

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, July 25, 2022 / 6 p.m. / Cliffs-Eagle Mine Legacy Fund Community Room

Mission:

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.

Vision:

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
 - a. June 27, 2022 Regular Meeting
6. Unfinished Business
 - a. Report and Recommendation from the ED
RE: EAP Benefit
7. New Business
 - a. County Dog Park Management Discussion
8. Communications
9. President's Report
10. Treasurer's Report
 - a. June 2022 Financials
11. Shelter Operations Report(s)
 - a. Report from the Executive Director
 - b. Volunteer/Community Outreach Report
 - c. Stats
12. Committee Reports
 - a. Board Development Committee Report (Colleen) - Written
 - b. Finance Committee Report (Chris) – Written
 - c. Fundraising Committee Report (Leslie) - Written

- d. Strategic Planning Committee Report (Brian) – Did not meet
- e. Personnel Committee Report (Reva) – Did not meet
- f. Policy / Bylaw Committee Report (Colleen) – Did not meet
- g. Donor Development (Ad Hoc) (Leslie) – Did not meet

13. Public Comment

14. Board Comment

15. Board Member Elections

16. Adjournment

Next Board Meeting Date: August 22, 2022, 6 p.m., at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
Monday, June 27, 2022 / 6 p.m. / Shiloh's Stable - UPAWS
Minutes**

PRESENT: Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Reva Laituri, Colleen Whitehead

ABSENT: Amber Talo (excused)

STAFF: Bill Brutto, E.D.

GUESTS: Kathi Fosburg, Jessi Hurd, Hailey Kimball-Dexter, Linda Roncaglione

- 1) **Call to Order/Attendance:** Meeting was called to order at 6:00 p.m.
- 2) **Approval of Agenda:** Colleen suggested moving "7b. Report & Recommendation from the Board Development Committee RE: Appointment of Hailey Dexter-Kimball to the Board of Directors" to immediately before "#12. Committee Reports" to allow her to stay for the meeting as long as possible. Chris noted an addition of "7c. Inflation Bonus for Staff". *Motion was made by Brian, seconded by Chris, to approve the Agenda as amended. Motion passed with unanimous consent.*
- 3) **Mission Moment:** Bill relayed a story about the benefits of Paws Park. Someone he personally knows was given a dog for her birthday last year and became a member of Paws Park this year. She is now at the park every day, meeting people and this dedication to the well-being of her dog has been highly beneficial for her both emotionally and mentally.
- 4) **Public Comment** - None
- 5) **Approval of Minutes:**
 - a) **May 23, 2022 Regular Meeting** – Under "11.a. Report from the Executive Director", the third sentence should read "He also reported that the Grey Muzzle grant (for **\$3400**) was approved which would provide **medical care** for senior animals." *Leslie made a motion, seconded by Brian, to approve the minutes as amended. Motion passed with unanimous consent.*
 - b) **June 6, 2022, E-vote on Purchase of Vet Clinic Equipment** – Lynn read the following for official inclusion in the minutes... "On 6/6/22 at 10:09 p.m., Reva Laituri, UPAWS Board President, e-mailed all members of the Board of Directors RE: the recommendation of the Executive Director to conduct an e-vote regarding the purchase of veterinarian equipment from Covetrus. *Chris made a motion, seconded by Amber, to accept the Report & Recommendation from the Executive Director regarding the purchase of vet equipment from Covetrus for the vet center in the amount of \$9,799.13. The President put the Motion to an e-vote on 6/6/22. The vote closed at 5:00 p.m. on 6/8/22. By a vote of 6 in favor the motion was carried with unanimous consent.*"
 - c) **June 6, 2022, E-vote on Purchase of Surgical Table** – Lynn read the following for official inclusion in the minutes..."On 6/6/22 at 10:09 p.m., Reva Laituri, UPAWS Board President, e-mailed all members of the Board of Directors RE: the Recommendation of the Executive Director to conduct an e-vote regarding the purchase of a vet clinic surgical table. *Chris made a motion, seconded by Leslie, to accept the Report & Recommendation from the Executive Director regarding the purchase of a vet clinic surgical table from Apexx Veterinary Equipment in the amount of \$2,797.00. The President put the Motion to an e-vote on 6/6/22. The vote closed at 5:00 p.m. on 6/8/22. By a vote of 6 in favor the motion was carried with unanimous consent.*"
- 6) **Unfinished Business:** None
- 7) **New Business:**

- a) Recommendation from the Personnel Committee RE: Employee Assistance Plan Benefit - Lynn requested an edit to reflect that the "majority" of the Personnel Committee was recommending the action of this recommendation. A discussion of EAP benefits ensued. *Leslie made a motion, seconded by Colleen to refer further investigation of EAP options to Bill for a full report and recommendation at the next regular board meeting. Motion passed with unanimous consent.*
 - b) Report & Recommendation from the Board Development Committee RE: Appointment of Hailey Dexter-Kimball to the Board of Directors – ITEM MOVED TO BE DISCUSSED PRIOR TO "#12. COMMITTEE REPORTS".
 - c) Inflation Bonus for Staff – After a discussion today with Bill, Chris proposed an inflation bonus for staff, due to rising prices. It was also noted that this extra pay would also be useful for employee retention. After discussion, the proposed amounts and other details are included in the following motion - *Colleen made a motion, seconded by Leslie, to approve a one-time inflationary bonus for current UPAWS employees of \$50/mo. for part-time employees for the months of Jan-June 2022 and 100/mo. for full time employees for the months of Jan-June 2022; this would only apply to current employees as of 6/30/22. This one-time bonus would be made with the 7/15/22 payroll for a total amount of \$6,650. Motion passed with unanimous consent.*
- 8) Communications: Colleen reported that Detroit Animal Control (DAC) is now closed to a parvo outbreak. She forwarded the letter from Michigan Pet Alliance for board information. She also wanted to pass along to UPAWS the personal thanks and appreciation of Matt Weise; his wife's cat got out over the weekend and was found and returned home. She also noted that there have been a few social media posts regarding police department(s) telling community members who find an animal to bring it out to the shelter and put it in a cage. Bill will reach out to law enforcement in the county to clarify our policy. Chris reported that he received many positive and supportive comments from people who attended Fun Daze in Gwinn.
- 9) President's Report: None
- 10) Treasurer's Report: Colleen noted that the heading of the Treasurer's Report needed to be corrected to "May 2022 Financials". It was noted that only one person is using the "simple plan" with a 3% match from UPAWS. Chris and Finance Committee will look into it. It was also noted that "Repairs and Maintenance" expense is still high due to the charges from Swick. The Finance Committee will consider possible changes for next year's budget for this line-item. Leslie noted a correction of the word "revenue" on the report. She also said that a revised fundraising budget will be given to Finance Committee for their review. Chris stated that our 6-month review will happen in July, hopefully; if not July, it will be August. *Motion was made by Lynn, seconded by Leslie, to approve the submitted financials as amended. Motion passed with unanimous consent.*
- 11) Shelter Operations Report(s):
- a) Report from the Executive Director – Bill reported that there have been no deaths for the last 2 weeks and none of felines have any symptoms. He cautioned that we need to be patient a little bit longer. Bill said that Laura has done a great job through this whole process. He noted that we are close to our capacity for dogs as we continue to get shelters from outside area referring people to UPAWS. Colleen suggested Animal Inn as a possible "overflow" facility; Colleen will send Bill contact info for Tracy Horn, the owner. There hasn't been any negative publicity regarding the ill cats but the messaging has to change as well as how it's being said. The message of "UPAWS doesn't take cats" should be "We are your resource". Colleen stated that she would like to have the references cited within the Panleukopenia Virus Protocols. Bill reported that in a recent email he discovered that Wim is listed as registered agent for our Articles of Incorporation with his (Wim's office) mailing address. The Risk Management review has been posted on the drive under "Shelter Operations/Property". Bill is also investigating the purchase/donation of a grill for the shelter. The highway sign is installed and

looks great, but he needs to cut some trees down to make it more visible. James Goriesky is going to install a flower bed around the base of sign. The children of the main guidance counselor at MSHS were in Pet Patrol. He came to the last session and was very impressed. He also asked if we could structure a similar program/patrol for high school students. Bill will discuss it with him this month. Bill relayed the information that “stop the 77.com” website is a good resource for dog bite prevention.

- b) Volunteer/Community Outreach Report – Written report submitted.
- c) Stats – Submitted.

12) Report & Recommendation from the Board Development Committee RE: Appointment of Hailey Dexter-Kimball to the Board of Directors (MOVED FROM 7B, ABOVE) – At this point, Hailey left the meeting. After voting with secret ballot, Linda and Kathi (Board Development Committee members) reported that the appointment recommendation was unanimous. Colleen will notify Hailey of her appointment and will take care of housekeeping duties.

13) Committee Reports:

- a) Board Development Committee Report – Written reported submitted. Colleen added that we have 4 individuals pending.
- b) Finance Committee Report – Written reported submitted. In the minutes, Colleen noticed that a staff member seconded the motion to approve the Financial Reports. Due to a potential conflict of interest, Colleen believes that staff should not be voting on a motion. Chris will check with auditors as to proper financial policies. Financial policy revisions and documentation were mentioned; Chris stipulated that they are having ongoing discussions as to completion of this process.
- c) Fundraising Committee Report - Written reported submitted.
- d) Strategic Planning Committee Report – Committee did not meet.
- e) Personnel Committee Report - Committee did not meet.
- f) Policy / Bylaw Committee Report - Committee did not meet.
- g) Donor Development (Ad Hoc) - Committee did not meet.

14) Public Comment: It was reported that the volunteer at AMC helping with our cats housed there is only 14 years old. The question was raised if she should sign paperwork/youth requirement for UPAWS. It was determined that she is a volunteer at AMC, not at UPAWS so our paperwork is not necessary.

