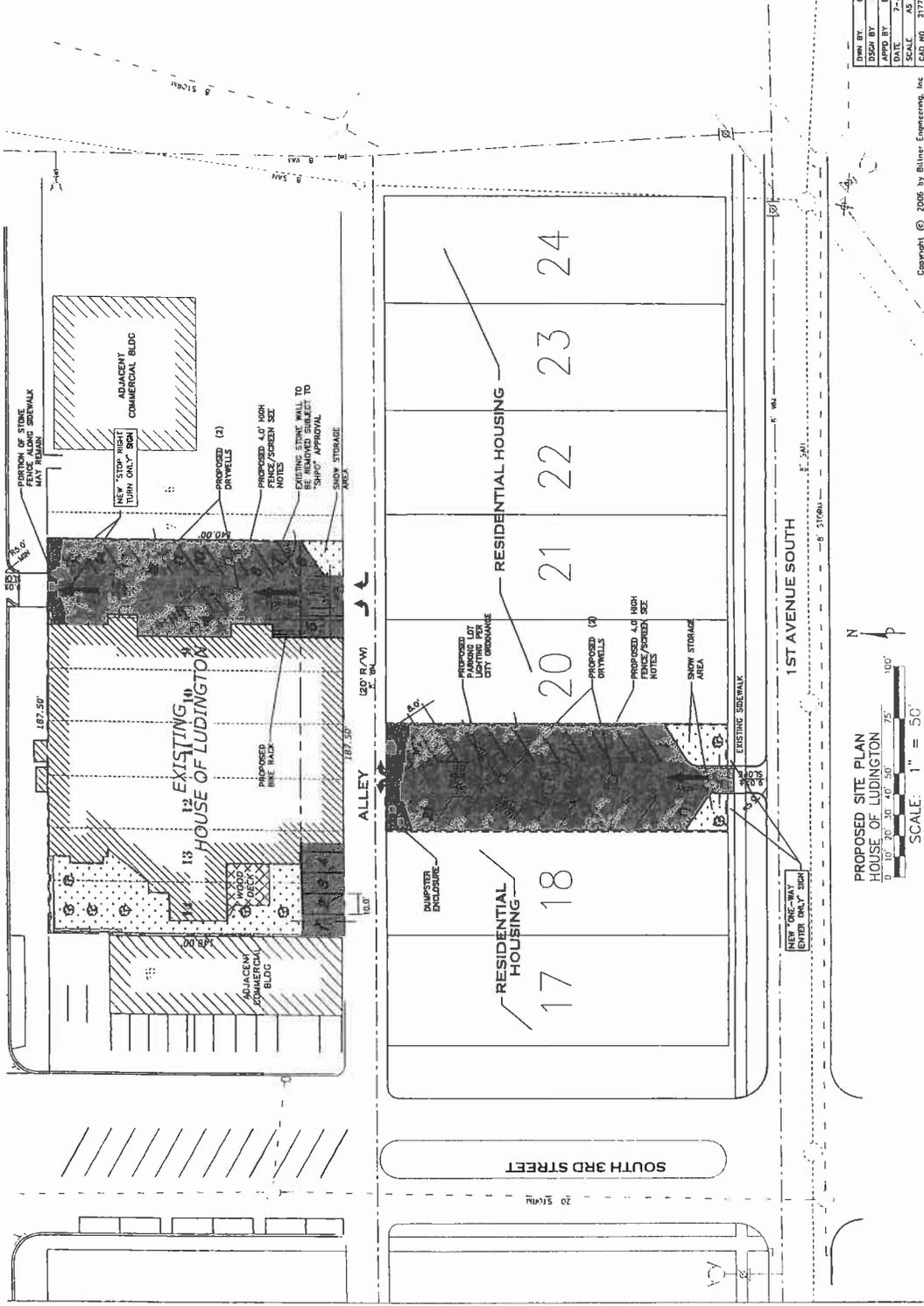
REV 3	9-2-15	PER CITY REVIEW COMMENTS
REV 2	8-27-15	SHOW PROPOSED PARKING LOT
REV 1	8-19-15	PER MTC. 8-18-15 COMMENTS

BITTNER ENGINEERING, INC.
 113 SOUTH 10TH STREET
 ESCANABA, MICHIGAN 49829
 Phone: 517-709-1111
 Email: bittnerengineering@bittnerengineering.com

DRAWING NUMBER	1
PROJECT #	15-99-2177
SHEET # OF #	1 OF 1 REV 3

DATE BY:	DRB
DATE BY:	DRB
DATE:	7-30-15
SCALE:	AS NOTED
DATE:	2/7/15

PROPOSED HOUSE OF LUDINGTON - REMODEL
 SITE PLAN



Copyright © 2005 by Bittner Engineering, Inc.

REVIS 3 9/3/15

September 21, 2015

Delta County
Board of Commissioners
310 Ludington Street
Escanaba, MI 49829

Re: Payment in Lieu of Taxes Ordinance No. 1164 – Excel Realty Group Deal 24, LDHA LP.

Dear Commissioners:

On Thursday, September 24, 2015, the Escanaba City Council will have the second reading public hearing of Ordinance No. 1164 regarding Excel Realty Group Deal 24, LDHA LP request to authorize a payment in lieu of taxes which would allow them to seek funding from the State of Michigan Tax Credit Program for the renovation and upgrading of property located at 223 Ludington Street and 216 1st Avenue South. (Please see attachment).

All interested parties will be given an opportunity to be heard.

Sincerely,



Robert S. Richards, CMC
City Clerk

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.
The City of Escanaba is an equal opportunity employer and provider.

CITY OF ESCANABA

PILT Analysis - House of Ludington (Excel Realty)

Assumptions: Tax revenue is from 2014 (Summer & Winter) Tax Bills
 Includes one parcel
 Annual Rent Receipts \$190,176
 MSA Amount reimburses 100% of City taxes and PTAF

	2014 Taxes	4% of Rents		Loss %
		Revenue	Loss	
DC Central Dispatch	\$68.77	\$40.89	(27.88)	-40.54%
Bay De Noc CC Debt	229.24	136.29	(92.95)	-40.55%
Bay De Noc CC Operating	529.00	314.50	(214.50)	-40.55%
Community Action Agency	137.54	81.77	(55.77)	-40.55%
DATA	137.54	81.77	(55.77)	-40.55%
ISD	546.75	325.06	(221.69)	-40.55%
EAPS Debt	1,088.92	647.39	(441.53)	-40.55%
EAPS Operating	3,424.95	2,036.21	(1,388.74)	-40.55%
DC Road Patrol	206.32	122.66	(83.66)	-40.55%
SET (State)	1,375.48	817.75	(557.73)	-40.55%
Delta County	1,153.50	685.78	(467.72)	-40.55%
City of Escanaba	<u>3,897.19</u>	<u>2,316.97</u>	<u>(1,580.22)</u>	
Total Taxes	12,795.20	\$7,607.04	(5,188.16)	
PTAF (City)	<u>127.94</u>	<u>0.00</u>	<u>(127.94)</u>	
Totals	<u>\$12,923.14</u>	\$7,607.04	(5,316.10)	
Municipal Services Agreement		<u>1,708.16</u>	<u>1,708.16</u>	
Total Cost to Excel Realty		<u>\$9,315.20</u>		
Total Savings to Excel Realty		<u>\$3,607.94</u>	<u>\$3,607.94</u>	

\$4,025.13 = City share of original tax bill without PILOT

\$2,316.97 = Amount the City will receive in taxes

\$1,708.16 = Amount of Municipal Services Agreement

\$0.00 = Loss to the City

September 23, 2015

Delta County Commissioners:

We encourage Delta County Commissioners to adopt the Schoolcraft County Wind Turbine Ordinance for Delta County. The Schoolcraft Ordinance protects Lease Holders, residents and the County. It has been scrutinized by an attorney so would save time and money for residents of Delta County.

Of particular concern to us as residents of Delta County is the current proposed ordinance regarding **decommissioning** of the Wind Turbines. In my opinion a "Letter of Credit" guaranteeing funds for decommissioning is insufficient for the following reasons:

1. Is the Letter of Credit backed by a financial institution guaranteeing payment?

If there is not a 3rd party guarantee, then Heritage, as holder of the Letter of Credit, could be unable to pay to decommission as a result of bankruptcy, mismanagement, or other financial reasons. *Who is the 3rd party bank or financial institution guaranteeing payment for decommissioning when and if Heritage reneges?*

2. Is the Letter of Credit transferable if Heritage sells the Wind Turbine?

Heritage could sell the Wind Turbine Farm for a number of reasons. For example, they may want to generate income for additional development elsewhere. Uncertainty about future tax benefits for wind power has already led some companies to relocate or close their production facilities.

When the Farm is sold, what happens to the Letter of Credit? This could lead to legal expenses the County may not be able to afford.

A simpler method for providing for **decommissioning** is to follow **Schoolcraft's ordinance**: It says, in essence, "**The owner/operator shall post and maintain decommissioning funds equal to the net costs of decommissioning the Wind Energy...Site.**" There are additional important details, however, it's simple, legal and fair and used in many other Wind Turbine Sites, for example, Benton County, IN, which requires wind companies to deposit money in an escrow fund to pay for reclamation.

An additional concern to us is the **complaint process**. The proposed ordinance asks Heritage to set up a "complaint process." Isn't this inviting the Fox into the Hen House? In my opinion, *The County Commissioners should administer the complaint process*, and impose fines and inspections as required for resolution of the complaint as is written in the Schoolcraft Ordinance. Again, it is specific and has been scrutinized by an attorney.

We encourage the Commissioners to adopt the Schoolcraft Ordinance in its entirety. It addresses many issues, such as property line setbacks, noise pollution, and strobing. Since Heritage is already in court regarding the ordinance, Delta County would not be at risk for being a party to a lawsuit and could act, if necessary, after the Court has ruled on the Schoolcraft suit. In the meantime, Delta County would have a Wind Turbine Ordinance that covers everything and has been scrutinized by an attorney.

Respectfully,

Steve and Sue Mueller

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON STREET
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197



September 17, 2015

Ed McBroom, State Representative
Tom Casperson, State Senator
Dan Benishek, U.S. Representative in Congress
Debbie Stabenow, U.S. Senator
Gary Peters, U.S. Senator

Dear Legislative Representatives,

At our September 15, 2015 regular meeting, we, as the Delta County Board of Commissioners, approved the following letter of support:

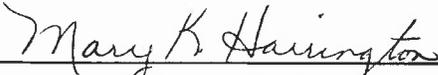
The Delta County Board of Commissioners stands in firm support with the men and women of law enforcement, including every law enforcement agency in Delta County and the State of Michigan. The men and women of our police agencies are by the nature of their profession exposed to harm and danger every day. The Delta County Board of Commissioners is steadfast in its support of our law enforcement community and their families.

We therefore urge the general public to stand united with us in the extension of our support. We furthermore renounce the violence aimed at the men and women of our police agencies and request that our representatives in congress initiate immediate communication with the White House demanding a national

statement of support for police officers, including renouncing the violence aimed at the American law enforcement community.

The support of our nation's police transcends political ideology and is firmly rooted in the philosophy that makes America safe and free. The Commissioners of Delta County stand united in this belief.

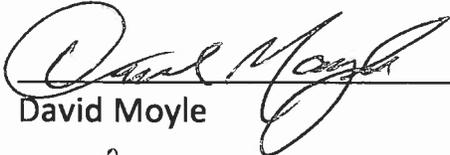
Sincerely,
Delta County Board of Commissioners



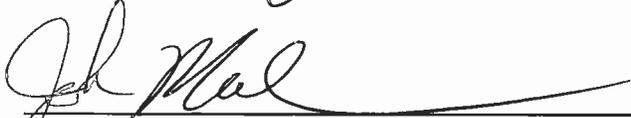
Mary Harrington, Chairperson



David Rivard, Vice- Chairperson



David Moyle



John Malnar



Patrick Johnson

CC: Delta County law enforcement agencies
Michigan Association of Counties

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON STREET
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197



October 2, 2015

William Dubord
Community Action Agency
507 1st Ave N
Escanaba, MI 49829

Dear Mr. Dubord:

On behalf of the Delta County Board of Commissioners and the Citizens of Delta County, I extend my sincere congratulations to you on your upcoming retirement. The Board wishes to thank you for the many years of dedicated and loyal service to the Community Action Agency. Your presence will be greatly missed.

We wish you many happy, fruitful, and healthy retirement years.

Sincerely,

A handwritten signature in cursive script that reads "Mary K. Harrington".

