

**Genesee/Shiawassee MICHIGAN WORKS!™**

**CAREER ALLIANCE, INC.  
BOARD**

**MEETING**

**FRIDAY, MAY 29, 2009  
9:00 A.M.**

**LOCATION:  
BROOME CENTER  
4119 N. SAGINAW STREET  
FLINT, MI 48505  
(810) 787-7985**

**An Equal Employment Organization. Auxiliary Aids and Services are available upon request  
To individuals with disabilities**

# Genesee/Shiawassee MICHIGAN WORKS!™

CAREER ALLIANCE BOARD (CAI) MEETING  
MAY 29, 2009  
BROOME CENTER  
9:00 A.M.

## A G E N D A

- I. CALL TO ORDER – Jimmy King, Chair
- II. ACTION ITEMS
  - A. Approval of CAI Minutes of February 27, 2009
  - B. Approval of CAI Travel Policy
  - C. Approval of CAI Chase Bank Resolution 0509
  - D. Approval of CAI Pension Participation Amendment
- III. CEO SELF EVALUATION - Alicia Booker
- IV. EXECUTIVE SESSION
  - A. Closed session for the purpose of consulting with attorney regarding pending litigation
  - B. Closed session for the purpose of considering the purchase or lease of real property
- V. ADJOURNMENT

# Genesee/Shiawassee MICHIGAN WORKS!™

Career Alliance, Inc.  
Meeting Minutes  
Broome Center  
4119 N. Saginaw Street  
Flint, MI 48505  
Friday, February 27, 2009

**PRESENT:** Tracy Atkinson, Marlene Nicol, Jeff Deason, Lewis Driskell, Cheryl Gifford, Don Dees, Norwood Jewell, Kevin Keane, Jimmy King, Ron Logan, Renita Mikolajczyk, David Miller, Mark Miller, Lawrence Moon, Vera Perry, Clarence Pierce, Jerry Ragsdale, Kimberly Raup, C. Frederick Robinson, Aladin Rodrigues, Gary Smith, Mary Sumpter, Susan Theakston.

**ABSENT:** William Churchill, Jr. (excused) Erik Eastman (excused), Robert Hardy (excused), Willie Middlebrooks (excused), Amy Roddy (excused).

**STAFF PRESENT:** Alicia Booker, Sherry Adair-Goble, Helen Brown, Andre Holloway, Sharon Bowen, Emma Noel, Nathan Kammer.

- I. CALL TO ORDER:** Jimmy King called the meeting to order at 9:10 a.m.
- II. PUBLIC COMMENTS:** None
- III. ACTION ITEMS:**

**A. APPROVAL OF MINUTES:**

Chair Jimmy King called for a motion to accept the minutes of the August 22, 2008 meeting. Lawrence Moon moved to accept the minutes as written. Renita Mikolajczyk, supported the motion. Chair Jimmy King called for corrections or amendments. No corrections or amendments were noted. Chair Jimmy King called for a vote on the motion to accept the August 22, 2008 minutes as written.  
All present voted AYE.  
MOTION PASSED.

**B. RECOMMENDATION TO AMEND THE CAI BY-LAWS:  
ARTICLE V.**

Alicia explained this amendment allows for all executive officers to be a signatory on checks. Chair Jimmy King called for a motion. Jerry Ragsdale moved to accept the amendment to the CAI By- Laws. Clarence Pierce supported the motion. Chair Jimmy King called for a vote on the motion to accept the amendment to the CAI By-Laws.

All present voted AYE.  
**MOTION PASSED.**

**RECOMMENDATION TO APPROVE THE STAFF PAID TIME OFF (PTO) DONATION POLICY.**

Alicia explained the intent behind this policy was to enable staff with excess PTO an opportunity to share their time with co-workers who have exhausted all of their PTO due to a documented illness. Chair Jimmy King called for a motion. Jerry Ragsdale moved to approve the Staff PTO Donation Policy. Vera Perry supported the motion. Mark Miller raised questions regarding this policy. Questions were answered by Alicia Booker. Chair Jimmy King called for a vote on the motion to approve the Staff PTO Donation Policy.