15) Board Comment: Brian thanked Colleen and Board Development Committee for bringing Hailey to the attention of the board. Colleen raised the issue of using the “official” names of rooms/buildings in our public material which would include the donors’ names. It was decided that we need names posted so we can properly reference the various areas. Per Bill, the “Name a Beer” event at Cognition night was great, thanks to Amber.

16) Adjournment: *Motion was made by Colleen, seconded by Brian, to adjourn the meeting. Motion passed with unanimous consent and meeting was adjourned at 7:57 p.m.*

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: July 25, 2022, 6 p.m., at the Shelter

Organizational Meeting Date: July 25, 2022, following regular meeting

REPORT AND RECOMMENDATION

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS

July 25th, 2022

RECOMMENDATION:

The recommendation is for UPAWS to pay for the services of ESI Employee Assistance Group. The yearly total would be \$2,500 and the funds would be coming from line item 5250 from the approved budget.

RATIONALE:

Working for a social service/nonprofit can be physically, emotionally, and financially draining. Offering an employee assistance program would be very beneficial for the staff and would show that the organization cares for their employees. ESI can provide mental health counseling, an impressive clinical network, coaching and assisting with work-life balance, financial management coaching and resources, and access to 25,000 self-help resources. After researching six different employee assistance programs (ESI, North Star, Pine Rest, Spring Health, Compassion Balance, and Mazzeli Insurance) ESI was chosen based on overall services, price, and customer service. Funds for these services are budgeted and available.

Respectfully submitted,

Bill Brutto

Executive Director, UPAWS



Employee Assistance Program

*More Benefits, Better
Results than any other EAP.*



TotalCare
EAP A division of ESI

EAP Proposal

PREPARED FOR:

Upper Peninsula Animal Welfare
Shelter (UPAWS)
Reva Laituri
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PREPARED BY:

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June 22, 2022



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Productivity Solution: Employee Assistance

Your employees are your organization's number one asset.

Employee wellbeing, engagement and productivity are your top challenges.

In today's highly complex and challenging workplace, employers can't afford yesterday's solutions to employee problems. ESI has redefined the Employee Assistance Program (EAP) to meet the needs of today's workplace and to address the challenges facing today's employers: building and retaining a productive, engaged, healthy workforce.

ESI does this by providing the most extensive menu of benefits available, far beyond the services provided by a traditional EAP. We deliver better results and higher satisfaction rates than any other EAP. Today's employees need more if they are to be as engaged and as productive as possible.

ESI is the only EAP to provide solutions to address the wide range of workforce challenges that every HR executive faces.

- **Employee Productivity:** Each year, your employees lose an average of 3 weeks of productivity due to personal problems. That adds up to more than \$300,000 of lost productivity per 100 employees per year. **Solution: Employee Assistance Benefits with more services and benefits than any other EAP.**
- **Employee Engagement:** A recent Gallup study indicates that only about a third of U.S. workers are fully engaged at work. Among the two-thirds who are not fully engaged, there is an estimated per employee productivity loss of four weeks, or about \$4000 per employee per year. **Solution: Peak Performance Coaching and Training Benefits.**
- **Employee Health:** Poor employee health habits result in lost time and direct health costs. Poor diet, lack of exercise, smoking and substance abuse are the primary drains. **Solution: Wellness Coaching with Certified Wellness Coaches and Clinicians.**
- **Employee Learning and Development:** Training is costly, but employers who do not promote learning and employee development miss an opportunity to improve personal and professional performance and maximize retention. **Solution: Peak Performance Coaching & Training Benefits.**

In the following proposal, we will provide details on the tools and solutions to address each of these four challenges.

About ESI

ESI Employee Assistance Group has been delivering EAP services since 1987. We currently administer the EAP benefit for 2,100 organizations and over 1,500,000 Members throughout the US, Canada and the Caribbean. In 2021, ESI became an independently operated subsidiary of Medical Mutual of Ohio.



Productivity Solution: Employee Assistance

Productivity Solution: Employee Assistance

ESI Delivers More Benefits and Better Results than any other EAP.

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. With the current average salary at \$53,490 per year, or \$1,028 per week, lost productivity can cost over \$3000 per employee, per year!

Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. And we deliver three times the level of utilization of traditional EAPs.

We have conducted follow-up research among ESI members who accessed our EAP services to measure the impact of our superior benefit offering on the lost productivity per employee. The results of our study demonstrate that ESI reduces lost time at work by more than 23%.

Perhaps most important, over 98% of those who use the EAP report that they are satisfied with the experience and would use the program again. Bottom line: No other EAP offers this degree of help for employees, this level of productivity improvement or this kind of cost savings.

Employee Assistance Benefits and Services

Counseling Benefits

Members speak directly with our professional staff counselors 24-hours a day via a toll-free number. Every counselor has a Masters or Ph.D. level degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.

All employees and their immediate family members are eligible for telephonic counseling and short-term, in-person counseling. Immediate family members are defined as spouse, children, life partner, or anyone who lives with the employee. Dependent children up to age 26 are also covered. Our EAP provides multi-lingual and multi-cultural counseling as well as services for the hearing impaired. Counselors offer help with these and other issues:

- Family
- Emotional Issues
- Stress
- Depression
- Anxiety
- Mental Health Issues
- Marital/Relationship Issues
- Loss and Grief
- Parenting Issues
- Family Violence
- Life Changes
- Anger Management
- Job Related Difficulties
- Alcohol and Substance Abuse



Productivity Solution: Employee Assistance

Clinical Network

ESI has more than 40,000 licensed clinical counselors available to serve Members nationwide. All counselors in our diverse, multi-cultural network must meet the following criteria to qualify to serve ESI Clients and Members:

- Appropriate professional degree, state licensing, credentials, certifications, (PhD, MSW, LCSW, CADAC, SAP, LMFT, LPC)
- Referrals are provided after confirming the provider's availability and the insurance match.
- Minimum of 5 years private practice experience
- Minimum of 20 hours of advanced continuing education per year, 2 hours of which must be devoted to ethics or legal considerations
- Documented professional liability insurance
- Covered on Member's insurance plan if long-term counseling is indicated

Work-Life Benefits

Work-Life Benefits are offered to assist Members with a wide variety of issues, including:

- Daycare/Child Care Services
- Elder Care Services
- Real Estate Issues
- Coping with Change
- Estate and Probate Concerns
- Co-worker Relationships
- Living Wills
- College

In addition, specialized legal and financial resources are available.

Legal: Professional legal services are provided for issues unrelated to employment or medical concerns. Members are eligible to receive a free 30-minute legal consultation per legal issue with an attorney. Should a Member need to retain an attorney, a referral is made to a private attorney who specializes in the discipline of need. A 25% discount is applied to legal services billed at an hourly rate if the attorney is retained.

Financial: Members may request financial counseling with a professional financial planner to discuss retirement planning, college funding or other financial concerns.

Debt Issues: Comprehensive professional credit counseling is available to assist employees in developing a budget and in debt restructuring.



Productivity Solution: Employee Assistance

Caregiver Benefits

Over 50 million Americans are faced with the challenge of being a caregiver. Caregiving can be one of life's most challenging issues. With **Caregiver Benefits**, Members access counselors with special training for help finding local resources and information on medical and home care needs.

Adoption Benefits

With **Adoption Benefits**, Members access an adoption counselor to get help through the various stages and types of adoptions. Members receive an adoption guide and referrals to adoption agencies, attorneys and adoption support organizations. The adoption specialist is available throughout the adoption process.

Children with Disabilities Benefits

ESI also provides resources for Members who have a child with a disability. A counselor conducts a full needs assessment, discusses options, makes referrals to community resources, and provides ongoing counseling and support.

Personal Assistant

Everyday issues can disrupt an employee's productivity. Members can call or email ESI's **Personal Assistant** for help with day-to-day problems. Help is available for hundreds of issues, including:

- Finding a local medical or dental provider
- Consumer law and consumer rights
- Scholarships and financial aid
- Summer camp options
- Real estate and rental issues

Self-Help Resources

Many Member problems benefit from self-help resources instead of, or in addition to, counseling. **Employees have unlimited access to over 25,000 Self-Help Resources.** Resources are available for thousands of topics. A sampling of subjects includes:

- | | |
|--------------------------------------|-----------------------------------|
| - Adoption Matters | - Over 900 Health/Wellness Videos |
| - Automotive Purchases | - Over 150 Financial Calculators |
| - Cancer Information | - Separation & Divorce |
| - 800,000 Child/Elder Care Providers | - Smoking Cessation |
| - Extensive Legal Library | - Weight Loss |
| - Harvard Medical Reviewed Articles | - Wills & Living Wills |

Members can access the Self-Help Resources directly at our website www.theEAP.com or may request information by telephone and have it mailed to them.



Productivity Solution: Employee Assistance

Tools for Tough Times

Tools for Tough Times is a self-help benefit designed to help Members cope with today's tough financial pressures - whether it be finding a rideshare program, learning how to avoid foreclosure, finding a heating assistance program, tapping into ideas for saving money at the grocery store or cooking meals for less. Our tools are designed to provide a wealth of resources to help Members do more with less, and include helpful information on:

- Mortgages and Home Ownership
- Financial Tools
- Debt and Money Problems
- Gas and Driving
- Heating and Home Energy
- Frugal Living

Pet Information

Nearly two-thirds of all U.S. households have a pet and 50% of pet owners indicate that they consider their pets to be family members. We assist Members in solving everyday pet-related problems. Whether choosing or naming a pet, finding a vet, locating hotels that allow pets or solving pet behavioral problems, we can help. We've compiled an online **Pet Help Resource Center** offering links and articles on a variety of pet-related matters. Our pet care specialists can answer questions regarding pet health, behavior and training.