Mary Harrington, Chairperson
Delta County Board of Commissioners

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

**GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:00 noon (CST)
Little Nugget, Wallace, Michigan**

MINUTES

Chair Karen Wigand called the meeting to order at noon. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoun, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also reviewed the June CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Demeter, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden, Communications & Special Projects
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

for the period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. **THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. DORAN, SUPPORTED BY TOM LIPPENS. MOTION CARRIED; ONE ABSTENTION.**

DAVE ANTHONY MOVED THAT IN UPCOMING YEARS THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A, A-1 – A-5)

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and **RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM MR. THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

The committee also recommends **ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.**

Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none **KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations from the floor and there being none **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. **OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.**

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations from the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A**

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. -There were no questions or comments and **THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED WITH A UNANIMOUS SHOW OF HANDS.**

ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT

Members were mailed a copy of the Early Childhood Report dated 7/20/15 for their review. **THEY WERE ACCEPTED WITH A MOTION FROM DAVE ANTHONY, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF 4/15 & 5/20/15 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 4/15 & 5/20/15 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on ECP Director, Myra Heslip who reviewed the program design for the upcoming school year. It was noted that 7 board members participated in the budget meeting and Policy Council approved the grant figures last night. Ms. Heslip reviewed the budget in the amount of \$2,268,274 for the Head Start Program for 11/1/15 – 10/31/16 **AND IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")**

APPROVAL TO SUBMIT THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/15 – 10/31/16

The Chair called on Myra Heslip who reviewed the program design and reviewed the budget in the amount of \$817,224 for the Early Head Start Program for 11/1/15 – 10/31/16 **AND IT WAS APPROVED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "C")**

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. **(see attachment "D")** The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the

CAA Governing Board Minutes

Thursday, July 23, 2015

Page 4

Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

- The Chair called on the Executive Director who reported that are numbers are down in the Early Childhood Program so staff are working diligently to get them raised and have been in contact with the Head Start Regional Office. **SUSAN PHILLIPS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill thanked the members for their time and experience in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:15 **WITH A MOTION FROM MS. KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

THE NEXT BOARD MEETING IS THURSDAY, SEPTEMBER 9, 2015 @ 12:30 P.M.

FINANCE COMMITTEE MEETING
Tuesday, June 9, 2015
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. and the following were present: Dan LaFoilie, Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord and Kris Thibeault.

Members reviewed the April CAA credit card charges in the amount of \$2,209.44.

Members reviewed the May CAA Accounts Payable Schedule and **it was approved with a motion from Tom Lippens, seconded by Susan Kleikamp; motion carried.**

Members reviewed the April HRA credit card charges in the amount of \$541.88.

Members reviewed the May HRA Accounts Payable Schedules and **they were approved with a motion from Omer Doran, supported by Mr. Lippens; motion carried.**

Mr. LaFoilie informed the committee that he is resigning from the Schoolcraft County Board of Commissioners and therefore will no longer be serving on our board effective immediately. He indicated he has enjoyed working on our board and finance committee very much.

The audit will be presented to the Finance Committee at the next meeting which is **Tuesday, July 21st at 11:00 a.m.** This will be the first meeting that the new Executive Director designee will be attending (in that capacity)

The meeting adjourned at 11:45 a.m.

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 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	\$	291,607
EARLY HEAD START	-	77,599
EARLY-ON CHILDHOOD		654
GSRP		42,969
ASSET & LIABILITY ACCOUNTS		29,621
TOTAL	\$	442,450

SIGNED 
(TREASURER)

DATE 6-9-15

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	\$	130,104
EARLY HEAD START		53,019
EARLY-ON CHILDHOOD		290
GSRP		9,820
ASSET & LIABILITY ACCOUNTS		24,428
TOTAL	\$	<u>217,661</u>

SIGNED Karen J. Wigand, Chair
(TREASURER)

DATE 7/21/15

FINANCE COMMITTEE MEETING
Tuesday, July 20, 2015
10:30 a.m.

MINUTES

The meeting was called to order at 10:30 a.m. and the following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault, Cathy Pearson

Brandi Olson, lead auditor, presented the audit for the period 10/1/13 – 9/30/14. She reviewed the audit and reminded members that if they have any questions that come up after they have more time to review the audit, they are more than welcome to contact her. She reported that there were no compliance issues, deficiencies, material weaknesses or questioned costs so that shows that management is doing a good job. Because we have had several years without any deficiencies we are considered a low risk auditee. **SUSAN KLEIKAMP MOVED TO RECOMMEND TO THE FULL BOARD THAT THE AUDIT FOR THE PERIOD 10/1/13 – 9/30/14 BE ACCEPTED, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

The auditor reviewed the opinion letter and noted that these contain some recommendations. She indicated it is very difficult to stay on top of all of the federal and state requirements as they are always changing so she strongly recommends that a fraud risk assessment be done at least annually.

The committee reviewed the CAA credit card charges from the statement due 6/22/15 in the amount of \$2,321.93.

The committee reviewed the HRA credit card charges from the statement closing date of 6/17/15 in the amount of \$269.83.

The committee reviewed the June CAA Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM MR. LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

The committee reviewed the June HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MR. DORAN; MOTION CARRIED.**

The committee was also reminded that Dan LaFoille has resigned from our board, therefore we have no Treasurer. The Chair noted that although Susan Kleikamp has put her name in to run for Secretary, she would consider running for Treasurer if we have no one else. We really need the Treasurer to be a member of the Finance Committee so this would be a good fit.

The meeting adjourned at 11:40 **WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2015 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>184,857</u>
<u>VOLUNTEER PROGRAMS</u>		<u>60,161</u>
<u>NUTRITION</u>		<u>127,327</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>102,342</u>
<u>ENERGY AND HOUSING</u>		<u>23,682</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>49,928</u>
TOTAL	\$	<u>548,296</u>

SIGNED



(TREASURER)

DATE

6-9-15

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 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	\$	115,181
VOLUNTEER PROGRAMS		39,491
NUTRITION		87,566
STATE & LOCAL PROGRAMS		122,598
ENERGY AND HOUSING		8,772
ASSET & LIABILITY ACCOUNTS		60,399
TOTAL	\$	<u>434,007</u>

SIGNED Karen Wiegand, Chair
(TREASURER)

DATE 7/21/15

NOMINATING COMMITTEE REPORT

Tuesday, July 23, 2015

12:00 Noon

MINUTES

The meeting was called to order at noon with the following in attendance: Susan Phillips, Omer Doran, Dave Anthony, Karen Wigand, Bill Dubord, Julie Moberg and Cathy Pearson

Bill noted that Dan LaFoilie has resigned from the Schoolcraft County Board as well as all of the other boards he serves on. He indicated he might be willing to come back on our board if there is a need. Mr. LaFoilie also served as Treasurer, so we need to fill that officer seat. **SUSAN PHILLIPS MOVED TO ACCEPT DAN LAFOILLE'S RESIGNATION WITH REGRET, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

Schoolcraft County Transit has also named John Stapleton to represent them on our Governing Board. **MS. PHILLIPS MOVED TO ACCEPT THE APPOINTMENT OF JOHN STAPLETON TO REPRESENT THEM IN THE PRIVATE SECTOR OF OUR BOARD, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

Members were mailed a draft ballot reflecting Karen Wigand running for Chair, Myra Croasdell running for Vice-Chair, and Susan Kleikamp running for Secretary. Dan LaFoilie had expressed interest in running for Treasurer, but has since resigned so we have no one running for Treasurer. Susan Kleikamp has indicated she would volunteer to serve as Treasurer if need be.

Karen asked Susan Phillips if she would give the Nominating Committee report and run the election. She will note that Karen has agreed to run for Chair and ask three times for further nominations from the floor. Then she will note that Myra is running for Vice-Chair and ask three times for further nominations from the floor. Since no one has indicated interest in the Treasurer position, she will ask three times for nominations from the floor. Should Susan K. accept the nomination for Treasurer, then Susan will ask three times for nominations from the floor for Secretary. If any positions are contested races we will do a paper ballot.

The meeting adjourned at 12:25 **WITH A MOTION FROM MS. PHILLIPS, SECONDED BY OMER DORAN; MOTION CARRIED.**

Head Start/Early Head Start Budget Work Session (2015 – 2016)

To better help the Governing Board understand and have input in the HS/EHS budget, a work session was held at 12:30 on July 21, 2015, at the CAA office.

Board members attending: Omer Doran, Karen Wigand, Dave Anthony, Susan Kleikamp, Susan Phillips, Bernie Lang, and Lee Robbert. Staff attending: Myra Heslip, Bill Dubord, and Julie Moberg.

Myra informed the members of the proposed classroom configuration and staffing needs based on the numbers of eligible children as of today. Minor changes normally occur up to the start date in September. She indicated that EHS is currently 8 children short as an unusually large number of EHS children transitioning into HS. Regional office is aware and wanted to know our recruitment methods and our need for TA.

Myra then explained the budget plan that the full board will act on Thursday, July 23, 2015. The funding is the same as last year so there is little change. She noted that training costs were higher than planned because more teachers were working to acquire degrees than anticipated. We will monitor more closely the T&TA costs. Board members felt it would be helpful if comparisons to last year's budget were available. Staff will provide that information at Thursday's meeting.

Bill pointed out that Policy Council must also approve submission of next year's budget and that meeting will be held Wednesday, July 22nd.

Board members pointed out their good experiences with the program as a result of evaluating aspects of operation this past spring. Questions were asked and answered about servicing eligible children in geographic areas where the numbers do not warrant a physical classroom.

Attachments

GRANTEE NAME: MDS Community Action Agency GRANT
 #:05CH8417
 DIRECTOR: Myra Heslip HS: EHS: Both:
 PY:2016 FUNDING CYCLE: 11-01-15 / 10-31-16
 PO: TAMM FUNNEL-MICHIGAN
 DATE COMPLETED: 7/20/2016
 DATE UPDATED:

Grantee Profile

PLEASE NOTE: Protect form to complete this section only. Unprotect form to complete pages 2-9.

T/TA AREAS COVERED IN THE TA PLAN:

- PREVENTION AND EARLY INTERVENTION
- HEALTH CARE TRACKING AND FOLLOW UP
- DISABILITIES
- MENTAL HEALTH
- CURRICULUM, ASSESSMENT AND CHILD OUTCOMES
- FAMILY PARTNERSHIP BUILDING
- PARENT INVOLVEMENT
- COMMUNITY PARTNERSHIPS
- PERSEA
- FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION
- MANAGEMENT SYSTEMS
- PROGRAM GOVERNANCE
- HUMAN RESOURCES MANAGEMENT
- FISCAL MANAGEMENT
- NATIONAL INITIATIVES

COMMENTS:

Can the grantee fully implement this T/TA Plan within its current budget? Yes: No:
 Please specify the amount of additional funds requested:

PREVENTION AND EARLY INTERVENTION

Goals: 1) Staff will have the knowledge and skills to respond effectively in case of emergency.

Objectives: 1) Staff will be certified in CPR and First Aid.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding						
						PA 22	PA 20	PA 25	PA 21	Other		
CPR and First Aid training	Health/Disabilities Manager	By October 1, 2016	Center staff will be certified and competent in performing CPR and First Aid procedures	Certification	American Red Cross		700		300			
Area Budget Total						\$	\$700	\$	\$300	\$	\$	\$

HEALTH CARE TRACKING AND FOLLOW-UP

Goals: No T/TA Need Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding						
						PA 22	PA 20	PA 25	PA 21	Other		
Area Budget Total						\$0	\$0	\$0	\$0	\$0	\$0	\$0

DISABILITIES SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding						
						PA 22	PA 20	PA 25	PA 21	Other		
Area Budget Total						\$0	\$0	\$0	\$0	\$0	\$0	\$0

4-2

MENTAL HEALTH SERVICES

Goals: No T/TA Needs Identified in this area.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						\$0	\$0	\$0	\$0	\$0

CURRICULUM, ASSESSMENT, AND CHILD OUTCOMES

Goals: The program will provide comprehensive and high quality school readiness services to all enrolled children and families.