All present voted AYE.  
**MOTION PASSED.**

**RECOMMENDATION TO ALLOW CEO TO CARRY OVER 2008 PAID TIME OFF (PTO).**

Alicia explained the request to carry over 2008 PTO hours. Chair Jimmy King called for a motion. Cheryl Gifford moved to allow the CEO to carry over the 2008 PTO. Clarence Pierce supported the motion. Chair Jimmy King opened the floor for discussion. Cheryl Gifford raised the question of ability to use the extra time in 2009. Mrs. Booker's proposed paid time off schedule was presented. Chair Jimmy King called for a vote to allow the CEO to carry over her 2008 PTO.

All present voted AYE.  
**MOTION PASSED.**

**IV. ADJOURNMENT**

Meeting adjourned at 9:22 a.m.

\_\_\_\_\_  
Mary Sumpter, Secretary

Date: \_\_\_\_\_

**"An Equal Opportunity Organization. Auxiliary aids and services, including accommodations, are available upon request to individuals with disabilities."**

Michigan Works!  
Career Alliance, Inc.

# Travel Expense Policy

May 20, 2009

## MICHIGAN WORKS! Career Alliance, Inc. Travel Expense Policy

All employees of Career Alliance, Inc., as well as WDB members, will follow the procedures for travel and travel expense reimbursement. Employees and WDB members are expected to use reasonable care and conduct themselves as a representative of the agency at all times when traveling on agency business. Career Alliance, Inc. will reimburse grant related expenditures that are allowable charges to federal or state funding sources.

### 1. Approvals

- All employee travel must be approved by a department Director, and the CFO, VP or CEO of Career Alliance, Inc.
- All participation in workshops/seminars or outside training must be approved by the department Director, and the CFO, VP or CEO of Career Alliance, Inc.

### 2. Travel Arrangements

- Career Alliance employees and WDB members will be reimbursed for expenses associated with business travel, including mileage, parking, airline and lodging.
- Career Alliance does not provide cash advances for travel.
- Travel arrangements are to be made by the traveler, and require approval by a department director and the CFO, VP or CEO.

### 3. Travel Expense Reimbursement

- Travelers must submit a Travel Expense Reimbursement Report (See Appendix A) to the Fiscal Department within 10 days of the return date.
- In the event back-to-back travel results in an employee being away from the office more than ten days, the Travel Expense Report must be reconciled within 5 days of return.
- **All noted items require supporting receipts.**
- Employees must request individual travel reimbursement (no group reimbursements).
- Employees will not be reimbursed for non-agency travelers or non-business related travel.

### 4. Travel Guidelines

#### Routing of Travel

# Genesee/Shiawassee MICHIGAN WORKS!™

Career Alliance, Inc.

DEVELOPING A SKILLED WORKFORCE | ADVANCING EMPLOYERS

- Travel must be planned through efficient routes. In the case of indirect routing or additional stay-over for the benefit of the traveler, all extra costs shall be borne by the traveler. Reimbursement for expenses will be based on direct route calculations.

## 5. Transportation Costs

- CAI will reimburse the actual cost of transportation on the basis that these arrangements are pre-approved. Travelers are expected to seek the lowest reasonable cost for transportation.

## 6. Mileage

- CAI will reimburse the mileage rate established by the Internal Revenue Service when a personal vehicle is used. Mileage is reimbursable to and from the traveler's destination.
  - Reimbursement will be made based on the lesser mileage to/from the destination, whether the employee begins/ends travel at home or at the permanent workplace.
  - Mileage to/from home and office is never reimbursable.
- See [www.irs.gov](http://www.irs.gov) for the current standard mileage rates for business.