Wellness Resource Center

ESI provides a **Wellness Resource Center** containing the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking. As employees increase their knowledge and understanding of these topics, they can greatly reduce their health risks and increase their overall wellbeing. All employees of the organization and their immediate family members are eligible to utilize these valuable resources.

Lifestyle Savings Benefit

Lifestyle Savings Benefit, powered by BenefitHub, includes a menu of discounts, rewards and perks on thousands of products and services that you purchase every day. Available benefits may vary by season and geography and are accessible from ESI's website.

Benefits are available in a variety of categories to include:

- Health & Wellness
- Auto
- Electronic
- Apparel
- Restaurants
- Beauty & Spa



Peak Performance Personal and Professional Benefits

Performance Solutions: Peak Performance Coaching

ESI is the only EAP to offer an entire menu of coaching programs, resources, and training to stimulate employee performance. These benefits are designed to improve the performance of not just some but all of your employees. The result: Employees report improved personal and professional performance at work and at home; and overall employee performance is improved.

These benefits include one-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.

Peak Performance Coaching Benefits and Services

Certified Financial Coaching

In recent studies, four out of five employees report significant financial stress and three out of five say that it affects their ability to focus while at work. Our **Certified Financial Coaching** helps Members to address budgeting, credit, debt and money management issues. And because our Coaches are also Behavioral Health Clinicians, they are experienced in change management and in addressing the stress, family problems and mental/emotional issues that often accompany financial problems. The Certified Financial Coaching benefit has three core components: telephonic **Financial Coaching** provided by certified professionals, **Financial Assessments** and **Financial Education**. The Financial Education component includes more than 200 Personal Finance and Investing courses available online 24/7.

Balancing Life at Work and Home Coaching

Senior Counselors and SPHRs work with Members on making the most of family life while learning to succeed at work. Coaching includes one-on-one telephonic coaching and support.

Resilience Coaching

Senior Counselors and Wellness Coaches work with Members to recognize their personal strengths and improve resilience as they face life challenges. Coaches direct Members to specific ESI online trainings to assist in the coaching process. Coaching includes one-on-one telephonic coaching and support.

Effective Communication Coaching

Senior Counselors and SPHRs work with Members in the essential areas of understanding the communication process, sending clear and consistent messages, and listening to understand. Coaching includes one-on-one telephonic coaching and support.

Certified Student Debt Coaching

Certified Student Debt Coaches help Members address issues related to student loans, including Federal Student Loan types, repayment plans, deferment and forbearance, loan discharge and default, rehabilitation and consolidation. Coaching includes one-on-one telephonic coaching and support.



Peak Performance Personal and Professional Benefits

Home Purchase Coaching

Certified Financial Coaches help Members with the home buying process, credit and financing basics, and avoiding delinquency and foreclosure. Coaching includes one-on-one telephonic coaching and support.

Yoga & Relaxation Coaching for Beginners

Wellness Coaches assess Member needs, provide support and refer to the appropriate yoga, relaxation or meditation training program. Coaching includes one-on-one telephonic coaching and support.

Workplace Conflict Coaching

Senior Counselors and SPHRs guide Members on strategies to adopt interpersonal methods to resolve conflict. Coaching includes one-on-one telephonic coaching and support.

Retirement Coaching

Certified Financial Coaches with special retirement planning expertise help Members address the practical and emotional aspects around retirement. Coaching includes one-on-one telephonic coaching and support.

Succeeding as a Supervisor Coaching

Senior Counselors and SPHRs work with your supervisors on key management concepts for achieving organizational goals and developing and empowering employees. Coaching includes one-on-one telephonic coaching and support.

Performance Solutions: Wellness Coaching

While your EAP provides a self-help wellness benefit, Wellness Coaching provided by certified Wellness Coaches has been demonstrated to boost engagement and results. More than 65% of those engaging with a Coach say they have achieved their wellness goals.

This benefit provides your employees and their families the opportunity to make positive changes that will yield health benefits for them and bottom-line relief for you. Members get coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health in the following areas: Fitness & Increasing Endurance, Nutrition & Weight Loss, Reducing Stress and Quitting Tobacco, Alcohol or Drugs.

Members can call to talk to a Wellness Coach on an unlimited basis. Each Member who calls is scheduled to speak with a Wellness Coach who helps assess and determine the Member's needs and goals and begin to set benchmarks for progress to reach those goals.



Peak Performance Personal and Professional Benefits

Performance Solutions: Peak Performance Employee Learning & Development

The **ESI Training Center** is a comprehensive employee development resource offering over 10,000 online training options designed to help employees grow and develop in both their work and personal life. The trainings are designed to offer development resources to employees at all levels of the organization, from line staff to supervisors to middle and senior managers. Hundreds of trainings cover compliance issues, personal and professional development, customer sales and service, management trainings and more. The training catalog includes:

Sampling of Course Topics

- HR Compliance Courses including PHR and SPHR courses
- Health & Wellness
- Personal & Career Development
- Working Remotely
- Teamwork & Collaboration
- Safety
- Microsoft Office

Personal Finance & Education Center

The **Personal Finance & Education Center** includes more than 200 online courses covering a wide range of money issues. Just some of the topics covered are:

- Financial basics – budgets, savings, debt, credit
- Financial planning for today and tomorrow's needs
- Goal setting and saving for the future: retirement, home buying, education
- Understanding and dealing with debt; getting out of debt
- Investing – stocks, bonds, funds, creating balanced portfolios and managing risk



Peak Performance Personal and Professional Benefits

GCN Compliance Training

GCN Compliance Training is an **optional benefit**. ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**. To comply with federal or state laws, almost all organizations have some formal training requirements, whether it is Blood borne Pathogens, Sexual Harassment, or OSHA initiatives. Some key features of this opportunity include: 90 available online tutorials on OSHA, HR issues, Professional Development and more; customizable with organization-specific information, tracking database and other features.

Onsite Training

ESI can also provide **Onsite Training**. **Additional charges apply**. Seminar topics include:

- Harassment and Discrimination Prevention (Supervisor and Employee version)
- Violence Prevention in the Workplace (Supervisor and Employee version)
- Balancing Work & Personal Lives
- Excellence in Colleague Communication & Customer Service as a Team
- Drug-Free Workplace Training and Compliance
- Federal DOT Supervisory Training
- Stress and Resiliency
- Building Effective Work Teams for Managers
- Effective Communication
- Emotional Intelligence in the Workplace



EAP Administration: Orientation and Communication

EAP Administration: Orientation and Communication

EAP Member Orientation

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of awareness. ESI provides comprehensive employee orientation and communications.

We provide a session to explain the EAP benefits in a way that does not disrupt normal operations. Depending on the availability of employees and supervisors, orientations are delivered via group web conference meetings and online orientation videos for both employees and supervisors. Employee information sessions cover the following:

- Detailed description of the EAP benefit and services
- Example of how EAP can assist employees in resolving personal, family and work-related difficulties
- Description of the major EAP components: Personal and Family Counseling, Financial, Legal, Work-Life, Wellness, Dependent Care, Career Development, Information Resources, and Lifestyle Savings Benefit
- How to use the program; 24-hour availability
- In-depth explanation of confidentiality

EAP Supervisor Orientation

Supervisor involvement is essential in the integration of ESI into the workplace culture. Once these key individuals thoroughly understand the full range of services available, they can proactively refer employees before job performance is affected by personal problems. Supervisors are also educated on the most effective ways to manage employee behavior concerns once job performance is impacted. Supervisor training and online videos are an integral part of the EAP installation. Supervisor and manager training sessions include:

- The role of the EAP
- Identification of troubled employees
- Effective intervention techniques
- Conducting an administrative referral
- Return-to-work strategies
- The benefits of promoting the EAP in a positive manner



EAP Administration: Orientation and Communication

EAP Ongoing Communication

A Continued Awareness Campaign is recommended and, on a regular basis, ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness of the program. The continued awareness campaign includes:

- Brochures
- Monthly Newsletters
- Wallet Cards
- Payroll Stuffers
- Posters
- Table Top Displays
- Video Presentations
- New Benefit Announcements

Automated Digital Communications

ESI's proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity. At ESI EAP, we achieve superior levels of utilization - triple that of traditional EAPs - through regular Member communications about services and benefits. Our e-communications supplement a host of traditional communication tools from brochures, posters, table tents, and videos.

EAP Mobile App

Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app. Members can download the free EAP App for iOS (Apple) and Android.



Manager, Supervisor and HR Services

Manager, Supervisor and HR Services

Human Resource Consultations

Unlimited **HR Consultations** are available for complex employee issues. Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on virtually any human resource issue. SPHRs keep up to date on various employment matters such as FMLA, ADA and Workers' Compensation.

Trauma Response

Through our **Trauma Response** services, ESI has trained counselors and other certified personnel ready to respond to the needs of your organization should your personnel experience a traumatic situation at work. Staff counselors are trained to consult and triage with management to assess employee needs during a critical situation.

Counselors include grief and trauma specialists as well as team members certified in basic and advanced critical incident stress management. Common reasons for Trauma Response services include:

- Threat of deadly force against an employee
- Workplace accident involving serious injury or death of an employee
- Workplace violence
- Witnessing a suicide or suicide attempt

Responses include on-scene deployment, telephonic counseling, educational materials and private counseling as well as group debriefings.

Administrative Referral

The Administrative Referral is a formal process to address employee policy violations and unacceptable job performance, such as repeat absenteeism, negative interpersonal interactions, substance abuse violations and performance issues that could be improved through Coaching and Training.