- Objectives: 1) Staff will demonstrate increased knowledge and skills related to curriculum fidelity and valid child assessment.
 2) Staff will demonstrate increased knowledge and skills that support social/emotional intelligence in children, families and staff.
 3) Outcomes in mathematics and literacy objectives will improve across all ages.
 4) Outcomes in language and motor skills will improve for infants and toddler.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Classroom staff and home visitors will participate in trainings to improve and/or maintain outcomes related to: <ul style="list-style-type: none"> Mathematics and literacy skills in all children I/T Language and motor skills 	CD Managers	Fall 2015 through Fall 2016	Staff will identify professional development needs with increased specificity. Additional materials and resources will be identified and purchased Increased percentages of all children will demonstrate consistent growth in mathematics and literacy outcomes. Increased percentages of infants and toddlers will demonstrate consistent growth in mathematics and literacy outcomes.	Professional development plans Child assessments Self-assessments Training evaluations	CDMs T/TA Consultant Workshops / Conferences Webinars to include: TS Gold inter-rater reliability	5000	5000	5000		
Classroom staff and home visitors will participate in trainings to improve outcomes related to: <ul style="list-style-type: none"> CLASS scores Creative Curriculum Fidelity Scores 										
Classroom staff and home visitors will participate in trainings to improve and/or maintain their competencies										

9-7

COMMUNITY PARTNERSHIPS

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						\$0	\$0	\$0	\$0	\$0

ERSEA

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						\$0	\$0	\$0	\$0	\$0

FACILITIES, MATERIALS, EQUIPMENT AND TRANSPORTATION

Goals: No T/TA needs identified in this area.
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Area Budget Total						\$0	\$0	\$0	\$0	\$0

6-2

MANAGEMENT SYSTEMS

Goals: Maintain high quality services that meet or exceed all applicable national and state regulations

- Objectives: (1) Maintain effective and efficient SA system.
 (2) Improve efficiency and accuracy of recordkeeping and reporting systems.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Staff will participate in PD activities to maintain and/or improve skills in the following areas: > SA Process and Product(s) > Employee Relations > Supervision > Employment Law > Preparing for and Conducting Effective Performance Evaluations > Monitoring, Record-keeping and Reporting > Program Outcomes > Efficient/Effective Communication	ECP Director and Managers	Ongoing / as available	Self Assessment follow-up, analysis and application summaries will be timely, concise and comprehensive. Administrative staff, teachers, HV and FSWs will demonstrate core computer skill competencies.	Year-end SA Summary Report CPlus Reports Monthly reports Performance Appraisals	UCLA HS AMI National and/or regional HS / AEYC trainings Webinars CPlus TA	4014			4573	
Area Budget Total						\$	\$4014	\$	\$4573	

PROGRAM GOVERNANCE

Goals: No T/TA needs identified for this area
 Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
						\$0	\$0	\$0	\$0	\$0
Area Budget Total						\$0	\$0	\$0	\$0	\$0

HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

- Objectives: (1) All TAs will have a CDA (minimum) or AA in ECE 9(Preferred)
 (2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants -- coursework to attain a CDA or AA in ECE	TA HR Manager	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers HR Manager	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						\$	\$13750	\$	\$7560	\$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

- Objectives: All 2013-14 federal expenses will meet program and funding regulations.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						\$	\$750	\$	\$750	\$

6-7

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding					
						PA 22	PA 20	PA 25	PA 21	Other	
Area Budget Total						\$0	\$0	\$0	\$0	\$0	\$0

Grand Total Budget	PA 22	PA 20	PA 25	PA 21	Other
	\$0	\$25,714	\$0	\$19,683	\$0

CTD

HUMAN RESOURCES MANAGEMENT

Goals: All program services will be provided by highly qualified staff

- Objectives: (1) All TAs will have a CDA (minimum) or AA in ECE 9Preferred)
 (2) All non-BA degreed Teachers will complete coursework towards a BA in ECE

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Teaching Assistants -- coursework to attain a CDA or AA in ECE	TA HR Manager	11/2015 to 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		500			
Teacher- coursework to attain BA in ECE	Teachers HR Manager	11/2015 To 10/2016	Staff will receive a "C" or better in each course Staff will maintain or enhance their job skills	-Grade reports -Supervisory notes -Performance Evaluations	Accredited college or university		13250		7560	
Area Budget Total						\$	\$13750	\$	\$7560	\$

FISCAL MANAGEMENT

Goals: Maintain awareness of national, state, and local program fiscal environment and compliance regulations.

- Objectives: All 2013-14 federal expenses will meet program and funding regulations.

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding				
						PA 22	PA 20	PA 25	PA 21	Other
Attend a minimum of one national conference that includes education/guidance on fiscally effective/efficient program strategies.	ECP Director	2015-16 PY	The program will maintain full regulatory compliance and will operate effectively and efficiently	Budget Review Program Outcomes Reports	OHS-endorsed conferences/webinars and other high quality training opportunities as available		750		750	
Area Budget Total						\$	\$750	\$	\$750	\$

NATIONAL INITIATIVES

Goals: No T/TA needs identified for this area
 Objectives:

T/TA Activities	Person(s) Responsible	Timeframe	Outcomes	Performance Measures	Resources	Funding							
						PA 22	PA 20	PA 25	PA 21	PA 20	PA 25	PA 21	Other
Area Budget Total						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total Budget						\$0	\$25,714	\$0	\$0	\$19,683	\$0	\$0	\$0

2015-16 ECP Program Design Status and Projections
as of July 20, 2015

C-12

2014-15

Projection for 2015-16

Escanaba ECC

2 HS CB Class (@17-18)

2 HS CB Class (@17-18)

2 HS/GSRP SD Classes (@16)

2 HS/GSRP SD Classes (@16)

3 HS CO-3 Classes (@ 14)

3 HS CO-3 Classes (@ 14)

2 EHS CO-2 Classes (@ 8)

2 EHS CO-2 Classes (@ 8)

Soo Hill ECC

Projection for 2015-16

No classroom

No longer reporting on Soo Hill

Webster ECC

1 HS/GSRP SD (@ 16)

1 HS/GSRP SD (@ 16)

Gladstone ECC

1 HS CO-3 (@14)

1 HS CO-3 (@14)

Cameron ECC

1 HS/GSRP SD (@ 16)

1 HS/GSRP SD (@ 16)

Manistique

1 HS/GSRP SD Class (@ 16)

1 HS CB Class (@17-18)

1 CB-3 Class (@17-18)

1 HS CO-3 Class (@ 14)

Menominee

1 HS/GSRP SD Classes (@ 16)

1 HS/GSRP SD Classes (@ 16)

2 HS CO-3 Class

1 HS CO-3 Class (@14)

1 HS CB Class (@17-18)

	A		B		C		D		E		F		G
	FY2016		Head Start 2014-2015	Head Start 2015-2016	% Difference	EHS 2014-2015	EHS 2015-2016	% Difference				% Difference	
1													
2		20-Jul											
3	Salaries, Wages, & Fringes												
4													
5	Salaries & Wages	7311	\$ 1,130,529	\$ 1,214,623	-7%	\$ 421,052	\$ 438,423	-4%					
6			\$ 1,130,529	\$ 1,214,623	-7%	\$ 421,052	\$ 438,423	-4%					
7													
8	FICA	7351	\$ 82,524	\$ 92,919	-11%	\$ 33,000	\$ 33,539	-2%					
9	Health Ins	7361	\$ 209,800	\$ 146,172	44%	\$ 62,611	\$ 38,613	62%					
10	W Comp	7366	\$ 15,600	\$ 16,534	-6%	\$ 8,000	\$ 6,213	29%					
11	UE	7371	\$ 66,669	\$ 77,135	-14%	\$ 22,000	\$ 23,298	-6%					
12	Annuity	7376	\$ 52,021	\$ 59,750	-13%	\$ 18,166	\$ 20,679	-12%					
13													
14	TOTAL		\$ 426,614	\$ 392,510	9%	\$ 143,777	\$ 122,342	18%					
15													
16	Total Salary/Fringe		\$ 1,557,143	\$ 1,607,133	-3%	\$ 564,829	\$ 560,765	1%					
17													
18	Contracted Services/Admin												
19													
20	Contracted Svcs	7420	\$ 8,000	\$ 16,000	-50%	\$ 6,000	\$ 12,000	-50%					
21	Admin Costs	7421	\$ 45,000	\$ 61,000	-26%	\$ 12,500	\$ 19,000	-34%					
22	Disab Contract Costs	7423	\$ 500	\$ -	100%	\$ 100	\$ -	100%					
23	Legal Expenses	7427	\$ 3,000	\$ 3,000	0%	\$ 1,000	\$ 1,000	0%					
24	Bookkeeping	7480	\$ 65,000	\$ 63,000	3%	\$ 20,700	\$ 19,000	9%					
25													
26	Total		\$ 121,500	\$ 143,000	-15%	\$ 40,300	\$ 51,000	-21%					
27													
28	Travel / Vehical Expense												
29													
30	O of A mileage	7501	\$ 500	\$ -	100%	\$ 300	\$ -	100%					
31	O of A Per Diem	7502	\$ 500	\$ -	100%	\$ 500	\$ -	100%					
32	O of A Registration	7503	\$ 1,000	\$ -	100%	\$ -	\$ -	0%					
33	Local Mileage	7511	\$ 16,500	\$ 18,700	-12%	\$ 18,500	\$ 15,000	23%					
34	Vehicle Fuel	7560	\$ 20,000	\$ 18,000	11%	\$ 1,000	\$ 4,000	-75%					
35	Vehicle Expense	7561	\$ 30,000	\$ 30,000	0%	\$ 6,500	\$ 3,000	117%					
36													
37	TOTAL		\$ 68,500	\$ 66,700	3%	\$ 26,800	\$ 22,000	22%					
38													
39	Space Costs												
40													
41	Rent	7613	\$ 15,000	\$ 17,000	-12%	\$ 5,000	\$ 6,500	-23%					
42	Space Costs	7631	\$ 110,500	\$ 60,000	84%	\$ 20,500	\$ 20,000	3%					
43	Utilities	7634	\$ 30,000	\$ 33,000	-9%	\$ 14,075	\$ 10,000	41%					
44													
45	TOTAL		\$ 155,500	\$ 110,000	41%	\$ 39,575	\$ 36,500	8%					

A		B		C		D		E		F		G	
		Head Start	Head Start	Head Start	Head Start	% Difference	EHS	EHS	EHS	EHS	% Difference	EHS	% Difference
		2014-2015	2015-2016	2015-2016	2015-2016		2014-2015	2014-2015	2015-2016	2015-2016		2015-2016	
46	FY2016												
47	Supplies												
48													
49	Office Supplies	7711	\$ 8,000	\$ 8,000	\$ 8,000	0%	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ 3,000	0%	
50	Computer HW/sw	7712	\$ 8,000	\$ 10,500	\$ 10,500	-24%	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ 5,000	0%	
51	Program Supplies	7721	\$ -	\$ 10,000	\$ 10,000	-100%	\$ 100	\$ 100	\$ 5,000	-98%	\$ 5,000	-98%	
52	Disab Supplies	7722	\$ 500	\$ 500	\$ 500	0%	\$ 100	\$ 100	\$ 100	0%	\$ 100	0%	
53	Educational Supplies	7731	\$ 33,000	\$ 30,000	\$ 30,000	10%	\$ 13,000	\$ 13,000	\$ 8,438	54%	\$ 8,438	54%	
54	Med/Dent Supplies	7733	\$ 3,000	\$ 2,000	\$ 2,000	50%	\$ 300	\$ 300	\$ 700	-57%	\$ 700	-57%	
55	Consumable Supplies	7751	\$ 14,000	\$ 15,458	\$ 15,458	-9%	\$ 2,000	\$ 2,000	\$ 4,200	-52%	\$ 4,200	-52%	
56	Maintenance Supplies	7771	\$ 8,500	\$ 6,000	\$ 6,000	42%	\$ 3,000	\$ 3,000	\$ 1,800	67%	\$ 1,800	67%	
57	Xerox Supplies	7780	\$ 7,000	\$ 5,000	\$ 5,000	40%	\$ 3,000	\$ 3,000	\$ 2,000	50%	\$ 2,000	50%	
58	Meeting Supplies	7781	\$ 2,000	\$ 1,500	\$ 1,500	33%	\$ 500	\$ 500	\$ 500	0%	\$ 500	0%	
59													
60	TOTAL		\$ 84,000	\$ 88,958	\$ 88,958	-6%	\$ 30,000	\$ 30,000	\$ 30,738	-2%	\$ 30,738	-2%	
61													
62	Equipment												
63													
64	Depreciation Expense	7632											
65	Major Equipment	7811	\$ 35,000	\$ 18,000	\$ 18,000	94%	\$ 10,000	\$ 10,000	\$ 12,000	-17%	\$ 12,000	-17%	
66	Minor Equipment	7821	\$ 500	\$ 500	\$ 500	100%	\$ -	\$ -	\$ -	100%	\$ -	100%	
67	Equip Repair/Lease	7831	\$ 18,000	\$ 18,000	\$ 18,000	0%	\$ 4,000	\$ 4,000	\$ 6,000	-33%	\$ 6,000	-33%	
68													
69	TOTAL		\$ 53,500	\$ 36,000	\$ 36,000	49%	\$ 14,000	\$ 14,000	\$ 18,000	-22%	\$ 18,000	-22%	
70													
71	Communications												
72													
73	Phone/Internet	7961	\$ 30,000	\$ 38,000	\$ 38,000	-21%	\$ 10,000	\$ 10,000	\$ 10,400	-4%	\$ 10,400	-4%	
74	Postage	7971	\$ 6,500	\$ 5,000	\$ 5,000	30%	\$ 2,000	\$ 2,000	\$ 2,000	0%	\$ 2,000	0%	
75													
76	TOTAL		\$ 36,500	\$ 43,000	\$ 43,000	-15%	\$ 12,000	\$ 12,000	\$ 12,400	-3%	\$ 12,400	-3%	
77													
78	Other Costs												
79													
80	Emp Physicals/EAP	7377	\$ 2,000	\$ 4,000	\$ 4,000	-50%	\$ 400	\$ 400	\$ 200	100%	\$ 200	100%	
81	Parent Participation	7901	\$ 20,000	\$ 15,000	\$ 15,000	33%	\$ 15,000	\$ 15,000	\$ 12,000	25%	\$ 12,000	25%	
82	Male Involvement	7902	\$ 100	\$ 500	\$ 500	-80%	\$ 100	\$ 100	\$ 200	-50%	\$ 200	-50%	
83	Awards/Recognition	7910	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ 300	\$ 300	\$ 500	-40%	\$ 500	-40%	
84	Insurance	7911	\$ 22,000	\$ 21,000	\$ 21,000	5%	\$ 500	\$ 500	\$ 7,000	93%	\$ 7,000	93%	
85	Training	7915	\$ -	\$ 31,369	\$ 31,369	-100%	\$ 14,691	\$ 14,691	\$ 6,888	113%	\$ 6,888	113%	
86	Membership Dues	7920	\$ 4,300	\$ 4,000	\$ 4,000	8%	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ 1,000	0%	
87	Student Physicals	7938	\$ 600	\$ 400	\$ 400	50%	\$ 500	\$ 500	\$ 300	67%	\$ 300	67%	
88	Misc Expenses	7982	\$ 75,717	\$ -	\$ -	100%	\$ 30,296	\$ 30,296	\$ -	100%	\$ -	100%	
89													
90	TOTAL		\$ 128,717	\$ 80,269	\$ 80,269	60%	\$ 62,787	\$ 62,787	\$ 28,088	124%	\$ 28,088	124%	



Community Action Agency Boards of Directors and the CSBG Organizational Standards

The Boards of Directors plays a unique and important role in the life of a Community Action Agency. While staff members transition, founding directors retire, and programs change, the board offers consistency in purpose, intent, and responsibility. The governing board acts as a body, not as individuals, and its members are bound by the Duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.