## 7. Lodging

- A traveler will be reimbursed for reasonable lodging for an overnight itinerary. All lodging plans must be pre-approved by the department director, and the President/CEO, VP or CFO of Career Alliance, Inc.
- Allowable lodging time will be the night before the meeting (if necessary – to be determined by the CEO, VP or CFO), and time during the event.
- Original receipts must be submitted for all lodging reimbursements.

## 8. Meals

- Travelers will use meal per diem rates as established by the Federal per diem rates ([www.gsa.gov](http://www.gsa.gov), link to per diem rates).
- The full day per diem requires a departure time prior to 7:00 a.m. and a return time after 8:00 p.m. (or overnight).
- A full day per diem allowance will not require the submission of receipts.
- Reimbursement for lunch should not be requested if lunch has been provided at the conference. (Lunch only times are applicable if travel is prior to 11:00 a.m. and beyond 2:00 p.m.) Lunch reimbursement is only available if the employee is traveling outside the work area.
- The cost of meals associated with meetings for memberships (example: Chamber of Commerce lunch meetings) will be reimbursed if the meeting attendance is approved.
- The cost of guest meals is allowable only for agency business and approved by the President/CEO, VP or CFO.

CAI Travel Policy 052009

7

# Genesee/Shiawassee MICHIGAN WORKS!™

Career Alliance, Inc.

**DEVELOPING A SKILLED WORKFORCE | ADVANCING EMPLOYERS**

## 9. Other Expenses

- It is expected that miscellaneous expenses incidental to agency travel will be held to the minimum amount required for the essential and efficient conduct of agency business.
- Allowable miscellaneous expenses include (receipts are always required):
  - Parking
  - Taxi/Bus: Ground transportation costs to/from an airline terminal or destination (airport to lodging, for example) are allowed.
  - Car rental is allowed if the airport, lodging and meeting facilities are twenty-five miles or more apart and/or other modes of transportation are more expensive or not available. Car rental must be pre-approved
- Gratuities for meals are included in the per diem rates.
- Employees will not be reimbursed for entertainment costs and alcoholic beverages (per 2CFR Part 230, Attachment B, #3 and #14).

# APPENDIX A

## Career Alliance, Inc. Travel Expense Reimbursement Request

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of Travel: (include meeting dates, location, participants) \_\_\_\_\_

Date of Reimbursement Request: \_\_\_\_\_

		SUN	MON	TUE	WED	THURS	FRI	SAT	
	Depart Time								
	Arrival Time								<b>WEEKLY TOTAL</b>
EXPENSE	DATE								
*1	TRANSPORTATION								\$ -
2	MILEAGE								\$ -
*4	PARKING								\$ -
*5	TAXI/BUS								\$ -
*6	LODGING								\$ -
8	MEALS								\$ -
9	OTHER (EXPLAIN BELOW)								\$ -
10	<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPLANATION OF EXPENSES:</b>					<b>Prepaid Expenses</b>				\$ -
					<b>Expenses After Prepaid</b>				\$ -
					<b>Balance due Employee</b>				\$ -

\* receipt required

I HEREBY CERTIFY THAT ALL ITEMS OR EXPENSES INCLUDED ABOVE WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL BUSINESS AND THAT THEY REPRESENT PROPER CHARGES.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval/Authorized Signature

\_\_\_\_\_  
Date

<b>Fiscal Department Use Only</b>		
Account: _____	Amount: _____	Comments: _____
_____	_____	_____

**BOARD OF DIRECTORS  
RESOLUTION 01-05**

Resolution of the Board of Directors  
of  
Career Alliance, Inc., a Michigan Non-Profit Corporation

Be it resolved:

1. That this corporation borrow from JP Morgan Chase Bank, NA, the sum of Five Hundred Thirty Eight Thousand Four Hundred Sixty-Two Dollars and Twenty-Eight Cents (\$538,462.28), for its proper corporate purpose for a term of 1 year (10 year amortization) with an interest rate of 6.09%.
2. That the loan is secured by real or personal property owned by the corporation as follows:  
Sylvester Broome, Jr. Training & Technology Center  
4119 N. Saginaw Street  
Flint, MI 48505
3. That the Board of Directors of Career Alliance, Inc. are authorized and directed for and on behalf of this corporation to negotiate the loan authorized in this resolution; to provide for the execution of and delivery to JP Morgan Chase Bank, NA of promissory notes, instruments of mortgage and other documents as may be necessary or convenient to give effects to the purposes of this resolution.