This process is geared to work in tandem with HR to save valuable employees. It should be used in conjunction with a progressive discipline process. When facing an employee performance problem, supervisors should consult with an EAP Clinical Counselor to determine the best approach from options that include Counseling, Coaching, and Training. This consultation should be done before referring the employee so the EAP Counselor can help structure the formal referral interview and offer guidance for necessary forms. The EAP will work closely with the referring supervisor or manager during and after the referral process, providing complete case management and corrective counseling to closure.

When presented with facts concerning their performance, most employees cooperate with the Administrative Referral. According to our records logged over 26 years, approximately **65%** of referred employees who are physically and psychologically fit for duty have made successful job recoveries.



Manager, Supervisor and HR Services

Supervisor Resource Center

ESI provides an online **Supervisor Resource Center**. This section of our website contains copies of forms, policies, articles and other tools designed to help develop people management "best practices" and compliance-related issues. An extensive array of articles and Web resources from leading experts are also available to help you solve the everyday problems that are encountered when managing people.

Some of the key HR topics covered in the Supervisor Resource Center are:

- Recruiting, Hiring, Interviewing and Onboarding
- Maximizing Employee Engagement
- Family Medical Leave Act (FMLA)
- Workplace Violence and Harassment Prevention

Other topics in the Supervisor Resource Center include:

- Administrative Referrals
- Affordable Care Act Toolbox
- Crisis Management
- DOT Testing
- Employment Practices
- Grief and Loss
- HR Humor
- HR Trends
- Industry Publications
- Mental Health Matters
- News and Views
- Regulatory Matters
- Supervisor Consultation
- Termination Checklist
- Workforce Management
- Workers' Compensation

Drug-Free Workplace

Many organizations recognize the need for a **Drug-Free Workplace** program. Other employers that are regulated by the US Department of Transportation (DOT) are mandated to conduct drug and alcohol testing programs. ESI provides services to meet both needs.

Drug-Free Workplace online training and policy development assistance is available. In addition, there is a complete online DOT compliance resource available that includes all compliance issues and online supervisor training. Our online training curriculum was the first in the nation to be approved by DOT. There is no additional charge for these services. However, should an employee test positive for drugs or alcohol, the cost of a referral to a certified Substance Abuse Professional (SAP) is not covered.



Manager, Supervisor and HR Services

HR Web Café

HR Web Café is ESI's workplace blog about employment issues, people matters and work trends. New posts are also compiled and emailed to key HR personnel on an ongoing basis. A sampling of popular blog postings includes:

HR Trends; The Great Resignation and what employers can do to recruit and retain good employees; How to combat Zoom fatigue and video conference burnout; FMLA Updates; Covid-19 news and resources; Your odds of an employment lawsuit – and what it would cost; HR news roundups; The risks of using Social Media in recruitment; The changing marijuana legal landscape; How laughter helps us cope; Religious discrimination and accommodation; Terminating potentially violent employees; Wellness tips and resources.



ESI Accountability

Confidentiality

Every employee who uses the ESI program does so in confidence. **Confidentiality** is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

Privacy is maintained for all PHI (Protected Health Information). Only those responsible for delivering, maintaining and paying for services provided have access to this PHI. No PHI will be disclosed to any third party other than those mentioned without written authorization unless required by state or federal law, or when there is a threat of harm to the Member or another.

Activity Reports

A primary way of assessing the effectiveness and value of the EAP is to track the rate and consistency of program utilization. ESI generates detailed EAP statistical **Activity Reports** on a monthly basis. These reports reflect referral statistics categorized by presenting problem and actual units of service rendered. EAP training reports include course title, employee name and date of completion. To maintain confidentiality, other EAP monthly reports are statistical in nature.

Quality Assurance Program

ESI maintains the most rigorous Quality Assurance Program in the EAP industry. Below are the key elements of our QA process.

Proprietary Network: ESI's proprietary national network of local private-practice clinicians is a key component of our Quality Assurance Program. At program inception and each renewal thereafter, our Network Analysts undertake thorough measures to match the ESI network with your organization's requirements for local providers to ensure your employees and their families have convenient access to providers located close to where they work and live. In addition to availability of a complete array of clinical expertise, we also confirm that each network provider accepts the health insurance offered by the employer. This comprehensive formula enables ESI to provide a convenient and highly personalized referral to the local counselor who is best-suited to help the Member with their specific issue—ultimately resulting in faster problem resolution for the Member.

Provider Review: Providers are continuously assessed during the case management process. Every case manager is required to identify and report any clinical practice issues. In addition, providers and facilities are evaluated continually with the help of our Member feedback and a stringent re-credentialing process timed with every license renewal. Senior counselors review the assessment forms submitted by our providers and any concerns are reviewed by a supervisor immediately.

Member Satisfaction Research: A participant survey is discretely provided to every Member who receives personalized counseling services. Member names and contact information is optional. Members rate their EAP experience and are given the opportunity to make recommendations.

Peer Review: Staff counselors monitor and critique each other to foster an open collaborative environment which emphasizes the team approach to achieve the best possible outcome.



ESI Accountability

Weekly Clinical Staff Meetings: Staff counselors and supervisors meet on a weekly basis to discuss emerging trends, best practices, case review and to receive training.

Clinical Supervision: Clinical supervisors and our Chief Clinical Officer routinely review cases. A system of random case sampling and "in the moment" reviews are conducted with staff counselors. All administrative referrals, critical incidents and high-profile cases are reviewed concurrently with supervision while the staff counselors are actively working the case.

Problem Resolution: If a service issue or concern is brought to our attention, the problem is immediately addressed by the Chief Clinical Officer who will initiate a resolution within 24 hours—usually sooner. Your account manager will ensure the highest level of response has been provided to resolve the issue.

Money Back Guarantee

Your satisfaction is our primary concern. If at any point within the first 180 days following the effective contract date you are dissatisfied with the EAP for any reason, you may cancel the contract agreement and ESI will refund all money paid up to that point, minus the specific dollar amount paid for network counseling services.



ESI EAP Pricing

Cost Per Employee: BILLED ANNUALLY	PER MONTH: Flat Rate	PER YEAR: Flat Rate
Number of Employees Covered Under Plan:	15	
Total Cost of EAP Per Year:	\$2,500	

Included in Price (This quote is good for 60 days):

Employee Benefits and Services Summary

Counseling Benefits

- Face-to-Face Sessions per issue per year: Up to 3
- Unlimited Telephonic Counseling ▪ Family Members Covered ▪ Masters & Ph.D. Level Licensed Counselors

Work-Life Benefits

- Legal ▪ Financial ▪ Caregiver Benefits ▪ Adoption Benefits ▪ Children with Disabilities ▪ Personal Assistant ▪ Self-Help Resources ▪ Tools for Tough Times ▪ Pet Information

ESI Employee & Learning Development

- Over 10,000 Personal & Professional Online Trainings ▪ Personal Finance & Education Center
- GCN Compliance Training (*GCN is optional*)

Wellness Resource Center & Lifestyle Savings Benefit

Peak Performance Coaching Benefits and Services – Topics Include:

- Certified Financial ▪ Balancing Life at Work and Home ▪ Resilience ▪ Effective Communication ▪ Certified Student Debt
- Home Purchase ▪ Yoga & Relaxation for Beginners ▪ Workplace Conflict ▪ Retirement ▪ Succeeding as a Supervisor

Administration Services

- EAP Member & Supervisor Orientation ▪ EAP Ongoing Communication
- Automated Digital Communication (ADC) ▪ EAP Mobile App

Manager, Supervisor and HR Services

- Human Resource Consultations w/SPHR's ▪ Administrative Referral ▪ Supervisor Resource Center
- Drug-Free Workplace ▪ HR Web Café

Trauma Response: \$250 per hour

Certified Wellness Coaching Included

ESI Accountability: Confidentiality, Activity Reports, Quality Assurance Program



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **Upper Peninsula Animal Welfare Shelter** ("Client") and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, a New York corporation, 55 Chamberlain Street, Wellsville, New York 14895 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **8/1/22**.

I. Productivity Solutions

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. Employees of Client and their household members including children up to age 26 who do not reside with employee are referred to herein as Members.

- **Unlimited Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.
- **Face-to-face Counseling Sessions per Issue:** Up to 3
Members are eligible for telephonic counseling and short-term, in-person counseling.
- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Assistant, Tools for Tough Times and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member's quality of life – discounts vary by season and location.
- **Wellness Resource Center:** Includes the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking.

II. Engagement Solutions - Peak Performance Benefits

ESI is the only EAP to offer Peak Performance Benefits - an entire menu of coaching programs, self-help resources and training to stimulate employee engagement. These benefits are designed to improve the performance of not just some but all of your employees. ESI also provides Hiring, Onboarding and Employee Engagement Resource Centers for HR, managers and supervisors. The result: Employees report improved personal and professional performance at work and at home; and overall employee engagement is improved.

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Unlimited coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Information Resource Benefits:** 25,000 Self-Help Resources – Tools, Assessments, Financial Calculators, Video Library, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes over 8,000 online personal and professional development trainings to help employees balance their work and personal life.
- **Recruiting, Hiring, Interviewing, Onboarding, and Employee Engagement Resource Centers:** Extensive array of articles and Web resources from leading experts.

III. EAP Administration - Orientation and Engagement

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of engagement. ESI provides comprehensive employee orientation and communications.

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **EAP Mobile App:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Table Top Displays, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via group web conference meetings and online orientation videos.



IV. Manager, Supervisor and Human Resources Services

ESI offers an entire menu of management-focused employee assistance services to help deal with important compliance and liability issues.

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.
- **Unlimited Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unlimited HR Consultations w/ SPHR's:** Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles and other tools designed to help develop people management best practices. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed online EAP statistical reports on a monthly basis. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

VI. Optional Services

- **GCN Compliance Training: No**
ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**.