In Community Action Agencies, the board embodies the core belief and value of *maximum feasible participation*. Through its tri-partite structure and the involvement of those representing the people our Network serves, elected officials, and private sector individuals, this elegant, yet challenging board structure allows Community Action to be in and of the community, all across the U.S.

The role and responsibilities of nonprofit board members has grown in the past decade and today, board members shoulder significant responsibility for the oversight of finance, executive leadership, human resources, and planning. In addition, the CSBG Act states that boards must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. Community Action Agency boards must find ways to fulfill their responsibilities while maintaining their governance role and not engage dipping into operational activities.

The proposed **CSBG Organizational Standards** are a new element of Community Action accountability that boards need to be aware of and consider when carrying out their responsibilities. These 56 Standards address three broad categories: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability and include areas such as leadership, governance financial management, human resources, strategic planning, customer input, community engagement, community assessment, and data and analysis,

These Standards will likely be incorporated into your Community Action Agency's CSBG contract with your State CSBG Office over the next 1-2 years. Your staff will work to ensure your CAA meets all 56 Standards and very likely, your CAA already meets the vast majority of them. Part of meeting the Standards may mean adding some work to the plate of the Board of Directors in terms of oversight and approval, and may lead to some changes in general process. The Standards were designed, however, to minimize this while ensuring the board is informed over time of critical elements of organizational functioning.

It is important that Board members are aware of the Organizational Standards and that your CAA will be working to meet them. These Standards may cause new items to be brought to the board table for discussion or approval, or for new activities to be conducted. You may find that your CAA is already meeting the 56 Standards, or very close to that number; or you may find that your CAA has some work to do. This document is designed to assist you in explaining how the Standards may impact your regular board work. There are additional resources and other training videos on the Standards for boards that can help you dig a deeper into each area and explain the Standards in more detail. We also encourage boards to read the full Standards document and access these training materials at www.communityactionpartnership.com.

What does this mean for Board Members?

- **Your Duties of Care, Loyalty, and Obedience remain unchanged.** Your current legal requirements to be informed, conduct your duties in a prudent manner, ensure the agency meeting legal compliance, and work as a body remain intact.

- **Board meetings may include additional action items for approval, acceptance, or review.** The CSBG Act calls on boards to be engaged in the development, planning, implementation, and evaluation of CSBG activities. Boards carry out this responsibility through board action and oversight. Given this, the Standards may increase the number of action items you vote on at board meetings over the course of the year.
- **Strategic Planning will be an element of work the board carries out.** Many CAAs regularly conduct Strategic Planning but others do not. The Standards may impact your role in planning and the frequency in which it is conducted.
- **ED/CEO evaluation and compensation setting will be annual activities.** Many CAA boards regularly evaluate their Chief Executive and the Standards will require this as well as the annual update on compensation of the executive.
- **Financial and programmatic reporting may become more frequent.** Most CAAs receive financial and programmatic updates at each meeting and the Standards require it for those that currently do not. In addition, you will be asked to approve an annual agency-wide budget and for some CAAs, this will be new.
- **Customer Satisfaction Data will be collected and reported to you.** Standards related to satisfaction do not call on your CAA to achieve a certain satisfaction level, only that the board and staff collect, review, and use this information in your deliberations and planning.
- **Additional policies may be created.** The Standards call for certain policies and plans to be in place and the board will need to review and approve.
- **Legal review of documents may need to occur.** The Standards include legal review of bylaws and personnel policies periodically.
- **Training and Orientation of board members will occur.** As with any position, good orientation and regular training is important and the Standards provide for both for board members.

What does this NOT mean for board members?

- **Your role on the board has not changed.** You maintain the same legal responsibilities
- **You do not need to be onsite to observe the agency's procedures to ensure that all the Standards are met.** You need to maintain your governance role and leave responsibility for operations to your Chief Executive
- **Your board structure does not need to change.** There are no term limits, mandated committees, meeting frequencies, or other structural mandates in the Standards.

Please keep the lines of communication open with your Chief Executive and leadership team. They will have access to updates on how Standards are being implemented, tools to help CAAs be successful with implementing Standards that may be new to the agency, and resources for information and training.

Questions? The Community Action Network has several national groups that can assist you and your board as you learn more about the Standards. You may also have a State or Regional Association that can of assistance as well. Please don't hesitate to reach out if you have questions.

Community Action Partnership-Denise Harlow dharlow@communityactionpartnership.com

Created June, 2014 Community Action Partnership...This publication was created by National Association of Community Action Agencies – Community Action Partnership in the performance of the U.S. Department of Human Services, Administration for Children and Families, Office of Community Services Grant Number 90ET0434. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

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

**GOVERNING BOARD MEETING
Thursday, July 23, 2015
12:15 p.m. (CST)
Little Nugget, Wallace, Michigan**

MINUTES

Chair Karen Wigand called the meeting to order at 1:17 p.m.. A quorum was noted with the following in attendance:

BOARD MEMBERS PRESENT

Susan Kleikamp, Menominee
Omer Doran, Schoolcraft
Karen Wigand, Delta
Myra Croasdell, Delta
Dave Anthony, Menominee
Susan Phillips, Schoolcraft
Bernie Lang, Menominee
Clyde Thoune, Menominee
Tom Lippens, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft

MEMBERS ABSENT

Geri Nelson, excused
Kristi Wood, excused
Dave Moyle, excused
Mari Negro

OTHERS PRESENT

Lori LaCasse, Menominee Client Services
Cathy Pearson, Executive Assistant
Sara Dementer, Receptionist/Office Assist.
Bill Dubord, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP Director
Julie Moberg, Deputy Director
Sally Kidd, Senior Services Director
Rick Rudden,
Peggy Ramsden, FGP Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Joe Dehlin, Weatherization Director

Karen introduced our new Executive Director trainee, Julie Moberg.

ACCEPTANCE OF MAY 14, 2015 GOVERNING BOARD MEETING

Members received a draft of the May 14, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Susan Kleikamp for the report. Ms. Kleikamp reported that the committee reviewed the May HRA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY KEN PENOKIE; MOTION CARRIED.** The committee also reviewed the June HRA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.** The committee also reviewed the credit card charges. Ms. Kleikamp noted that the audit for the

period 10/1/2013 – 9/30/2014 was presented by our lead auditor. There were no findings, deficiencies, or questioned costs and our organization is fiscally healthy. **THE FINANCE COMMITTEE RECOMMENDS THAT THE FULL BOARD ACCEPT THE AUDIT AND THIS WAS DONE WITH A MOTION FROM MR. THOUNE, SUPPORTED BY MYRA CROASDELL. MOTION CARRIED; ONE ABSTENTION.**

DAVE ANTHONY MOVED THAT THE FULL BOARD HAVE AN OPPORTUNITY TO SEE THE AUDIT PRESENTATION IF THEY WISH, BUT AT A MINIMUM, HAVE THE AUDIT REPORT MADE AVAILABLE TO THEM BEFORE THEY ARE ASKED TO ACCEPT IT, SECONDED BY MR. PENOKIE; MOTION CARRIED. (see attachment "A & A1-5")

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Susan Phillips who reported that the Nominating Committee met on 7/21/15 and **RECOMMENDS THAT DAN LAFOILLE'S RESIGNATION BE ACCEPTED WITH REGRET – THIS WAS MOVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY MR. THOUNE; MOTION CARRIED.**

The committee also recommends **ACCEPTANCE OF THE REAPPOINTMENT OF JOHN STAPLETON TO REPRESENT SCHOOLCRAFT COUNTY TRANSIT ON OUR GOVERNING BOARD – THIS WAS DONE WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

The Chair turned the meeting over to Susan Kleikamp to conduct the election of the Chair. Ms. Phillips indicated that Karen Wigand has placed her name for consideration for Chair. Ms. Phillips asked three times for further nominations from the floor and there being none **KEN PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY MR. THOUNE; MOTION CARRIED.** Ms. Phillips turned the meeting back over to the Chair.

Ms. Wigand stated that Myra Croasdell has placed her name for consideration for Vice-Chair. She asked three times for further nominations from the floor and there being none **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR VICE-CHAIR AND THAT A UNANIMOUS BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

It was noted that no one has expressed an interest in the Treasurer position. The Chair asked three times for nominations from the floor for Treasurer. **OMER DORAN NOMINATED SUSAN KLEIKAMP FOR TREASURER, SUPPORTED BY DAVE ANTHONY MOTION CARRIED. MR. PENOKIE MOVED TO CLOSE THE NOMINATIONS FOR TREASURER AND THAT A UNANIMOUS BALLOT BE CAST FOR SUSAN KLEIKAMP FOR TREASURER, SECONDED BY MS. PHILLIPS; MOTION CARRIED.**

Since there were no candidates for Secretary, Ms. Wigand asked three times for nominations from the floor for the position of Secretary. Susan Kleikamp nominated Susan Phillips for Secretary. **DAVE ANTHONY MOVED TO CLOSE THE NOMINATIONS FOR SECRETARY AND THAT A**

UNANIMOUS BALLOT BE CAST FOR SUSAN PHILLIPS FOR SECRETARY, SUPPORTED BY KEN PENOKIE; MOTION CARRIED. (see attachment "B")

APPROVAL OF REVISED BY-LAWS

Members were mailed a draft of the proposed By-laws revision for their review and input. It was noted that the major change is lowering the board size from 21 to 18. There were no questions or comments and **THE REVISED BY-LAWS WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MR. THOUNE; MOTION CARRIED BY A UNANIMOUS SHOW OF HANDS.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed a copies of the FGP & SCP monthly reports for their review. **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MS. PHILLIPS; MOTION CARRIED.**

APPROVAL TO ACCEPT WELCOME NEWBORNS PROGRAM

The Chair called on Julie Moberg for more information. Ms. Moberg reported that the Welcome Newborns Program has been around since 1995 and has been a partnership between the Delta County Community Foundation and the MSU Extension Office. Julie has overseen this program but since she is now employed by CAA/HRA MSU Extension no longer has the capacity to provide the oversight. We would like to house the program at our office with Julie continuing to provide the oversight. The program fits well within our mission as it provides support to newborns up to age three. Our agency would provide in-kind in the form of space and supervision and have no other financial obligation. **MR. PENOKIE MOVED TO ACCEPT THE WELCOME NEWBORNS PROGRAM INTO OUR AGENCY, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

APPROVAL TO SUBMIT CSBG REFUNDING APPLICATION FOR \$175,000

Ms. Wigand called on Bill Dubord who reminded the board that this is an annual authorization needed to apply for these funds that are the glue the holds the agency together. **KEN PENOKIE MOVED TO AUTHORIZE APPROVAL TO SUBMIT THE CSBG REFUNDING APPLICATION, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

ACCEPTANCE OF CSBG MONITORING REPORT DATED 6/4/15

Members were mailed a copy of the CSBG monitoring report dated 6/4/15 for their review. Mr. Penokie thanked staff for a job well done. **TOM LIPPENS MOVED TO ACCEPT THE CSBG MONITORING REPORT DATED 6/14/2015; SUPPRTED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF WEATHERIZATION MONITORING REPORT DATED 5/28/2015

Members were mailed a copy of the Weatherization monitoring report dated 5/28/15 for their review. Mr. Penokie again thanked staff for a job well done. ***THE WEATHERIZATION MONITORING REPORT DATED 5/28/2015 WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

ACCEPTANCE OF MSHDA MONITORING REPORT DATED 6/25/2015

Members received a copy of the MSHDA monitoring report dated 6/25/2015. Again staff were thanked for a job well done and ***THE REPORT WAS ACCEPTED UPON A MOTION FROM MS. CROASDELL, SECONDED BY OMER DORAN; MOTION CARRIED.***

UPDATE ON ORGANIZATIONAL STANDARDS

The board was given a handout on CAA Boards of Directors and the organizational standards. (***see attachment "D"***) The Chair called on Bill Dubord who indicated we are making good progress on the organizational standards. Having the By-laws revised was one of the items and we hope to have the Personnel Policies revised and reviewed by a lawyer in the next few months. Another area we will be addressing is Strategic Planning that will involve the board. Julie Moberg will be attending training the first part of August to see that ensure that we are proceeding as need be in regards to the new standards.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who reported that we hope to disengage from the Thorntree Development Project in Gladstone by the end of this calendar year when we reach the 15 year mark of our agreement.