I, Mary Sumpter, certify that I am the duly elected and qualified Secretary of the Board of Directors of Career Alliance, Inc., a Michigan non-profit corporation, and that the foregoing is a true and exact copy of a resolution duly adopted at a meeting of the Board of Directors of Career Alliance, Inc. held in accordance with the By-Laws of the corporation on Friday, May 29, 2009 and that the resolution remains in full force and effect and un-rescinded at the date of this certification.

Certified on \_\_\_\_\_

\_\_\_\_\_  
Secretary

**CAREER ALLIANCE, INC.**

**PENSION PLAN  
MODIFICATION**

## SUMMARY OF MATERIAL MODIFICATIONS

Plan Name: CAREER ALLIANCE, INC. PENSION PLAN Plan: 001

Sponsoring Employer: Career Alliance, Inc.  
711 N. Saginaw St. #300  
Flint, MI 48503  
38-2498451

Plan Administrator: Career Alliance, Inc.  
711 N. Saginaw St., #300  
Flint, MI 48503  
(810) 233-5974

**As a Participant or person who may become eligible to become a Participant, or as a Beneficiary under the above Plan, you are hereby advised that the Plan has been amended effective May 29, 2009 in the following respect:**

### Article I PARTICIPATION IN THE PLAN

#### **Excluded Employees:**

If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the plan. The excluded employees are:

- Certain nonresident aliens who have no earned income from sources within the United States.
- Temporary Contract Employees.

This Summary of Material Modifications effectively amends the Summary Plan Description previously provided to you.

**FIRST AMENDMENT TO THE  
CAREER ALLIANCE, INC. PENSION PLAN**

THIS AGREEMENT, hereby made and entered into this 29<sup>th</sup> day of May 2009, by and between Career Alliance, Inc. (herein referred to as the "Employer") and Alicia Booker and Craig Coney (herein collectively referred to as the "Trustee").

**WITNESSETH:**

WHEREAS, the Employer heretofore established a Pension Plan effective August 1, 1986, (hereinafter called the "Effective Date") known as the Career Alliance, Inc. Pension Plan (herein referred to as the "Plan") in recognition of the contribution made to its successful operation by its employees and for the exclusive benefit of its eligible employees; and

WHEREAS, under the terms of the Plan, the Employer has the ability to amend the Plan, provided the Trustee joins in such amendment if the provisions of the Plan affecting the Trustee are amended;

NOW THEREFORE, effective May 29, 2009, the Employer and the Trustee in accordance with the provisions of the Plan pertaining to amendments thereof, hereby amend the Plan to provide as follows:

Section 1.18 of ARTICLE I is hereby amended to include the following:

(e) Temporary Contract Employees shall not be eligible to participate in this Plan.

Except as specifically amended herein, the Plan is hereby reaffirmed in all other respects.

IN WITNESS WHEREOF, this Amendment has been executed the day and year first written above.

CAREER ALLIANCE, INC.

By \_\_\_\_\_  
Employer (Alicia Booker)

By \_\_\_\_\_  
Trustee (Alicia Booker)

By \_\_\_\_\_  
Trustee (Craig Coney)

CERTIFICATE OF CORPORATE RESOLUTION

The undersigned Secretary of Career Alliance, Inc. (the Corporation) hereby certifies that the following resolution was duly adopted by the board of directors of the Corporation on May 29, 2009 and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED THAT Career Alliance, Inc. enter into and execute the First Amendment to the Career Alliance, Inc. Pension Plan, in accordance with the Amendment attached hereto.

BE IT FURTHER RESOLVED, that such Amendment be and is hereby ratified effective as of May 29, 2009.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date