VII. Term

- A. This Agreement shall be effective from the Effective Date for an initial term of one (1) year. This Agreement shall automatically renew for consecutive 1-year terms thereafter, unless (i) either party notifies the other of its intent not to renew not later than 30 days prior to the expiration of the then-current term; or (ii) the Agreement is terminated as provided for in this Agreement. Any



renewal shall be on the same terms and conditions as this Agreement, except that for each renewal, ESI may modify the financial terms as set forth in Section VIII herein.

- B. Either party may terminate this Agreement for breach upon 60 day's prior written notice to the other party; provided, however, that the notice shall identify the specific breach; and provided, further that the other party shall have the right to cure any alleged breach within 30 days following receipt of such notice.

VIII. Fees and Payment

- A. Client agrees to pay ESI the fees set forth in Exhibit A for the services described in this Agreement ("Service Charges"). Service Charges shall be paid in accordance with the terms and conditions set forth in Exhibit A.
- B. Interest may be imposed on overdue Service Charges. In addition, ESI shall have the right, in its sole discretion, to take one or more of the following actions without further notice to Client in the event of untimely payments for fees due to ESI under Exhibit A: (i) immediately suspend services described in this Agreement, or (ii) terminate the Agreement in accordance with Section VII.
- C. The Service Charges set forth in Exhibit A may be changed by ESI on each renewal date, with prior written notice to Client.

IX. Indemnification and Limitation of Liability

- A. ESI shall indemnify and hold Client and its successors, parents, subsidiaries, officers, directors, employees (the "Client Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the Client Parties at any time to the extent such liability, loss or expense results from ESI's gross negligence or willful misconduct under this Agreement.
- B. Client shall indemnify and hold ESI and its successors, parents, subsidiaries, officers, directors, employees (the "ESI Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the ESI Parties at any time to the extent such liability, loss or expense results from Client's gross negligence, willful misconduct, or Client's noncompliance with any state or federal laws related to this services provided for under this Agreement.
- C. Whenever a party becomes aware of a claim that may be subject to the provisions of this Section, the party shall notify the other party as soon as practicable and both parties shall reasonably cooperate in the resolution of such matter.
- D. IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR ANY CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNTS PAID AND PAYABLE TO ESI UNDER THIS AGREEMENT IN THE MOST RECENT TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES.

X. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of



software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

XI. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.

XII. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement, and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC

**Upper Peninsula Animal
Welfare Shelter**

Gordon G. Bell, President

Authorized Signature

Date

Date



Employee Assistance Program (EAP) | EXHIBIT A

Upper Peninsula Animal Welfare Shelter ("Client") 8/1/22-7/31/23

Service Charges and Payment

- A. The total number of employees covered under this Agreement is **14**.
- B. Client agrees to pay ESI the sum of **\$2,500.00** annually.
- C. The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- D. Payment of the **Annual** premium is due upon receipt of the invoice.
- E. Flat Rate listed above covers a census of **1** to **50**. Contract rate may be modified at renewal and/or if census moves outside of this range.
- F. Trauma Responses available at **\$250.00** per hour plus travel time.
- G. DOT required Substance Abuse Evaluations - **\$850.00** each.

Invoice



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Phone: 585-593-9870

Fax: 585-593-5719

Invoice No.: 47255

Invoice Date: Jul 21, 2022

Contract Period: 8/1/22-7/31/23

Due Date: Aug 20, 2022

Customer ID#: 6420

Sold To:

Upper Peninsula Animal Welfare Shelter
815 South State Highway M553
Marquette, MI 49855

Attention: Bill Brutto

Employee Assistance Program

Description	Total Price
EAP Services from 8/1/22-7/31/23	2,500.00
Late Fee: 1.5% (18% annually) on unpaid invoices after 30 days.	

Make checks payable and send to:

Employee Services LLC
55 Chamberlain St.
Wellsville, NY 14895

TOTAL INVOICE

2,500.00

Board Development Committee
Report & Recommendation
July 25, 2022

Report & Recommendation to the UPAWS Board of Directors

The Board Development Committee is unanimously recommending the re-appointment of Brian Hummel to be voted on and confirmed at the July 25th regular UPAWS Board meeting.

The Committee is recommending that Brian be appointed to a three-year term expiring in July 2025. Per the Bylaws, if appointed, Brian would therefore be eligible to serve one additional three-year term.

Brian's completed Renewal Application has been posted in the Google drive in the Board Development folder for Board member review.

Respectfully Submitted,

Colleen C. Whitehead
Chair, Board Development Committee

Board Development Committee
Report & Recommendation
July 25, 2022

Report & Recommendation to the UPAWS Board of Directors

The Board Development Committee is unanimously recommending the appointment of Karen OMeara to be voted on and confirmed at the July 25th regular UPAWS Board meeting.

The Committee is recommending that Karen be appointed to a partial term for the one vacant position remaining which expires in July 2023. Per the Bylaws, if appointed, Karen would therefore be eligible to serve another two three-year terms.

Karen is highly recommended by the Committee and brings previous experience in animal welfare and volunteering at animal shelters to the Board that we consider to be valuable and beneficial to UPAWS. Her completed application has been posted in the Google drive in the Board Development folder for Board member review.

Karen has completed her requirements including submission of the UPAWS Board Member Application, an interview, shelter tour and attendance at a regular monthly Board meeting.

Respectfully Submitted,

Colleen C. Whitehead
Chair, Board Development Committee

UPAWS Treasurer's Report July 2022

Activities Since Last Report:

- None to report

June 2022 Financials:

The June 2022 financials are presented to the Board of Directors for approval after being reviewed and approved by the Finance Committee.

Treasurer's Notes:

Revenue:

- Adoptions only under budget slightly for the month considering that the shelter was closed to the public. Still over budget for the year.
- Government Contracts are coming in over budget due to a recent neglect case.
- Nail Clipping and Grooming under budget due to the building being closed to the public.
- Pet Care Sponsorship shows a negative amount due to a correction entry for all of 2022. Pet Adoption Sponsorships were accidentally being put in this account by the POS.
- Donations under budget this month but a bequest came in pushing Direct Public Support over budget.

Expense:

- Garbage came in over budget this year due to overages from Waste Management. The Executive Director is reviewing operational procedures related to garbage and our contract with Waste Management for any changes to be made.
- Miscellaneous Expense includes penalties from the IRS. This was due to an error in processing where the IRS refunded one of UPAWS liability payments but then reported that UPAWS owed money at a later date. With no success contacting the IRS by phone, Corey provided documentation to the IRS by mail and these penalties were refunded to UPAWS in July.

Respectfully Submitted,
Chris Danik
Treasurer

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position
As of June 30, 2022

	<u>Jun 30, 22</u>	<u>Jun 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Nicolet Checking	240,930.93	285,449.18	(44,518.25)
1011 · mBank General Savings	0.00	234,445.73	(234,445.73)
1012 · Nicolet Sally's Fund Savings	34,560.82	23,184.56	11,376.26
1013 · mBank Capital Campaign Checking	0.00	72,207.87	(72,207.87)
1016 · mBank Capital Campaign Savings	0.00	32,022.59	(32,022.59)
1017 · mBank PPP Loan	0.00	54,300.00	(54,300.00)
1018 · Nicolet Money Mrkt Savings 5336	784,012.07	840,191.24	(56,179.17)
1070 · PayPal account	177.05	70.59	106.46
1071 · Square Account	240.80	5.00	235.80
1090 · Cash in Drawer	299.99	150.00	149.99
Total Checking/Savings	<u>1,060,221.66</u>	<u>1,542,026.76</u>	<u>(481,805.10)</u>
Accounts Receivable			
1200 · *Accounts Receivable	5,323.80	502.00	4,821.80
1524 · Capital Campaign Pledges	29,950.00	45,120.00	(15,170.00)
Total Accounts Receivable	<u>35,273.80</u>	<u>45,622.00</u>	<u>(10,348.20)</u>
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	(188.50)	27.36	(215.86)
1499 · Undeposited Funds	110.00	0.00	110.00
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)	0.00
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)	0.00
1607 · Employee loan	(1,013.41)	(1,013.41)	0.00
Total Other Current Assets	<u>(11,489.91)</u>	<u>(11,384.05)</u>	<u>(105.86)</u>
Total Current Assets	<u>1,084,005.55</u>	<u>1,576,264.71</u>	<u>(492,259.16)</u>
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,631,114.80	3,631,114.80	0.00
16400 · Vehicles	44,792.00	44,792.00	0.00
1643 · Land Improvments	20,617.85	0.00	20,617.85
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	96,424.01	95,830.01	594.00
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,698,144.97</u>	<u>3,676,933.12</u>	<u>21,211.85</u>
Other Assets			
1074 · WF Endowment Fund Investments	331,510.91	297,201.28	34,309.63