Mr. Dubord informed the members that the groundbreaking at Bishop Noa Home for the Adult Day Care facility we are collaborating on with them, was held recently. They hope to open in November and we may invite them to give an update on the project at the September Governing Board meeting.

The Executive Director noted that wood provided as part of our deliverable fuel services has caused some difficulties at time with complaints about the quality of wood and quantity (even though the recipient is told to sign the receipt indicating the amount delivered). We received a complaint a few months ago from a gentleman who was very upset about someone who received wood from us who went on to put his home up for sale noting that there was enough wood to last for two years. The recipient was eligible and we cannot prevent someone from selling their home. We tried reporting the situation to the State Fraud line as instructed by our funding source and were told the person who was making the complaint needed to contact them. He did so and was told our agency to contact them. Needless to say, he was very frustrated, as were we, but no it appears the complaint has been forwarded to the proper authorities. ***LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand told the members that she would like to review the committee assignments, particularly now that we are going from 21-18 members. We are definitely in need of at least one more Finance Committee member. Additionally, if you would like to serve on a different committee you can let me know.

Bill indicated we hope to have one more personnel committee before having a draft revision ready to go to the full board for approval.

Bill thanked the members for their time and expertise in serving as a board member and a small token of appreciation was given.

ADJOURNMENT

The meeting adjourned at 1:52 ***WITH A MOTION FROM MR. THOUNE, SECONDED BY MS. PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, SEPTEMBER 10, 2015 AT 12:30 P.M.



MINUTES OF THE MEETING OF
THE PINECREST BOARD OF TRUSTEES

Date: Thursday, July 23, 2015	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 2:00 p.m. CST

Roll Call:

Trustees present: Gerald Smith, Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, Jeff Naser, Gary Eichhorn and Darlene Smith, Administrator.
Trustees absent: Debbi Springinsguth, John Degenaer, Jan Hafeman, and David Prestlin.
Leadership Team present: Candace Meintz CFO and Susan Williamson, DON
Guests: Gerald McCole, Terry Grondine, Jessica Boucher and Amy Lantagne.

TOPIC	DISCUSSION	OUTCOME
Approval of the July 2015 Agenda	Administrator Smith stated that she would like to discuss the September Board Meeting date during her Report.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver to approve the Agenda with the addition of discussion of September Board Meeting. Motion carried.
Board action on Minutes of the June 2015 meeting.	Board Minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the minutes as presented. Motion carried.
Review and request for approval of Financial Statement for June 2015.	The Financial Statement was reviewed with the Board by CFO Meintz. There	A motion was made by Trustee Smith, supported by Trustee VanGasse, to

	were no questions or comments from the Board.	approve the Financial Statement as presented. Motion carried.
Board action on the June Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Smith, supported by Trustee Eichhorn, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports	Trustee Driscoll reported that the Whispering Pines Board had met at 8:15 this morning and toured 6 facilities in Escanaba and Gladstone. She noted how beautiful these homes were, how friendly the residents and staff were. They had lunch and their meeting at the Whispering Pines Gladstone home. All homes are doing well. Chairperson Naser stated that they got to meet all the patients and the homes are in great shape. He also stated that the Willow Creek problem is resolved.	A motion was made by Trustee Boyne, supported by Trustee Smith, to approve the report as presented. Motion carried.
Board Action Items/Resolutions	Request for approval of Bad Debt Write Offs in the amount of \$11,108.13 was made to the Board. Administrator Smith and CFO Meintz reviewed and discussed the Write offs with the Board Members.	A motion was made by Trustee Smith, supported by Trustee Eichhorn, to approve the Write Off Request in the amount of \$11, 108.13. Motion carried.
Unfinished and New Business Report of Quality Assurance and Resident Council Committees:	Susan Williamson, DON, report on the Resident Council Committee Meetings at each of the 3 homes. Each home reviewed Resident Rights, the activity calendar and resident requests. Mrs. Williamson also reviewed the results of the QA Meeting from this month. She noted that we are continuing with the survey process, all cites are in line and we have had no other issues, or complaints.	A motion was made by Trustee Oliver, supported by Trustee Boyne, to approve the reports as presented. Motion carried.

<p>Report of Safety Committee</p>	<p>Lois Ball reported that the Safety Committee did not meet in July.</p>	
<p>Administrator's Report</p>	<p>Administrator Smith reported that she and Shar Corrigan had met with Senator Casperson on July 6th regarding how we will be paid and coding issues with UPHP and Medicaid. The Senator is trying to help us.</p> <p>Administrator Smith, Susan Williamson and Candy Meintz met with Pat Anderson from HCAM regarding the coding issues. HCAM is working hard on this issue as well.</p> <p>On the 6th the Leadership Team had a conference call with the EDEN representative and we continue to work on that.</p> <p>On the 14th she attended an Alzheimer's Meeting.</p> <p>We have been having conference calls and webinars regarding the ECS computer program and ICD-10's as they are upgrading the program for billing. October 1st will be the start of that.</p> <p>We are upgrading to Medispan electronic charting.</p> <p>She attended the OSF Home Health and Hospice meeting on the 22nd.</p> <p>Our IT issues are coming along, we are staying on budget with this.</p> <p>The wall project is almost complete, they have to redo the black top as we are having some issues.</p>	

We have issues with our wood chip building roof. The current roof was to last 10 years and it has lasted much longer. We can no longer patch it, so we need to redo it. Also, we have no door on our chip bin at this time. She noted that with the money in our capital budget and maintenance budget we feel we can do this project.

David Vandermissen Jr. reviewed the 3 bids that he had gotten, noting that he had tried to get bids from each county, but the contractor from Menominee County wanted us to wait until winter, which is not feasible for us. He stated that this would be a welded rubber roof. He also stated that we have 40 year old fans down there that must be replaced. We must fix an area at the chip bin which was never finished completely, and the chip door fell apart. The door, would be an insulated door. The total of the bids to repair all above mentioned items would be \$21,000. When this is all done, we have the lip in front of the chip bin that TCR has to finish. Trustee Eichhorn recommended to the Board that the Building Committee or Finance Committee should review this. Trustee Eichhorn will look over the estimates with Davey following this meeting.

Administrator Smith stated that in September, the MCF is having a special conference on the Thursday that would

	<p>be our Board Meeting. She requested that the September Board Meeting be changed to Wednesday, September 23th. The Board Members present agreed to change the date of the meeting.</p>	
<p>Comments from the Public Adjournment</p>	<p>There were no comments from the Public The meeting adjourned at 2:33 p.m.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Smith, to adjourn the meeting. Motion carried.</p>

CATHERINE DRISCOLL
 Elaine-Boyme, Secretary

Catherine Driscoll

Darlene Smith, Administrator

Darlene Smith Adm 8/27/15

**DELTA SOLID WASTE MANAGEMENT AUTHORITY
MONTHLY MEETING
JULY 28, 2015 AT 7:00 P.M., DELTA COUNTY SERVICE CENTER, 2920 COLLEGE
AVENUE**

MEMBERS PRESENT: Randy Gorecki, Steve Rose, Ralph Blasier, Gary Boudreau, Eric Buckman, Steve Viau, and Patrick Johnson

OTHERS PRESENT: Don Pyle, Buffy Smith, Matt Peltin, Rick Aho, and Cheryl Ohman with Lakestate Industries

Meeting was called to order at 7:00 p.m. by Chairman Randy Gorecki.

Public Comment – Don Pyle announced the newest Board Member, Steve Viau, from Gladstone. Contact information will be updated by Don Pyle and emailed to everyone.

Secretary's Report – Minutes of May 26, 2015

A motion was made by Gary Boudreau, seconded by Steve Rose, to approve the May 26, 2015, meeting minutes. Motion was approved unanimously.

Treasurer's Report

The Authority in June had operating revenue of \$181,697 and operating expenses of \$142,635 for revenue of \$39,062. Expenses for June were higher than typical with two (2) annual expenses due; the workers compensation insurance for a total \$17,888 and the Escanaba clean up account of \$6,522.

The Authority in May had operating revenue of \$155,221 and operating expenses of \$126,553 for revenue of \$28,668. The management fee for Lakestates was a combined total \$31,927 for May and June.

A motion was made by Gary Boudreau, seconded by Patrick Johnson, to accept the Treasurer's Report. Motion was approved unanimously.

Payment of Bills

Randy Gorecki stated payment of bills total \$217,000.52. Don Pyle explained the outstanding bills, which include the Michigan insurance company for worker's compensation of \$17,888, the Escanaba clean up account of \$6,522, an additional bill of \$4,126 to Roy Ness for repairs to the scale, and a check to Vorpahl Fire and Safety for \$8,861.25 for a methane meter.

A motion was made by Gary Boudreau, seconded by Steve Rose, to approve payment of bills in the amount of \$217,000.52. Motion was approved unanimously.

Additions to Agenda – Randy Gorecki added Rick Aho to the agenda as item 8.5

1. Review for acceptance of the Audit for 2014:

Don Pyle stated the financial highlights. Net position Authority decreased by \$272, 202 during the physical year on operating revenues of \$92,566 less than non-operating revenues and expenses of \$364,768. This is an improvement compared to last year, which was a loss of \$378,808. Operating revenues were \$1,747,324 with

operating expenses of \$1,654,758 for an operating income of \$92,566. Once bonds are paid, the total is a loss of \$272,202.

Steve Viau questioned the Audit details and Don Pyle recommended he speak to the accountants for better understanding.

Patrick Johnson questioned pension costs. Don Pyle stated the Authority does not have a pension. There is a pension expense that the Authority pays in to for a 401 program.

A motion was made by Ralph Blasier, seconded by Patrick Johnson, to accept the Audit for 2014. Motion was approved unanimously.

2. Review for acceptance of the December 2014 financials with corrections:

Don Pyle explained the process for financials. Financials are accepted as a draft but not approved until the audit is complete. At this time we can accept the financials for 2014. Net operating for December was better than the previous year due to some paid off costs.

A motion was made by Ralph Blasier, seconded by Gary Boudreau, to accept the December 2014 financials. Motion was approved unanimously.

3. Vote in a new Authority Secretary:

Don Pyle stated the position of Secretary needs to be filled. Randy Gorecki nominated Patrick Johnson. Patrick Johnson accepted the nomination.

A motion was made by Steve Rose, seconded by Gary Boudreau, to accept the nomination of Patrick Johnson as the new Secretary. Motion was approved unanimously.

4. Propane bids for heating needs for this coming winter:

Don Pyle stated requests were sent to 5 different companies for bids. Naser Oil and Propane quoted \$.999 per gallon and Ferrellgas of \$1.039 per gallon.

A motion was made by Gary Boudreau, seconded by Ralph Blasier, to accept the bid from Naser Oil and Propane. Motion was approved unanimously.

5. Lakestate contract for 2015-2016:

Don Pyle stated the contract is due in September for Lakestate Industries. Lakestate Industries is willing to continue to manage the Recycling Center for the same rate as the last two years. Randy Gorecki stated he would like the contract amended to include a 90 day no-cause termination allowed by either party.

A motion was made by Ralph Blasier, seconded by Gary Boudreau, to accept the agreement from Lakestate Industries. Motion was approved unanimously.

6. Bacco, final shaping for south side:

Don Pyle stated the south side is almost complete. What is needed at this point is to shape the 5.5 acres into what it will actually be. If Ash is coming in from the Marquette Board of Light and Power for a two (2) foot layer starting August 1st, it needs to be shaped with a GPS unit. Bacco has reasonable rates, is willing to do the job, and

could move their machine next week since it is currently at Verso. Randy Gorecki asked if there is a ball park figure for time of material as to what it will add up to, a limit not too exceed. Don Pyle stated 1 week to complete the project. Bacco will shape the waste in the protective layer, put the liner on, put 18 inches of sand over the liner, and finish with 6 inches of top soil.

A motion was made by Ralph Blasier, seconded by Gary Boudreau, to approve Bacco to complete the shaping for the south side. Motion was approved unanimously.

7. Tri-Annual training for Don:

Don Pyle stated he needs to get his annual training complete by mid-September. One option is to send Don to Florida for 3 days training, which would not allow him to attend the next monthly meeting for the Authority. Recommendation by Ryan Bergman, County Manager, is a work session (joint meeting) between the County Board and the Delta Solid Waste Management Authority Board. Patrick Johnson stated the next County meetings are scheduled for August 4th and August 18th at 5:15 p.m. The work session could begin at 7:00 p.m. The August Authority meeting may be cancelled depending upon the agenda or Don may participate by conference call if necessary.

A motion was made by Gary Boudreau, seconded by Steve Rose, to send Don to Orlando, FL August 23rd to 25th for training. Motion was approved unanimously.

8. Manager Report

Don Pyle stated Bacco will be here to accept Ash from the Marquette Board of Light and Power. The contract is on a 6 month by 6 month basis. Marquette landfill is working on ways to accept the waste. It will take one (1) year of their Ash to get the 18,000 cubic yards, which is what is needed. August 1st is the start date.

