

**EIGHTCAP, INC.**  
**GOVERNING BOARD MEETING MINUTES**  
May 28, 2010 @ 9:30 am  
EightCAP Annex Conference Room \* Greenville

**Members Present:**

Don Benjamin  
Heather Buys  
Jae Evans  
Margaret Heintz  
Tom Lindeman  
Roland Merignac  
James Mullendore  
John Riley  
Alan Schilling  
Jim Sharp  
Janet Thomas

**Members Absent:**

Jennifer Bouck  
Bill Dilts  
Nancy Haga  
Cindy Wendzel

**Staff Present:**

Dee Andersen  
Joanne Chappell Theunissen  
Dan Petersen  
Nancy Secor  
John Van Nieuwenhuyzen

---

With a quorum present, the meeting was called to order at 9:31 am by Jim Mullendore, Chairperson.

**Public Comment**

There was no public comment.

**Approval of March 26, 2010, Governing Board and April 23, 2010, Executive Committee Meeting Minutes**

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE MARCH 26, 2010, GOVERNING BOARD MEETING MINUTES. Motion carried unanimously.***

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE APRIL 23, 2010, EXECUTIVE COMMITTEE MEETING MINUTES. Motion carried unanimously.***

**Program Reports**

- **Head Start Activity Report** – Nancy Secor, 0-5 Head Start Manager

Board members received 0-5 Head Start activity reports for the periods ended March 2010 and April 2010. The reports provided information on enrollment, percentage certified with disability, health statistics, nutrition, education, family support, and average daily attendance.

Ms. Secor noted that today was the very last day for most of the Head Start staff for the school year. Many Head Start center graduation ceremonies (21) were held last night with great attendance by parents and family members.

It was also reported that Glenda Williams-Jones, Head Start Program Specialist with the Regional Office in Chicago, will be at the Administrative offices on Tuesday, June 1<sup>st</sup>, to talk to staff about our Early Head Start expansion—if you receive more than 100 children, they are required to make an on-site review. Early Head Start will also do a first-year review of our expansion, and they will be here sometime after October 1<sup>st</sup>.

Mr. Van Nieuwenhuyzen noted information from the *President's Friday Letter* regarding issues raised by the Government Accounting Office about mismanagement at the Head Start level, specifically around allowing children who weren't income eligible to participate in the program. Ms. Secor reported that 10% of our families can exceed the income guidelines, but we have established criteria where they have to be referred by DHS/Mental Health or have a disability or serious health impairment that would cause them to be delayed.

Ms. Secor displayed a 2009-2010 EightCAP, Inc. 0-5 Head Start t-shirt that will be used as a marketing tool for the program—the t-shirt displays the program's toll free number (1-800-227-2437) on the front of the shirt. The shirts were purchased in part with Policy Council and parent fund raising proceeds. Each child enrolled as of the end of the school year received a shirt.

- **Weatherization** – Joanne Chappell Theunissen, Weatherization Program Manager

Ms. Chappell-Theunissen presented an informative PowerPoint presentation on EightCAP's Weatherization program activities. Board members also received samples of informational and required handouts provided to clients, i.e. EPA pamphlet on mold and moisture in your home. Ms. Chappell-Theunissen indicated that the mission of weatherization is more than just dealing with the home itself. Staff takes very seriously the clients' health and safety as well as their educational process as to what they can do for themselves. She also noted that the population served by the program has changed significantly with the influx of the ARRA. Information was given on income eligibility and the weatherization process from initial application to job completion.

**Additional information provided:**

- Through April 2010, the program had replaced 26 furnaces—8 of the units were replaced due to health and safety reasons.
- The program has replaced 13 hot water heaters.
- In the first quarter of 2010, window replacement accounted for only \$25,000 of the weatherization funding.
- In the first quarter of 2010, weatherization measures, which are the majority of what the program performs, accounted for over \$200,000 of our weatherization funding. Infiltration reduction measures, i.e. caulking, weather seals, door sweeps, etc., adds another \$60,000 to that amount.
- Deferrals or denials of service are based on specific things: structural issues making the

house uninhabitable, excessive mold and moisture, unsanitary conditions, raw sewage, leaking roofs, uncooperative clients, etc.

- The program is currently closing out approximately 50 files per month—the goal was 30.
- Over the three-year ARRA contract period, the program is scheduled to complete 814 homes [by April 2012]. To date, 148 homes have been completed.
- The program is on track, in spite of the delayed start date as a result of Davis-Bacon issues, and all goals should be met by the end of the contract period.
- The effectiveness of the program is being closely monitored.