1250 · Thrivent Investment	0.00	226,313.15	(226,313.15)
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	615,703.81	728,332.53	(112,628.72)
9999 · Point of Sale General Asset	(4.00)	(4.00)	0.00
Total Other Assets	<u>1,048,910.91</u>	<u>1,353,543.15</u>	<u>(304,632.24)</u>
TOTAL ASSETS	<u>5,831,061.43</u>	<u>6,606,740.98</u>	<u>(775,679.55)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	<u>(1,730.43)</u>	<u>14,308.90</u>	<u>(16,039.33)</u>
Total Accounts Payable	(1,730.43)	14,308.90	(16,039.33)
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	986.69	0.00
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	(424.40)	563.60	(988.00)
2102 · Medicare and SS Payable	(1,074.49)	1,596.55	(2,671.04)
2103 · Michigan W/H Payable	4,064.19	2,622.12	1,442.07
2104 · Suta Tax Payable	106.99	116.75	(9.76)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	582.40	(588.40)
2100 · Payroll Liabilities - Other	<u>7,894.23</u>	<u>7,665.32</u>	<u>228.91</u>
Total 2100 · Payroll Liabilities	10,501.09	13,087.31	(2,586.22)
2330 · N/P Mbank PPP Proceeds	0.00	54,300.00	(54,300.00)
2550 · Sales Tax Payable	<u>1,475.39</u>	<u>227.98</u>	<u>1,247.41</u>
Total Other Current Liabilities	<u>17,031.56</u>	<u>72,670.37</u>	<u>(55,638.81)</u>
Total Current Liabilities	15,301.13	86,979.27	(71,678.14)
Long Term Liabilities			
2300 · Mortgage-New Shelter	<u>0.00</u>	<u>1,013,795.80</u>	<u>(1,013,795.80)</u>
Total Long Term Liabilities	<u>0.00</u>	<u>1,013,795.80</u>	<u>(1,013,795.80)</u>
Total Liabilities	15,301.13	1,100,775.07	(1,085,473.94)
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	4,097,789.49	2,679,828.37	1,417,961.12
Net Income	<u>97,095.36</u>	<u>1,205,262.09</u>	<u>(1,108,166.73)</u>
Total Equity	<u>5,815,760.30</u>	<u>5,505,965.91</u>	<u>309,794.39</u>
TOTAL LIABILITIES & EQUITY	<u>5,831,061.43</u>	<u>6,606,740.98</u>	<u>(775,679.55)</u>

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual
June 2022

	<u>Jun 22</u>	<u>Budget</u>	<u>Jan - Jun 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	4,771.20	6,666.67	47,905.60	40,000.00	80,000.00
4010 · Redeemed Animals	210.00	416.67	1,175.00	2,500.00	5,000.00
4012 · Boarding Fee	25.00	166.67	1,153.61	1,000.00	2,000.00
4015 · Vet/Optional Care	90.00	83.33	910.59	500.00	1,000.00
4017 · Dog Park	385.85	625.00	1,718.96	3,750.00	7,500.00
4018 · Rentals Revenue	0.00	416.67	70.00	2,500.00	5,000.00
4020 · Government Contracted Services	4,735.80	833.33	25,233.60	5,000.00	10,000.00
4030 · Dog License Revenue	28.00	33.33	226.00	200.00	400.00
4031 · Microchipping	25.00	291.67	450.00	1,750.00	3,500.00
4032 · Nail Clipping / Grooming	75.00	1,083.33	1,327.00	6,500.00	13,000.00
4033 · Community Spay/Neuter Revenue	60.00	666.67	2,443.00	4,000.00	8,000.00
4050 · Miscellaneous Services	30.00	50.00	60.00	300.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	989.75	750.00	1,500.00
Total 4000 · SHELTER REVENUE	10,435.85	11,458.34	83,663.11	68,750.00	137,500.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	(369.15)	608.33	3,189.00	3,650.00	7,300.00
4008 · Pet Promotion Sponsorship	0.00	83.33	25.00	500.00	1,000.00
4109 · Pink Lady	150.00	83.33	1,215.00	500.00	1,000.00
4110 · Donations	13,163.66	21,666.67	161,405.98	130,000.00	260,000.00
4120 · Special Gifts	1,277.01	1,000.00	12,266.28	6,000.00	12,000.00
4123 · Memorial Bricks/Tiles	0.00	416.67	0.00	2,500.00	5,000.00
4125 · Donated Svs/Material In Kind	0.00	3,083.33	2,220.25	18,500.00	37,000.00
4135 · Bequests	52,575.38	4,166.67	52,575.38	25,000.00	50,000.00
4188 · Naming Opportunities	0.00	2,083.33	261,354.01	12,500.00	25,000.00
4100 · DIRECT PUBLIC SUPPORT - Other	0.00		0.00		
Total 4100 · DIRECT PUBLIC SUPPORT	66,796.90	33,191.66	494,250.90	199,150.00	398,300.00
4156 · GRANT REVENUE					
4157 · General Grants	7,614.49	1,666.67	10,714.49	10,000.00	20,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
Total 4156 · GRANT REVENUE	7,614.49	1,666.67	10,714.49	10,000.00	20,000.00
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	1,420.16	137.50	1,420.16	825.00	1,650.00
4140 · Canisters	1,017.42	666.67	4,204.88	4,000.00	8,000.00
4143 · Econo Receipts	0.00	0.00	3,107.55	2,300.00	5,200.00
4144 · Cause for Paws	74.00	0.00	2,074.00	23,600.00	23,600.00
4146 · Rummage Sale	0.00	2,100.00	0.00	2,100.00	2,100.00
4147 · Strut Your Mutt	0.00	0.00	2,020.00	0.00	16,200.00
4151 · Raise The Woof	0.00	0.00	4,262.92	5,850.00	5,850.00
4170 · TUFT Golf Outing	4,800.00	5,500.00	14,500.00	10,000.00	19,825.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	7,600.00
4185 · Lights of Love	0.00	0.00	35.00	0.00	2,600.00
4197 · Calendar	0.00	250.00	1,726.00	1,950.00	20,270.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00

4299 · Kennel Lock-up Fundraiser	0.00	0.00	0.00	0.00	25,000.00
Total 4200 · FUNDRAISING REVENUE	7,311.58	8,654.17	33,350.51	50,625.00	140,195.00
4500 · OTHER Revenue					
4001 · Volunteer Program	0.00	70.00	0.00	420.00	840.00
4112 · Kids Club	0.00	500.00	0.00	3,000.00	6,000.00
4205 · Resale Items Revenue	2,034.73	2,166.67	11,401.36	13,000.00	26,000.00
4215 · Interest Revenue	121.39	166.67	351.61	1,000.00	2,000.00
4220 · Miscellaneous Revenue	0.00	66.67	307.25	400.00	800.00
4221 · Endowment Fund Earnings	0.00	4,000.00	0.00	4,000.00	8,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	16,000.00	0.00	16,000.00	16,000.00
4227 · Distribution from Dixon Estate	0.00	0.00	2,542.29	5,000.00	30,000.00
Total 4500 · OTHER Revenue	2,156.12	22,970.01	14,602.51	42,820.00	89,640.00
46000 · Merchandise Sales	605.62		605.62		
Total Income	94,920.56	77,940.85	637,187.14	371,345.00	785,635.00
Gross Profit	94,920.56	77,940.85	637,187.14	371,345.00	785,635.00
Expense					
5000 · Employee Expense					
5129 · Employee Uniforms	41.16	83.33	51.66	500.00	1,000.00
5200 · Payroll Expenses	61.53		198.77		
5201 · Wages & Salaries	33,685.43	30,123.93	201,049.47	180,743.60	361,487.20
5225 · Simple Plan Employer	161.77	225.00	908.28	1,350.00	2,700.00
5230 · Michigan Unemployment Payable	8.55	29.17	578.99	175.00	350.00
5235 · Employer Social Security	2,090.98	1,813.43	12,467.54	10,880.61	21,761.21
5240 · Employer Medicare	489.02	424.11	2,915.80	2,544.65	5,089.31
5245 · Worker's Compensation	243.00	250.00	1,215.00	1,500.00	3,000.00
5246 · Employee Relations	180.49	100.00	1,192.10	600.00	5,200.00
5247 · QSEHRA	13.30		13.30		
5248 · Dental / Vision	386.19	625.00	3,321.65	3,750.00	7,500.00
5250 · Employee Benefits	0.00	1,625.00	0.00	9,750.00	19,500.00
Total 5000 · Employee Expense	37,361.42	35,298.97	223,912.56	211,793.86	427,587.72
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	332.33	283.33	2,396.33	1,700.00	3,400.00
5011 · Merchant Service Fees	343.25	500.00	3,765.68	3,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	75.00	150.00
5013 · Paypal Fees	0.00	25.00	6.03	150.00	300.00
5014 · Square Fees	0.00	125.00	22.66	750.00	1,500.00
5050 · Utilities	1,749.67	2,083.33	18,133.65	12,500.00	25,000.00
5100 · Cleaning Supplies	450.81	458.33	1,363.48	2,750.00	5,500.00
5102 · Animal Supplies/Equipment	3,622.22	500.00	4,796.28	3,000.00	6,000.00
5105 · Repairs/Maintenance	159.50	833.33	11,142.84	5,000.00	10,000.00
5106 · Garbage/Snow Removal	989.52	405.00	7,812.83	5,525.00	10,000.00
5115 · Office Supplies/Postage	112.96	583.33	1,776.11	3,500.00	7,000.00
5117 · Community Spay/Neuter Expense	0.00	916.67	2,858.00	5,500.00	11,000.00
5120 · Building/Auto Insurance	0.00	916.67	30,931.05	5,500.00	11,000.00
5125 · Food	107.63	1,208.33	1,545.75	7,250.00	14,500.00
5127 · Microchips	0.00	833.33	0.00	5,000.00	10,000.00
5130 · Medical Supplies-Vaccines	1,415.81	1,266.67	5,963.98	7,600.00	15,200.00
5135 · Vet Care	3,670.88	6,333.33	22,125.98	38,000.00	76,000.00
5140 · Spay & Neuter Expense	3,152.50	2,083.33	17,701.67	12,500.00	25,000.00
5145 · Vehicle	0.00	125.00	885.06	750.00	1,500.00
5146 · Dog License Expense	102.00	37.50	168.00	225.00	450.00