8.5 Rick Aho on Composting

Rick Aho began discussion in regards to costs. In order for him to accurately provide a cost, he needs a set of plans, the authorization from the Authority board to sign off on a non-disclosure agreement, and a volume survey. Rick Aho stated that the State of Michigan likes to participate in innovative technology programs and may pay for part of the costs through a grant. Randy Gorecki discussed scheduling an exploratory, non-binding work session. A date will be scheduled in the near future.

Board Comments

A motion was made by Gary Boudreau, seconded by Steve Rose, to adjourn the meeting with the time being 8:08 p.m. Motion was approved unanimously.

REGULAR MEETING

DELTA SOLID WASTE MANAGEMENT AUTHORITY

September 22, 2015

The regular meeting of the Delta Solid Waste Management Authority will be held on Tuesday, September 22, 2015 at 7:00 p.m. in the County Building at 2950 College Avenue in Escanaba.

Pledge of Allegiance
Public comment
Secretary report
Treasurer reports
Payment of bills
Additions to agenda

AGENDA:

1. Review Bacco shaping of South Side Site
2. Bomag engine installed
3. Need for new Recording Secretary
4. Managers Report
5. Board Comments

Randy Gorecki
Chairman

**Delta County
Department of Health and Human Services Board
305 Ludington Street
Escanaba, MI 49829**

BOARD MEMBERS

**GERALD SMITH, CHAIR
ELAINE BOYNE
DEBBI SPRINGINSGUTH**

DIRECTOR

**RUSSELL K. SEXTON
906-789-7217**

Meeting #978

Date: August 17, 2015

A regular meeting of the Delta County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 10:10 a.m. Eastern Time. The meeting was held in the Delta County Board Room on the second floor of the State Office Building located at 305 Ludington Street, Escanaba.

Present: Debbi Springinsguth, Board Member; Elaine Boyne, Board Member; Russell Sexton, Board Secretary.

Absent: Gerald Smith, Board Chair.

APPROVAL OF AGENDA:

A motion to approve the agenda was made by Ms. Boyne and supported by Ms. Springinsguth. Motion passed without opposition.

APPROVAL OF JULY 20, 2015 MINUTES:

Minutes of the July 20, 2015, Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Ms. Springinsguth and supported by Ms. Boyne. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for July 2015 was reviewed. There was \$16.80 in expenditures for DHS Board Meeting attendance; leaving a balance of \$71.05.

There were no expenditures from the Child Care Fund with the balance remaining \$3,098.73.

A motion to approve the financial report was made by Ms. Boyne and supported by Ms. Springinsguth. Motion passed without opposition.

DIRECTOR'S REPORT:

Staffing Information: Delta County: There are 5 full time management staff, including 1 tri-county director and four first line supervisors consisting of 1 children's protective

services supervisor, 1 foster care supervisor, 1 assistance payments supervisor and 1 general program supervisor who covers some assistance payments staff in Delta County and an Indian outreach worker in Menominee County. There is 1 tri-county community resource coordinator. There are 5 administrative support staff, 4 general and 1 fiscal. There are 6 children's protective services specialists, 6 foster care and foster home licensing specialists, 1 educational planner who serves the entire Upper Peninsula and 1 MiTeam Analyst who covers the Triad. There are 13 assistance payments specialists (two are on a long term military leave).

We have 4 Business Service Center 1 staff stationed in our office, which includes 1 contract specialist, 1 child welfare funding specialist and 2 Adult Services Specialists.

We have 2 central office personnel stationed in our office - both Michigan Rehabilitation Services analysts - 1 full time and 1 part time.

Three new employees were introduced to the Board: Stephen Case, CPS Worker; Jessica Gasso, CPS Worker; Ross Raho, FC Worker.

Statewide Director's Meeting Information: No meeting occurred this month.

Collaborative Issues: No new information was provided.

Business Plan Update:

Operational Funds:

- FY 2015 Operating Funds Expenditure Report: Allocation: \$68,742.00. Year-to-date expenditures: \$20,589.27, which constitutes 30% of the allocation expended with 75% of the year elapsed.
- FY 2015 Travel Funds Expenditure Report: Allocation: \$52,332.00. Year-to-date expenditures: \$26,391.27, which constitutes 56.2% of the allocation expended with 75% of the year elapsed.
- Assistance Payments Standard of Promptness: Current data for Delta County is 97%. Business Services Center 1 average is 96% and State average is 96%.
- Family Independence Program Work Participation Rate: Current data is 75% Statewide Goal is 50%.

Miscellaneous:

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for January 2015:

- Family Independence Program: 36 cases; 63 recipients; \$9,515.00 in benefits provided.
- Food Assistance Program: 2,998 cases; 5,519 recipients; \$628,415.00 in benefits provided.

- State Disability Assistance: 26 cases; 26 recipients; \$5,738.00 in benefits provided.
- Child Development and Care: 59 cases; 85 recipients; \$22,162.00 in benefits provided.
- State Emergency Relief: 25 cases; \$10,374.00 in benefits provided.
- Unduplicated total: 3,039 cases; 5,569 recipients; \$676,204.00 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1,124 cases; 2,213 recipients
- Other Children < Age 21: 253 cases; 282 recipients
- Pregnant Women & Children Under 19: 1,195 cases; 1,921 recipients
- Non-SSI Aged, Blind & Disabled: 1,068 cases; 1,110 recipients
- SSI Aged, Blind & Disabled: 1,090 cases; 1,090 recipients
- Medicaid Eligible Total: 4,285 cases; 6,610 recipients

Healthy Michigan Plan County Enrollment: 1792+

Child Welfare Data:

In July Delta County had 19 direct foster care cases, 1 direct YAVFC cases and 1 direct JJ case- 21 total.

8 are in unlicensed relative homes (3 being a court ordered placement due to the relative being denied licensure and the court doing a direct placement)

2 are in U of M hospital

6 are in Licensed foster homes/unrelated

2 are in their adoptive home

1 in Detention- JJ

1 in Independent living

1 placed with the non-custodial parent (not a respondent on the petition)

POS Cases -34 Foster care and 1 YAVFC case

Catholic Social Services- 6

-4 placed with a licensed relative.

-1 in licensed foster home.

-1 placed with parent (removed from one parent)

Child and Family Services-1

-1 with unlicensed relative

Up Family Solutions-10

- 5 placed in licensed foster homes.

- 5 placed in licensed relative home.

UP Kids-3*

-2 placed in licensed foster home (related)

-1 is a PW adoption case – placed with relatives in the process of getting licensed

Benoji Tribe- 11

-7 returned home

-4 placed with licensed relative

Teaching Family Homes-3 foster care case and 1 YAVFC*

-3 placed with unlicensed relatives

-1 YAVFC living independently

Adoptions:

No Adoptions were completed in July.

Assistance Payments caseloads and financial information can be obtained by anyone at any time by logging onto the DHHS public website at www.michigan.gov/dhhs, go to Forms and Publications and search the key word: Green Book. There you can look at past years and specific month data.

DHHS policy for all programs, as well as a variety of other information one might want to know about DHHS can be found at the www.michigan.gov/dhhs site.

Board Member Input/Suggestions: None.

A motion to accept the Director's Report was made by Ms. Boyne and supported by Ms. Springinsguth. Motion passed without opposition.

UNIT REPORT: None

BOARD BUSINESS:

1. **Approval of Vouchers:**

Vouchers were reviewed and a motion to approve all vouchers was made by Ms. Boyne and supported by Ms. Springinsguth. Motion passed without opposition.

2. **MCSSA:** No discussion

3. **Foster Home Recruitment:** Ms. Springinsguth provided an overview of a sermon that the Pastor of the New Life Assembly of God church accomplished on Foster Care for his congregation (the Pastor is a foster parent as well). Grant Zeims and Nathan Van Wier, Foster Home Licensing Workers from the Delta County DHHS, provided information to the congregation in an effort to recruit foster parents for this area.

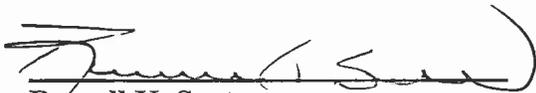
NEW BUSINESS: One contract was presented for review:

DV16-21001; Alliance Against Violence & Abuse/Tri-County Safe Harbor. Contract is for the provision of domestic violence related services including: 24 hour crisis hotline, individual/group counseling, advocacy and supportive services and immediate temporary emergency housing for victims of domestic/intimate partner, or dating violence and their dependent children. Contract is for three years for the amount of: \$169,462.00 from October 1, 2015 through September 30, 2016; \$177,770.00 from October 1, 2016 through September 30, 2017; \$185,078.00 from October 1, 2017 through September 30, 2018; for a cumulative total of \$533,310.00.

PUBLIC COMMENT: There were no public comments.

NEXT MEETING: September 21, 2015 at 10:00 a.m. in the Delta County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Ms. Springinsguth and supported by Ms. Boyne. Meeting adjourned at 10:50 a.m.



Russell K. Sexton
Board Secretary



Gerald Smith
Chairperson

Pc: DHS Board Members;
Delta County BOC;
Delta County DHS Office File

A G E N D A

DELTA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING

305 Ludington Street, Second Floor Conference Room

October 19, 2015, 10:00 A.M. Eastern Time

- A. Approval of agenda**
- B. Approval of September 21, 2015 minutes**
- C. Financial report**
 - 1. Review of vouchers**
- D. Director's Report**
 - 1. Staffing Information**
 - 2. Statewide Directors Meeting/Information**
 - 3. Collaborative Issues/Information**
 - 4. Director's Portfolio Update**
 - 5. Miscellaneous**
 - 6. Board Member Input/Suggestions**
- E. Unit Reports:**
- F. Board business**
 - 1. Approval of vouchers**
 - 2. MCSSA**
- G. New business**
- H. Public comment (5 minute limit per speaker)**
- I. Next meeting – November 16, 2015 – 10:00 AM**
- J. Adjournment**

“What do we believe? Who do we serve? What do we do?”

Mission:

Improving the quality of life in Michigan by providing services to vulnerable children and adults that will strengthen the community and enable families and individuals to move toward independence.

Vision:

Compassion. Protection. Independence.

COUNTY OF DELTA

NANCY J. KOLICH
COUNTY CLERK AND REGISTER OF DEEDS
310 LUDINGTON ST.
ESCANABA, MICHIGAN 49829

HOPE I. RUDDEN
CHIEF DEPUTY CLERK

SUSANNE DUBORD
DEPUTY CLERK

PHONE: (906) 789-5105
FAX: (906) 789-5196

WEBSITE:
www.deltacountymi.org
clerk@deltacountymi.org

MINUTES OF THE DELTA COUNTY CONCEALED PISTOL LICENSE BOARD

Date: August 18, 2015

Time: 1:30 p.m.

Place: Circuit Courtroom

VOTING MEMBERS PRESENT: Philip Strom, Prosecuting Attorney
Under Sheriff Phil Griebel
1st Lt. Greg Cunningham, MSP

The meeting was called to order at 1:30 p.m. by Mr. Strom.

Moved by Lt. Cunningham and seconded by Undersheriff Griebel to approve the minutes of the July 21, 2015 meeting. Motion carried.

Moved by Lt. Cunningham and seconded by Undersheriff Griebel Lt. Cunningham to approve a total of 44 applicants as presented. Motion carried.

12 new licenses were issued with expiration dates 4 years from their next birthday. List attached.

32 renewal licenses were issued, 1 with Pistol Free Exemption. List attached.

Moved by Lt. Cunningham and seconded by Undersheriff Griebel to table Ms. Swisher's application for more information. Motion carried.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** William S. Weissert's concealed pistol license due to a conviction of MCL 750.520E1A and MCL 750.145AA. Motion carried. A letter and notice was signed to be mailed to Mr. Weissert.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** Frank J. Richer's concealed pistol license due to a conviction of MCL 257.6251-A. Motion carried. A letter and notice was signed to be mailed to Mr. Richer.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** Thomas R. Westerberg's concealed pistol license due to a conviction of MCL 257.6251-A. Motion carried. A letter and notice was signed to be mailed to Mr. Westerberg.

No action was taken on Nicholas J. Quaghebeur as his CPL is suspended and will remain suspended at this time.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** Florence A. Anderson's concealed pistol license due to a conviction of MCL 257.6251-A. Motion carried. A letter and notice was signed to be mailed to Ms. Anderson.

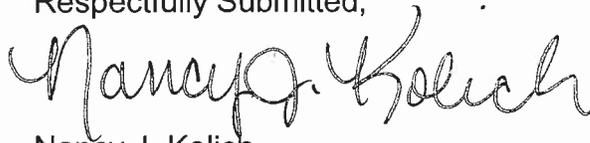
Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** Raymond L. Couillard's previously suspended concealed pistol license due to a conviction of MCL 257.6253-A. Motion carried. A letter and notice was signed to be mailed to Mr. Couillard.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **revoke** Chris A. Wuellner's previously suspended concealed pistol license due to a conviction of MCL 257.6253-A. Motion carried. A letter and notice was signed to be mailed to Mr. Wuellner.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to **suspend** Thomas P. Pfothhauer's concealed pistol license due to charges of MCL 333.74032D. Motion carried. A letter and notice was signed to be mailed to Mr. Pfothhauer.

Moved by Undersheriff Griebel and seconded by Lt. Cunningham to adjourn at 2:14 p.m. Motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy J. Kolich". The signature is written in a cursive, flowing style.