## **Proposal Overviews**

- **EHS Expansion Continuation**—Funding is being requested from ACYF/OHS/ARRA in the amount of \$1,490,919 (+ \$391,366 Cash Match and \$74,546 T/TA—total funding of \$1,956,831) to continue the ARRA-funded expansion of EHS services to include two additional Building Blocks centers (one in Gratiot and one in Clinton) and a home-based expansion focused on children involved in the foster care system in the entire five-county area. This is a partnership with the local DHS offices to help them meet their new concurrent planning mandate, which says children 0-3 in foster care must have a minimum of three visits per week with their biological parent. EHS will provide two of the three visits per week. An estimated 128 (0-3 year olds) will benefit from the project during the period 9/30/2010 to 09/29/2011.

A question was raised regarding the cost per individual child served. Ms. Secor noted that we are in a project with DHS and the child-welfare system that requires three home visits per week [rather than the usual one visit/child]—EightCAP Early Head Start would provide two of these home visits per child. Of the 128 children projected to be served, 90 will be enrolled in the CWS portion of this grant. This portion requires more extensive staffing due to the increased contact requirements.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE EHS EXPANSION CONTINUATION GRANT APPLICATION. Motion carried with 9 yeas and 1 nay.***

- **CSBG FY 2010 Plan Modification – Increase of \$62,179** – This modification is in response to DHS guidelines for developing a modification to the FY 2010 (10/01/09 to 09/30/10) Community Action Plan. The modified plan incorporates the FY 2009 CSBG CAA carry-forward funds. The majority of the additional funding will be used for direct services to clients.

***MOTION WAS MADE AND SUPPORTED TO ACCEPT THE CSBG FY 2010 PLAN MODIFICATION. Motion carried unanimously.***

## **Finance Report**

- **Report for the Period October 1, 2009, through April 30, 2010** – Mr. Van Nieuwenhuyzen presented the report. A total of \$37,585,495 was available with \$18,969,133 expended as of April 30<sup>th</sup>. The following information was noted.

- ARRA funds, with the exception of Weatherization, are to be spent out by September 30, 2010, with no promise of additional funding.
- \$100,000 in additional LIHEAP (Low-Income Home Energy Assistance Program) Crisis Assistance (LCA) funding was requested in response to a survey from DHS; however, DHS has since decided not to redistribute the funding.
- The Camp Wah Wah Tay See Bathroom Project should be complete by June 30, 2010. An open house is planned for June 29<sup>th</sup> at 6:30 pm—light refreshments will be furnished.
- Regarding WIA Local Administration, \$242,000 of WIA Admin. carryover funding has been transferred to WIA Adult program activities.
- Regarding WIA Statewide Activities – Incentive, we are planning on spending the funds during the 07/01/10 to 06/30/11 program year.
- Regarding JET – TANF Supportive Services (10/01/09 to 08/31/10), we just received authorization to spend the funds on 03/29/10.
- Regarding JET – GF/GP, \$143,712 in additional funding was received 03/16/10.

***MOTION WAS MADE AND SUPPORTED TO ACCEPT THE FINANCIAL REPORT FOR THE PERIOD ENDED April 30, 2010. Motion carried unanimously.***

## **Old Business**

None

## **New Business**

- **Review of the President's Annual Evaluation and Contract**—The Personnel Policy and Salary Review (PP&SR) Committee met prior to the full Board meeting to review Mr. Van Nieuwenhuyzen's annual evaluation and proposed contract amendment. Board members received copies of the composite evaluation. Mr. Mullendore reviewed the evaluation with the Board members.

Mr. Van Nieuwenhuyzen noted the comment on the evaluation pertaining to not having held a Board workshop recently. He indicated that the PP&SR Committee felt that it was possibly time for a day-long workshop on strategies and directions of EightCAP, and that fall would be a good time. Mr. Van Nieuwenhuyzen suggested that the September or November meeting be extended into the middle of the afternoon in order to allow for a training activity designed according to the Board's specifications.

***MOTION WAS MADE AND SUPPORTED TO ACCEPT THE EMPLOYEE PERFORMANCE REVIEW AND PLACE IT ON FILE. Motion carried unanimously.***

Further discussion was held on Board training. It was the consensus of the Board to hold a separate training sometime in October.

Board members received copies of the proposed two-year employment contract amendment for Mr. Van Nieuwenhuyzen.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE EMPLOYMENT CONTRACT AMENDMENT, AUTHORIZE THE CHAIRMAN TO SIGN IT ON BEHALF OF THE BOARD, AND PLACE IT ON FILE. Motion carried unanimously.***

### **President's Report**

Mr. Van Nieuwenhuyzen thanked the Board members for their faith in him and their support.

### **Chairman's Report**

Mr. Mullendore thanked the Board members for their participation in the President's annual evaluation process.

### **Other Business**

- **Board Member Annual Recognition** – Jae Evans was presented a recognition gift and certificate in appreciation of 5 years of dedicated service to the EightCAP, Inc. Governing Board.

**The meeting was adjourned by consensus at 11:03 am.**