5150 · Mileage	305.55	66.67	945.95	400.00	800.00
5165 · Cash over/short	(68.49)	8.33	(120.19)	50.00	100.00
5530 · Cremation Services Expense	0.00	166.67	559.00	1,000.00	2,000.00
6138 · Pink Lady Expense	0.00	166.67	1,412.18	1,000.00	2,000.00
6524 · Dog Park	0.00	83.33	0.00	500.00	1,000.00
6539 · Computer Software	438.26	416.67	3,316.67	2,500.00	5,000.00
6565 · IT Consulting	0.00	108.33	0.00	650.00	1,300.00
Total 5500 · OPERATING EXPENSE	16,884.40	20,546.65	139,508.99	126,375.00	251,700.00
5550 · GRANT EXPENSE					
5551 · General Grants	555.04		788.04		
Total 5550 · GRANT EXPENSE	555.04		788.04		
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	500.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	50.00	0.00	50.00	3,775.00
6311 · Cause for Paws Expense	1,782.37	0.00	1,782.37	7,080.00	7,080.00
6312 · Rummage Sale Expense	0.00	100.00	0.00	100.00	100.00
6315 · Misc/3rd Party Fund Expense	0.00	16.67	206.38	100.00	200.00
6317 · Raise The Woof Expense	0.00	0.00	1,155.53	3,490.00	3,490.00
6322 · Rescue Raffle Expense	129.00	0.00	179.00	280.00	2,280.00
6324 · Miscellaneous Expenses	0.00	4.17	0.00	25.00	50.00
6330 · TUFT Golf Outing Expense	347.38	466.00	449.72	466.00	7,466.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	100.00
6550 · Strut Your Mutt Expense	0.00	0.00	52.33	0.00	2,350.00
Total 5600 · FUNDRAISING EXPENSE	2,258.75	636.84	3,825.33	11,591.00	27,416.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	24.00	100.00	294.59	600.00	1,200.00
6313 · Direct Solicitations	0.00	0.00	4,047.02	3,600.00	10,800.00
6503 · Community Outreach	0.00	166.67	417.25	1,000.00	2,000.00
6504 · Memorial Bricks/Tiles	0.00	291.67	169.89	1,750.00	3,500.00
6505 · Professional Fees	0.00	750.00	38.90	4,500.00	9,000.00
6510 · Publications	0.00	0.00	5,901.93	5,000.00	15,000.00
6511 · Pet Promotion Expense	220.69	312.50	934.73	1,875.00	3,750.00
6515 · Promotions & Advertising	0.00	70.83	204.58	425.00	850.00
6523 · Kids Club	0.00	83.33	0.00	500.00	1,000.00
6525 · Resale Items Expense	1,228.35	1,083.33	5,350.75	6,500.00	13,000.00
6530 · Conferences / Training	0.00	333.33	267.52	2,000.00	4,000.00
6532 · Donor Development	0.00	146.25	33.50	877.50	1,755.00
6533 · Strategic Planning	0.00	100.00	0.00	600.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	0.00	600.00	1,200.00
6540 · Miscellaneous Expense	1,117.78	41.67	1,274.80	250.00	500.00
6561 · Investment Expense	18,565.36	0.00	25,290.20	0.00	0.00
6688 · Naming Opportunity Expense	0.00	83.33	0.00	500.00	1,000.00
Total 6000 · OTHER EXPENSE	21,156.18	3,662.91	44,225.66	30,577.50	69,755.00
Total Expense	78,215.79	60,145.37	412,260.58	380,337.36	776,458.72
Net Ordinary Income	16,704.77	17,795.48	224,926.56	(8,992.36)	9,176.28
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	(63,325.63)	0.00	(104,349.76)	0.00	0.00
4300 · Unrealized Gain/Loss	2,060.03	0.00	(28,212.20)	0.00	0.00
4400 · RESTRICTED REVENUE					

7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	500.00	0.00	5,502.59	0.00	0.00
6518 · Sally's Fund Expense	<u>0.00</u>	<u>0.00</u>	<u>(771.83)</u>	<u>0.00</u>	<u>0.00</u>
Total 7400 · SALLY'S FUND	<u>500.00</u>	<u>0.00</u>	<u>4,730.76</u>	<u>0.00</u>	<u>0.00</u>
Total 4400 · RESTRICTED REVENUE	<u>500.00</u>	<u>0.00</u>	<u>4,730.76</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income	<u>(60,765.60)</u>	<u>0.00</u>	<u>(127,831.20)</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>(60,765.60)</u>	<u>0.00</u>	<u>(127,831.20)</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u>(44,060.83)</u>	<u>17,795.48</u>	<u>97,095.36</u>	<u>(8,992.36)</u>	<u>9,176.28</u>

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of June 2022

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2022	\$1,031,344.64	\$776,458.72	\$2,127.28	485	(Year to Date)
2021	\$882,513.53	\$774,749.62	\$2,122.60	416	
2020	\$645,045.70	\$753,663.47	\$2,064.83	312	
2019	\$415,591.49	\$741,157.74	\$2,030.57	205	
2018	\$311,797.49	\$521,136.55	\$1,427.77	218	
2017	\$215,192.09	\$536,174.67	\$1,468.97	146	
2016	\$201,661.55	\$602,450.00	\$1,650.55	122	
2015	\$152,858.00	\$576,669.00	\$1,579.92	97	
2014	\$191,970.00	\$520,354.25	\$1,425.63	135	
2013	\$146,529.00	\$431,923.23	\$1,183.35	124	
2012	\$147,882.00	\$451,620.63	\$1,237.32	120	

Cash Less Restricted Funds includes: General Checking Account, Money Market Account, Accounts Receivable, Square balance, Paypal balance, Petty Cash, Cash in Drawer, and Undeposited Funds

Executive Director Report

I. **Animal Care and Operations**

- a. **Panleukopenia Virus** – The shelter allowed people back in the building on July 18th, 2022. The staff has done a wonderful job in cleaning and organizing the facility during the six-week public closer. We have been able to contain the virus and 27 cats were saved in the process. We have no cats in the facility that are sick currently. The public has been very supportive, and adoptions have picked up since the shelter re-opened. A big thank you to the amazing staff that worked so hard the last six weeks. To see some of the news coverage on the reopening please go to the UPAWS Facebook page.
- b. **Adoption Fees Waived** – All dogs in the month of July have been sponsored by local donors or businesses. Through the Bissell Foundation and The Best Friends Network several weekends in the month of July adoption fees have been waived for all animals in the shelter. With the many promotions we have seen an increase in adoptions which has helped with the shelter's capacity issues.

II. **Human Resources**

- a. **ESI Employee Assistance Program** – Please see the attached Report and Recommendation.

III. **Business**

- a. **Third Party Boarding Facilities** – I had meetings with a few local boarding facilities on the possibility of using their businesses when we are at capacity. Unfortunately, our insurance policy does not cover any off-site locations and other sites cannot be added on as a rider.
- b. **New Mailbox** – A new locked mailbox has been installed at the shelter as the P.O. Box transition will continue until December 31st 2022. On December 31st 2022 UPAWS will no longer have a P.O. Box.
- c. **Strategic Plan** – The first three target group surveys were completed on June 30th, 2022. All of the data was compiled and sent to the chair of the strategic plan committee.
- d. **New Merchandise** – Ann Brownell and I have selected several items for staff uniforms and for new merchandise. We will be selling hats with a graphic in which employee Ryan McLaren created. Here is that graphic –



between gross and net profit. Our donation (net profit) is closer to \$1,000 from their sponsorship. I am trying to change the expectations for the future years.

Martin Steindler – I communicated with Mr. Steindler several times at the end of 2021 and in March of 2022. I communicated the great work, progress, and needs of the shelter. Mr. Steindler kindly donated \$30,000 to go towards our medical equipment for our vet clinic, a commercial dishwasher for our food prep room, and any funds left over would go to support the highway sign.

Naming Opportunities

Naming Opportunities – Out of 58 naming opportunities, 15 are still available. One task I am working on is to update/change the name plates in front of the already existing sold spaces. For the amount of money that donors have given, I believe we need something a little bit nicer to honor their gift. I am also working on new printed materials to give to potential donors on their different naming opportunities.

Memorial Garden/Bricks – I just received the price information from Gordon Hurd on being the main vendor for the garden. In the month of July, I will be working on fulfilling past orders. I am also working on creating new printed materials to give to potential donors. One item in which I feel needs to be changed are the prices for the garden. They are just too expensive. I have had several people who have been interested in getting a memorial and once they look at the prices they are no longer interested in purchasing.

Bequest

Thomas Stankus – Mr. Stankus passed away in the fall of 2021 and UPAWS was one of four beneficiaries. I have been working with the lawyers of the Stankus estate for the last few months and UPAWS did receive a check for a little over \$52,000 on 6/28/22.

Robert Ferguson – Mr. Ferguson passed away in the fall of 2021. I am still working with the lawyers of the Ferguson estate in which we should be receiving around \$36,000.

Grants

Organization	Project Request	Amount Requested	Submitted Date	Results
Community Foundation of Marquette	Vet Clinic Equipment	\$4,214.49	3/31/22	Received - \$4,214.49
Friends for Pets Foundation	Vet Clinic Equipment	\$2,800	3/31/22	Did Not Receive
Grow and Lead	Outside Beatification	\$600	3/31/22	Received - \$600
Banfield Foundation	Vet Clinic Equipment	\$9,799.13	5/31/22	TBD
Kenneth Scott Charitable Trust	Back Up Generator	\$10,000	6/27/22	At step one for approval on LOI
Michigan Pet Alliance	On Site Cat Training	Gift In Kind	6/28/22	TBD
Michigan Pet Alliance	The New Normal in Community Outreach (Pet Patrol)	\$3,000	6/29/22	TBD
Michigan Pet Alliance	The New Normal in Fundraising (Kennel Lock Up)	\$2,000	6/29/22	TBD

Public Speaking

Gwinn High School – Spoke to school on 4/19

Marquette Noon Rotary Club – Spoke to the club on 6/6

UPAWS Annual Meeting – spoke at the annual meeting on 6/14

Marquette Hope Methodist Church – spoke to the women's group on 6/16

Developing, Reestablishing, or Created Partnerships

4H of Marquette County – First session of Pet Patrol was a success with 67 children registered and many parents staying for the class. We had the opportunity to teach the children on how to take care of animals and safety tips. We also had the chance to showcase UPAWS animals. The goal is that we will be holding a version of this program at least twice a year.