Nancy J. Kolich
Delta County Clerk



Public Health Delta & Menominee Counties



Board of Health Meeting

Public Health, Delta & Menominee Counties
Menominee, MI

Meeting Minutes

Wednesday, August 19, 2015

Board Members Present

Bob Burie

Patrick Johnson

Jan Hafeman

Larry Schei

Mary Harrington

Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Kim Gustafson, Executive Assistant

Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on August 19, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Patrick Johnson was not able to attend in person but did join the meeting via phone and followed the agenda and packet that had been emailed to him.

2. Approval of Agenda

Ms. Hafeman moved to approve the August 19, 2015 agenda. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Mr. Burie moved the minutes from July 15, 2015, be approved. Motion was supported by Ms. Hafeman and carried.

4. Public Comment

There was no public comment.

5. Finance Committee**a) Revised FY2015 PHDM Budget**

Chairman Trudgeon gave an overview of the revisions proposed for the FY2015 budget. Ms. Woelffer answered questions and confirmed the items approved for purchase at the July meeting had been made. Ms. Harrington complimented Ms. Woelffer on the great job she does with the PHDM budget.

Ms. Hafeman moved the Revision of the FY2015 PHDM Budget be accepted. Motion was supported by Ms. Harrington and carried.

6. Insurance/Cafeteria Plan Resolutions

Ms. Woelffer briefed the BOH on the resolutions that had been created and submitted for approval by the 44 North agency. The resolutions give Mr. Snyder and Ms. Woelffer authority to sign documents for the Health Reimbursement Arrangement and the Section 125 Cafeteria plan. The BOH decided the resolution documents were not worded for a governmental agency and requested Ms. Woelffer to contact 44 North to follow-up with suggested changes.

Ms. Hafeman moved the Insurance/Cafeteria Plan resolutions be signed. Motion was supported by Ms. Harrington. After further discussion, the motion and support was rescinded.

Chairman Trudgeon moved the Insurance/Cafeteria Plan resolutions be tabled until the September BOH meeting. Motion was supported by Ms. Hafeman and carried.

7. Review and Approval of July Check Register

The Board of Health reviewed the July check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

Ms. Harrington moved the July check register be approved. Motion was supported by Chairman Trudgeon and carried.

8. Medical Director's Report

Dr. Frankovich informed the BOH about the new State immunization waiver requirement. Public Health Code now requires that children attending public school be up-to-date on their vaccinations or their parents must receive immunization education at a local public health department before waiving vaccination. These sessions are intended to provide families with credible information so that they are well-informed when they make decisions regarding vaccination. Research has shown that immunizations have saved roughly 750,000 lives and prevented over 330,000 million illnesses over the last 20 years in the U.S.

If, after receiving information, parents still wish to waive vaccination, they will receive a signed waiver certificate from the health department. West Virginia and Mississippi have adopted a stronger policy in which parents may not waive vaccination for philosophical or religious reasons and have the highest vaccination rates in the country. California is now adopting this policy as well, after the recent measles outbreak.

9. Health Officer's Report

- Mr. Snyder informed the BOH that PHDM has scheduled a drive-thru flu clinic in Delta County on Saturday, September 26, 2015 at PHDM's Escanaba office. PHDM is currently trying to schedule a clinic in the Menominee schools.
- The All-Staff Meeting is scheduled for Thursday, September 17, 2015, at Bay College. It will be held 9 a.m. to 4 p.m. EST. Mr. Snyder asked the BOH members if they are interested in attending to please let him know.
- Mr. Snyder discussed a letter that had been written to the Daily Press about PHDM and a temporary campground in Bark River. He explained the history of the temporary campground and the letter.
- The three Chevy Impalas have been picked up and are being utilized by staff.
- The auction for the older vehicles will take place in September. The green Taurus is still operational for local travel and has been placed at the Stephenson office.
- PHDM has a booth at the UP State Fair this year in the Ruth Butler building. The Community Health Promotions office is promoting a smoke-free UP State Fair by handing out surveys to attendees. So far, the response has been overwhelmingly in support of a smoke-free UP State Fair.
- Mr. Snyder discussed the September BOH meeting. Ms. Harrington agreed to attend the Finance Meeting in place of Chairman Trudgeon.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

- Ms. Harrington asked Mr. Snyder to check with other health departments on whether or not they offer Veteran services at their agencies.
- Mr. Schei informed the BOH that he requested Menominee expand parking for the courthouse and PHDM shared lot.

12. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:42 p.m. CDT. Motion was supported by Ms. Harrington and carried.

Thomas L. Paulson 9-16-15
Chairperson

:kg

DELTA COUNTY CENTRAL DISPATCH AUTHORITY MEETING

September 9, 2015-- 9:00 a.m.

Courthouse

1. Call to order 9:00 a.m.

2. Roll Call

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	X	
Fire Chief's Association	Lundberg, Jim	X	
Gladstone City	Geyer, Paul	X	
Sheriff's Department	Oswald, Ed	X	
State Police	Cunningham, Greg	X	
Township Association	Johnson, Greg	X	
Delta County	Bergman, Ryan	X	
911 Coordinator	Segorski, James	X	
E M Coordinator	Berbohm, Robert	X	

Also present: John Giese – Tach Committee

3. Adoption of Agenda:

Motion to approve agenda:

MOTION: Marc Tall
SECOND: Greg Cunningham
SUPPORT: ALL

4. Public Comment on Agenda Items: None

5. Approval of Previous Meeting Minutes (August):

Approved, with request of distribution earlier per Marc Tall

MOTION: Greg Johnson
SECOND: Jim Lundberg
SUPPORT: ALL

6. Communications: NONE

MOTION to accept
MOTION:
SECOND:
SUPPORT:

7. Committee and Liaison Reports:

A. Coordinator's Report:

1. Received permit from United States Forest Service for Tie Hill Project and communication with Anderson Communications to begin the project. Materials have been purchased since last spring. Only request was contact information for the radio service tech prior to beginning work. Fred Anderson will be setting up next week (September 7-11), control station in dispatch center Has already been installed.
2. Process of hiring a Full-time Dispatcher. Tested 25 applicants, top 16 will be interviewed to narrow to a smaller group. A panel will be developed with all department representatives and dispatch for the final interviews. The last round of interviews will be the first part of October.
3. Text to 911 is well on its way, not publicized because of a problem on the west end of the U.P. - conversion problems. Small problem in the middle where we lost internet connection. Charter was installed for backup internet connection along with PFN on fiber. Smart messaging would be used for taking all law enforcement information to approve text, better system, web based, less steps, user friendly, faster.
Nahma, Garden, possibly Brampton VFD's - still need training

B. Treasurer's Report:

Beginning Balance	\$ 598,257.20
Additions	\$ 59,145.27
Expenditures	\$ 69,146.99
Ending balance	\$ 588,255.48

C. Monthly Report -- City of Escanaba: Presented by Ryan Bergman

1. Ahead of game with revenue over expenditures, 2nd and 3rd pages proposed budget
 911 Millage Fund of \$911,000.00 - board will pass on Tuesday Sept 15 without any changes.
 We are in a good spot with the .2 for next couple of years, based on extra 911 funds we are getting.
 Question by member Tall: Using new millage number? Correct per Ryan Bergman

2. Project Reimbursement -911 surcharge budgeted \$290,000 – we are a little over \$300,000, if
 Continues we will use less of the fund balance.

3. Smart Message Line Item - take out of equipment or budget amendment in future.

APPROVE BUDGET:

MOTION: Marc Tall
 SECOND: Greg Cunningham
 SUPPORT:

Roll Call Vote

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	X	
Fire Chief's Association	Lundberg, Jim	X	
Gladstone City	Geyer, Paul	X	
Sheriff's Department	Oswald, Ed	X	
State Police	Cunningham, Greg	X	
Township Association	Johnson, Greg	X	
Delta County	Bergman, Ryan	X	
911 Coordinator	Segorski, James		
E M Coordinator	Berbohm, Robert		

D. Monthly Budget Status Report and approval of amendments:

E. Emergency Management Report: Bob Berbohm

1. Night Lock Projects are complete. Officers are to practice using keys, still waiting on a couple schools for a drill date. Schools are issued two keys, others dropped off to each department, Chiefs and Sheriffs are to decide what car the keys should be in.

2. Active Shooter Training – 2 weeks of training for law enforcement, one 8hr session for 49 dispatchers from the Upper Peninsula

3. Cell Phone Forensic Projects – Written for the Sheriff's Departments - Example: Delta County and Menominee County could partner up and have a central location for cell phone forensics. \$1100 maintenance fee split between partnering agencies, Cell Phone Forensics – Detective Tony LaPlant handles, it is evolving all the time. Training & equipment costs have risen. State Police have a Cyber Crimes Division & Cyber Tech at crime lab, but use Detective Tony LaPlant who is closest.

Jails – cell phone detector

4. Camera Project - has been sent to State Police Cyber Crimes Division, Sheriff Wilson

Bob Berbohm - It is possible the Mackinac/Schoolcraft County partnership has not fulfilled because of cost we could grab the second one.
Ed Oswald, Sherriff Dept they would like extra with
\$1100 maintenance upgrade. Every county currently has a partner.

F. TAC Committee Report: John Giese : Next TAC Meeting Tuesday Sept 29th

G. Mark Seymour Report: NONE

1.

8. Old Business:

1. MDT's in Patrol Cars, outfitting new cars. Sherriff Dept has fairly new cars with no MDT's, could the money be used for those cars existing without MDT'S to buy MDT's . A buget ammendment was done for the rest of this year to add some before Oct 1. Six per year (2 Escanaba, 2 Sherriff, 2 Gladstone) Ed Oswald wanted to present it to this board for permission. Permission is not needed, approved previously.

2. Radio V-Call 10 - Brice Tracy had said nothing much has been done, but promised it will be pushed through. Will be getting to it in October.

MOTION :
SECOND:
SUPPORT:

9. New Business:

A. Payment of Bills: Attached to Minutes

Insurance payment is paid quarterly and will be brought up for next meeting.

Asset distribution payment - brought up a couple meetings ago

MOTION to pay bills in the amount of **\$ 75,287.92**

MOTION: Paul Geyer

SECOND: Marc Tall

SUPPORT:

Roll Call Vote

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	X	
Fire Chief's Association	Lundberg, Jim	X	
Gladstone City	Geyer, Paul	X	
Sheriff's Department	Oswald, Ed	X	
State Police	Cunningham, Greg	X	
Township Association	Johnson, Greg	X	
Delta County	Bergman, Ryan	X	
911 Coordinator	Segorski, James		
E M Coordinator	Berbohm, Robert		

10. Public Comment: NONE

MOTION:

SECOND:

SUPPORT:

11. Authority Members Comment: NONE

A.

12. Other Items: Next Meeting: October 14, 2015 9:00 am

State Police Open House: September 16, 2015 11am-3pm

13. ADJOURNMENT:

MOTION: Greg Johnson
SECOND: Ed Oswald
SUPPORT: ALL

APPROVAL OF MINUTES:

CHAIRPERSON

VICE-CHAIRPERSON

DATED: _____

**SUPERIOR TRADE ZONE
REGULAR MEETING
September 24, 2015**

*DRAFT
9/28/15*

A meeting of the Superior Trade Zone was held on Thursday, September 24, 2015, at 12:00 p.m. (noon) at the Rock Lion's Club, 14454 M35, Rock, MI 49880.

PRESENT: City of Escanaba City Manager Jim O'Toole, Marquette County Administrator Scott Erbsch, Bark River Township Supervisor Gregg Johnson, City of Gladstone City Manager Darla Falcon, Maple Ridge Township Supervisor Judy Trudell, City of Escanaba City Assessor Daina Norden, Delta County Commissioner Patrick Johnson, Ford River Township Gary Boudreau, Forsyth Township Supervisor Joe Minelli, Garden Township Supervisor Ray Young, and Ishpeming Township Supervisor James Nankervis.

ALSO PRESENT: City of Escanaba Executive Assistant Buffy Smith, Delta County Administrator Ryan Bergman, previous Richmond County Supervisor William Leutzow, Delta County Economic Development Director Vicki Schwab, City of Marquette CFO Gary Simpson, and Negaunee Township Supervisor Bill Carlson.

ABSENT: Chocolay Township Supervisor Gary Walker, City of Marquette Commissioner Sarah Reynolds, Ely Township Supervisor Ted Pepin, Nahma Township Supervisor Warren Groleau, Richmond Township Supervisor Scott Mills, and Wells Township Supervisor Robert Therrian.

Meeting called to order at 12:00 p.m. by City of Escanaba City Manager Jim O'Toole. Ford River Township Gary Boudreau recommended all participants to stand for the Pledge of Allegiance.

ROLL CALL

Executive Assistant Buffy Smith conducted the roll call.

APPROVAL/CORRECTION TO PREVIOUS MONTH'S MEETING MINUTES

None.

APPROVAL/ADJUSTMENTS TO THE AGENDA

A motion was made by Marquette County Administrator Scott Erbsch, seconded by Ishpeming Township Supervisor James Nankervis to add agenda item number six (6) to discuss new memberships/expansion. Ayes were unanimous.

CONFLICT OF INTEREST DECLARATIONS

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. Next Michigan Development Act – Superior Trade Zone Next Michigan Development Corporation. Discussion topics include, but not be limited to, the purpose of the authority, general powers of the corporation, specific powers of the corporation and limitations, corporation Board, executive committee, fees, finances, rules of procedures, subcommittees, Freedom of Information Act, marketing and program education on PA 376 of 1996, the Renaissance Zones Act, PA 281 of 1986, the Local Development Financing Act, PA 328 of 1998, the New Personal Property Tax Exemption Act, and PA 198 of 1974, the Industrial Facilities Tax Exemption Act.

Jim O'Toole stated that the core mission as a regional economic Trade Zone will be to talk about some of the programs that can be offered.

Jim O'Toole stated he would like a representative from the Michigan Economic Development Corporation to talk to the Board about their perspective of Trade Zones and what they can offer. This can be looked into further once the changes balance out with the recent lay-offs at the MEDC.

Jim O'Toole talked to the Board on about experience with IFT's. Daina Norden commented that IFT's have been around for a long time. There are two (2) versions (1) real property for the building and (2) personal property for equipment that a business is going to purchase. A PA 328 IFT makes the equipment that a company is going to buy completely exempt so they will not have to pay taxes on this piece of equipment. The building IFT's are usually expansions. Expansions can get a large reduction on their building addition for up to twelve (12) years. The Renaissance Zones are very helpful in getting different businesses in so they don't have to pay the property taxes. OPRA exemptions are more for commercial businesses that want to do an expansion. It gives them a tax break on anything new. They still pay taxes on the building as usual. But the additions/expansions only require them to pay the State Education tax, the eighteen (18) mills of school operating, and a debt millage. Brownfields pertain to obsolete buildings or buildings considered a safety hazard. The Brownfield program allows money that is spent on a building to be torn down or to fix it up to be reimbursed to the developer through the taxes they pay on a new building. They still pay taxes on the new building but they will receive a refund.

Jim O'Toole questioned Scott Erbisch if Marquette County has a Brownfield Authority. Mr. Erbisch stated they do and so does the City of Marquette. Mr. O'Toole stated the City of Escanaba and Delta County have one also.

Jim O'Toole stated that the steering committee has been in discussion with a group of Trade Zones similar to this group downstate. He stated that as an Authority new ideas can be introduced. The steering committee has been questioning how many IFT's are allowed within the Superior Trade Zone. Limitation may be restricted to six (6). The Township that a project is located in has final veto power of any incentive that may be offered.

Jim O'Toole then explained how a usual economic development call comes into the City of Escanaba. He said that an initial call will likely come in to the City Manager or the Director of the EDA. Depending upon whom the call comes into, the Manager or the EDA will immediately coordinate with each other in gathering data and information. All parties involved want to act quickly to secure the business. Each jurisdiction will work to get new business into the region.

Jim O'Toole stated expenses are being kept at a minimum. Scott Erbisch stated that \$10,000 was put into a fund annually for the next three (3) years by the City of Escanaba, Delta County, the City of Marquette, and Marquette County for a total of \$40,000. Jim O'Toole stated he also submitted a 2% Hannahville grant for \$25,000 for additional funds.

Jim O'Toole stated brochures need to be designed, a website created, and all marketing concepts looked in to. The MEDC has a marketing grant for \$25,000, which Scott Erbisch has been working on. Mr. O'Toole stated that including the Superior Trade Zone with the website information on highway markers as people enter the region is great for creating awareness.

Jim O'Toole, previous Marquette City Manager William Vajda, and Scott Erbisch met with MDOT. MDOT would like to use the body of the Superior Trade Zone as a central information Board.

2. Temporary Selection of Officers. The Superior Trade Zone Board will select a temporary Chair, Vice-Chair, and Secretary from its membership. The selectees shall take office immediately following their selection and shall hold office until December 31, 2015. A discussion on Board powers and responsibilities will also take place in accordance with Article VI, Corporation Board, Section 6.04 Corporation Powers and Responsibilities of the Interlocal Agreement.

Jim O'Toole asked for volunteers for Chair, Vice-Chair, and Secretary from now until December 31st.

Scott Erbisch nominated himself for the position of Chair. Ayes were unanimous.

Mr. O'Toole recommended Daina Norden for the position of Vice Chair. Ayes were unanimous.

Patrick Johnson volunteered for the position of Secretary. Ayes were unanimous.

3. Board By-Laws. A DRAFT Bylaw document was distributed. The bylaws, once completed and adopted will contain the provisions relating to the ways the Board conducts business, duties, and responsibilities.

Jim O'Toole asked all Board members to review the By-Laws and provide feedback with any changes. Scott Erbisch stated the group needs to look at the specifics, with attorney perspective if needed, and provide input.

4. Fiduciary Duty/Books and Reports/Finances/Initial Annual Fees. In accordance with the Interlocal Agreement, the Board is under a fiduciary duty to conduct the activities and affairs of the Corporation in the best interest of the Corporation. Discussion includes place on the initial annual fees, books and report and finances.

Scott Erbisch stated dollars will be needed for fees incurred. Marquette County will initially start by being the fiscal agent on behalf of the group monitoring invoices and payments. Mr. O'Toole will also be providing support for the organization by providing the agenda and back up information. The City of Escanaba will keep the master file on record for now.

Ryan Bergman nominated Marquette County for the fiduciary responsibilities.

A motion was made by Vice Chair Daina Norden, seconded by Board Member Darla Falcon, to approve Marquette County fiduciary responsibilities. Ayes were unanimous.

Scott Erbisch stated he would like to assign the City of Escanaba as the place of permanent record keeping.

A motion was made by Board Member James Nankervis, seconded by Secretary Patrick Johnson, to approve the City of Escanaba as permanent record keeper on behalf of the Board. Ayes were unanimous.

Jim O'Toole stated he would like the primary candidates to forward the minutes to all alternate candidates, township clerks, and County clerks.

5. Marketing Plan/Business Attraction. Marketing and business attraction opportunities need to be researched.

Scott Erbisch stated branding, a website design, and a logo all need to be done. All members need to think of ways for business attraction techniques.

Vicki Schwab stated a website is essential and Ryan Bergman would like the website design to be part of the first steps. Ryan Bergman secured the domain name of SuperiorTradeZone.org for the website.

Scott Erbisch stated \$40,000 is committed for this year but additional state money is needed to help with marketing.

6. New Memberships. Negaunee Township would like to be a member of the Superior Trade Zone and have submitted a resolution. Scott Erbisch stated Article X, Admission of Other Parties, Section 10.01 states the procedure for adding new members. A Public Agency may become a Party by submitting a written request to the Corporation Board pursuant to guidelines established by the Corporation Board, payment of the then applicable membership fees, and in accordance with the law. The Corporation Board shall approve or deny the request. Approval of this agreement shall be by registration of the entity seeking to become a Party. Part of the October agenda will include Negaunee Township to become a member as well as any other County that would like to join.

A calendar discussion was discussed with the next meeting in agreement to be held on Tuesday, October 27th at 9:00 a.m. at the Maple Ridge Town Hall. Once the Superior Trade Zone is up and running, meetings will likely be held every quarter instead of monthly.

GENERAL PUBLIC COMMENT

None.

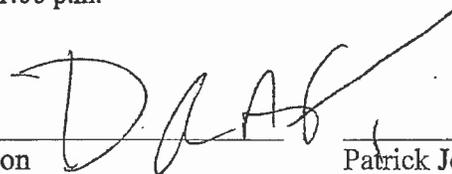
AUTHORITY/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

The meeting adjourned at 1:06 p.m.

Scott Erbisch, Chairperson
Marquette County Administrator



Patrick Johnson, Secretary
Delta County Commissioner

DELTA COUNTY TOWNSHIPS ASSOCIATION

The meeting of the Delta County Townships Association was held on April 23, 2015 at the Tri-Township School in Rapid River. President Steve Rose led in the Pledge of Allegiance.

Townships that were represented were: Baldwin, Bark River, Bay de Noc, Brampton, Cornell, Ensign, Escanaba, and Ford River. Representing the County Board of Commissioners was David Rivard and John Malnor. Also present were Jody Norman from the Road Commission and LeeAnne Strand from the Delta County Equalization Department.

The minutes of the March 23, 2015 meeting were presented. A motion to accept the minutes was made by Gary Boudreau and supported by Ginny Dahlin. Motion carried.

The Treasurer's Report was given. A motion to accept was made by Gary Boudreau and supported by Greg Johnson. Motion carried.

BALANCE as of March 2015	\$5046.91	PICNIC FUND	\$644.14
INCOME:		EXPENSES:	
Reimb. Advert.....	1651.51	Salaries.....	110.00
		Daily Press.....	2075.43
		Action News.....	1020.00
NEW BALANCE April 2015.....	\$3492.99		

COMMUNICATIONS: None

UNFINISHED BUSINESS: The Equalization Services Agreement was discussed by David Rivard and LeeAnne Strand. The townships, who have not signed their contracts yet, were assured that their Summer Taxes would still be processed. Mr. Rivard and Mr. Malnor are continuing to look into some of the issues with the contract with the hope that all townships will be comfortable signing the agreement.

NEW BUSINESS: The Annual Township Association Picnic scheduled for July 23, 2015 was brought up. David Rivard will check with the Commissioners to see if it is possible to have it at Pioneer Trail again this year.

Ginny Dahlin shared the news of Wally Thorsen's passing away. Mary Wilson will send the family a card from the Association.

SPEAKER: Sheriff Ed Oswald gave a very interesting talk on the need for a new and larger jail due to the poor condition of the present jail and the large number of inmates it houses. There are several options that are being looked into. Regardless of what is decided, the project is going to be a necessary expense to Delta County. The present jail was built in 1963.

Jody Norman, from the Delta County Road Commission, informed us of the plan to close the West Gladstone Bridge, for reconstruction, from June 1 through September 30. He also mentioned the plans to rebuild the Escanaba River Bridge on US 2, 41 and M-35 during the year

of 2017. That will include the raising of the bridge and the Railroad overpass.

The next regular meeting is May 28, 2015. Bark River Township will be in charge of coffee and snacks.

A motion to adjourn was made by Gary Boudreau and supported by Greg Johnson. Motion carried.

Respectfully Submitted,
Linda Trombley-Robitaille, Recording Secretary

DELTA COUNTY TOWNSHIPS ASSOCIATION

The meeting of the Delta County Townships Association was held on May 28, 2015 at the Rapid River School. President Steve Rose led in the Pledge of Allegiance.

Townships represented were: Baldwin, Bark River, Bay de Noc, Cornell, Ensign, Ford River, Garden, Maple Ridge and Masonville. Representing the County Board of Commissioners was David Rivard and John Malnar. Also present were Don Pyle, Delta Solid Waste Management Authority Manager; Rory Mattson, Delta Soil Conservation District Manager; Tom Sabor, Delta County Treasurer; Ryan Bergman, Delta County Administrator and Marc Tall, Mayor for the City of Escanaba.

Motion by Gary Boudreau supported by Ginny Dahlin to approve the minutes of the April 23, 2015 meeting as presented. Motion carried.

Motion by Gary Boudreau supported by Gregg Johnson to approve the Treasurers report as presented. Motion carried.

BALANCE as of April 23, 2015	\$3492.99	PICNIC FUND	\$644.14
Income-Reimb. For advertising	1277.65		
	215.67		
Expenses-Salaries	110.00		
Lunch 4-23-15	17.98		
Reimb. For overpayment	<u>51.48</u>		
Balance as of May 28, 2015	\$4806.85		

COMMUNICATIONS-None

UNFINISHED BUSINESS-Annual Picnic will be July 23 at Pioneer Trail Park.

NEW BUSINESS-Commissioner Dave Rivard introduced Ryan Bergman, the new Delta County Administrator. On June 3 at 1:30 there will be a "meeting of the whole" concerning Equalization at the County Board Room at the Delta County Service Center. Map issue is settled, up for review and needs updating.

SPEAKERS-Rory Mattson, Delta Soil Conservation District Manager informed members of several programs the District offers to individual private landowners, including Forestry, Wildlife, wetlands assistance, soil erosion, Qualified Forest Property plans and the Grants received to control Phragmite weeds along the lake shore that are wiping out wildlife habitat. The District has applications for property owners to submit for weed control. The Escanaba River Bridge is expected to be demolished July 13.

Don Pyle, Delta Solid Waste Management Authority manager informed us about the request that each Municipality consider passing P.A. 69 to produce revenue for the landfill of approximately \$350,00 annually based on a \$1.50 per month /\$18.00 annually per improved property. Revenue is flat and landfill is experiencing lower tonnage due to not receiving ash from the Power Plant and sludge from Verso Paper. Mr. Pyle is looking to Townships for other ideas such as a millage to increase in transfer fees. Increased fees lead to less tonnage and shutting the doors isn't an option. The County has a licensed landfill that is good for over 100 years and is very valuable property.

The next meeting is Thursday, September 24, 2015.

The Annual Picnic is July 23, 2015

Motion by Gary Boudreau supported by Gregg Johnson to adjourn the meeting at 8:04 pm. Motion carried.

Respectfully Submitted,
Mary Wilson, Corresponding Secretary