Girl Scouts of Marquette County – The girls scouts helped on our global youth service day as well as were participants in Pet Patrol.

Marquette County Administration – I had the opportunity to sit down and speak with the leaders of the county about our relationship and the future of our service contract. I just received communication the other day (7/1) that they are still reviewing the contract and are setting up a meeting about the possibility of another UPAWS dog park in the county.

The Sasawin Organization – There were some frustrations from the organization on the services we were providing (or not providing) so I had a great opportunity to meet with Helen Kahn. I reassured her that UPAWS will want to continue to meet the needs of Sasawin and let her know that I will be the point person moving forward.

Community Foundation of Marquette County – I have had the opportunity to meet with the foundation twice since April. I am looking forward to continuing to work with their foundation and having them continue to support our programs.

Animal Inn – I met with Tracee Horn on 6/29 to go over a partnership with her business and UPAWS. The main goal of the relationship is if we are at capacity, we will have the opportunity to rent space from her to board our animals. Still waiting on a response from our insurance agency to make the relationship official.

Events

Global Youth Service Day – We had 48 volunteers on the UPAWS campus creating flower beds, planting flowers, planting trees, and cleaning up the campus. Everyone involved received lunch and a tour. Two families came back and adopted animals.

Public Relations

I have conducted the following in the past 3 months – 14 tv interviews, 3 print stories, 2 radio interviews, and 11 photo ops

Volunteer & Community Outreach Coordinator Report July 2022

Volunteer

- No in-shelter volunteering due to pandemic. Returning 8/1

Community Outreach

- Webinars:
 - Bissell Empty the Shelters
- Retail:
 - Coordinate and maintain inventory; ordering, receiving, and pricing. Added Science Diet dry food for retail purchasing.
 - Ordered for Blueberry Festival
- Website, social media, e-news:
 - Posting, upkeep, help with making new pages, advertising various events, fundraisers, etc.
- Pet Promos:
 - Best Friends Animal Society Event July 22 - 24
 - Bissell Empty the Shelters – July 25-31
 - Photos & bios, advertising. ABC10 Pet of the Week, Q-107 Pet of Week. Maintain Deb's Dog of the Month, pet sponsorships and Pet Adoption portal, including the development of pet biographies, and pictures.
- Media (Community Outreach):
 - Grey Muzzle Grant – TV6 & ABC10
 - Golf - TV3
 - Pet Photo Calendar – TV6
- Other:
 - Helping staff with the feline Panleukopenia Pandemic.
 - Several varieties of assignments from/working with our Executive Director.

Submitted July 21, 2022

Ann Brownell

JUNE 2022	DOGS		CATS		OTHER	TOTAL	
In Shelter	17		31		22	70	
In Foster	16		42		3	61	
TOTAL Beginning Count	33		73		25	131	
INTAKE	DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender	14	0	4	3	52	73	311
Returned Adoption	3	0	2	0	0	5	34
Stray (from Police, Public and Shelter Pickup)	12	0	2	2	3	19	114
Born in Care	0	0	0	0	0	0	13
Transferred from Other Shelters	0	0	0	0	0	0	180
Special Hold/Service In	0	0	0	0	0	0	8
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	2
Total Intakes	29	0	8	5	55	97	662

OUTCOMES

Adoptions (shelter, foster home or special event)	19	0	17	8	60	104	569
Total Adoptions YTD	130	13	251	67	108	569	
Returned to Owner	10	0	1	0	0	11	60
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	3
Total Live Outcomes	29	0	18	8	60	115	632
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	0	2	0	2	4
Animal's Name and Reason				Panleukopenia			
TOTAL ANIMALS EUTHANIZED	0	0	0	2	0	2	5
Died at shelter/foster home - Unknown	0	0	2	12	2	16	25
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason			Panleukopenia	Panleukopenia	1 fish & 1 parakeet-trauma		
Total Euth/Died/Other Outcomes	0	0	2	14	2	18	31
In Shelter	17		21		18	56	
In Foster	16		23		0	39	
TOTAL Ending Count (per formula)	33		44		18	95	
TOTAL Ending Count (per reports)	33		44		18		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						97.9%	99.2%
ASPCA Live Release Rate (Live Outcomes/ Intake)						118.6%	95.5%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	30.3	19.8
Monthly Return Rate (returns/adoptions)	16%	8%

JUNE 2022 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	1
Bite Hold (for Owner)	0	0	0	0	1
Spay/Day	0	0	0	0	29
Community Spay/Neuter (Spay It Forward)	1	0	0	1	3
Microchipping	0	1	0	1	18
Domestic Violence	0	0	0	0	5
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	11	0	0	11	40
Service - Home 2 Home	0	0	0	0	14
Service - Nailtrims	3	4	1	8	58
Service - Dog Licenses	2	0	0	2	10
Service - Cremation Services	0	0	0	0	5
Total	17	5	1	23	184

Board Development Committee July Meeting Minutes

Chaired by: Colleen Whitehead

Date: July 21, 2022 5:00 pm – meeting held via Zoom

Members Present: Reva Laituri, Lynn Andronis, Kathi Fosburg

Members Absent: Linda Roncaglione

❖ Committee discussion on Board Development

- Review and discussion of current and past recruitment efforts.
- New Board Member application received. Individual has completed the tour and attendance at a regular Board meeting but still needs to be interviewed by the Board Development Committee and references checked. Individual is to be contacted to schedule a face-to-face interview with the Committee.
- Review of Committee member attendance for Monday's Board meeting. Kathi will attend to assist with the two Board member applications to be voted on, Reva has volunteered to stay and assist with the Board Officer elections.
- Discussion on plan for Board training presentations: "Review of Financial Statements and Budgeting Process" was originally scheduled for June with Kathi presenting. Kathi will follow up with Chris re a possible Board survey and touch base on the financial reporting, this presentation will be moved to October. Lynn will follow up with Scott and Jessi and look at scheduling the "Overview of the No-Kill Equation and Fear Free Principles" presentation as a part of the August Board meeting agenda. The December "Overview of Shelter Operations" presentation by Bill will remain as scheduled.
- A New Board Member Checklist and Reference Verification form have been developed and will be uploaded to the Google drive for future Committee use.
- Other individuals who have expressed interested were discussed. No additional applications received to date.

❖ Discussion and review of current Board vacancies

- Two Board members (Reva and Amber) have terms ending in July and are not eligible to be reappointed.
- Brian's current term ends in July 2022, and he submitted his renewal application to request re-appointment. The Board Development Committee has submitted the required R&R for Board review and confirmation.
- Karen OMeara has submitted her application, been interviewed by the Board Development Committee, toured the shelter, and attended the required monthly Board meeting. The Board Development Committee has submitted the required R&R for Board review and confirmation.

- As of now, we have 4 vacant Board positions – one expiring in 2023, two expiring in 2024 and one expiring in 2025.

- ❖ Files for past applicants, past Board members and current Board members have been transferred to the Committee Chair. Files are to be dropped off to be filed at the shelter on Monday, July 25th.

- ❖ Future Committee Action Items
 - There is currently one pending Board member application. A face-to-face interview with the applicant and the Board Development Committee needs to be scheduled.
 - There is currently one pending individual who has expressed interest and additional follow up will be needed to request whether an application will be submitted.
 - Updates for Board Member Terms Summary and the Board Member Contact List documents are both pending Monday's Board meeting to include the most recent information. Upon update, the Board Member Contact List should be distributed to Wim, Bill, Shelter Operations Coordinators and Board members.
 - Updates to Board Member Matrix also needs to be updated but can be done via email after Monday's meeting.
 - Follow up and discussion on a plan for exit interviews for Reva and Amber once their terms end in July is needed.

Next Meeting:

Tentatively scheduled for August 11th, 2022 at 5:00 pm. Meeting to be held via Zoom, monthly meetings are currently held the 2nd Thursday of each month.

UPAWS Finance Committee Agenda

Meeting Date: Wednesday, July 20, 2022 at 5:30pm

Meeting Location: UPAWS Back Office Area

Present: Chris Danik (Chair), Bill Brutto, Jill Compton, Dale Dexter, Cole Zyburt

Excused: Corey Hollowell, Reva Laituri

New Business

- Review of June Financial Reports: Reviewed each of the June financial reports. Noted corrections needed are:
 - The In-Kind donations did not appear for this month
 - Items in 46000 need to be moved to the correct account. 46000 is the default revenue account for the POS.
- Quarterly Budget Review / Budget Amendments: Tabled to next month as the committee would like additional time to review the documents. The committee asked that the Board of Directors provide parameters around what they want for the budget revision. Several members agree that it is not typical to go back and adjust the months prior but we could adjust operating expenses going forward.

Old Business

- Endowment Fund Updates: The committee continued to work through the details of an updated agreement. Cole brought several sample documents that the committee reviewed. By the next meeting we will have a compiled list of what we would like to see in the updated document. The committee asked that the Board of Directors appoint new Trust Committee members that could potentially appear in Probate Court should we need to go that route.
- Financial Policy Revisions: Tabled pending continued operational discussion between Chris, Bill, and Corey.

The meeting adjourned at 7:21pm.

Next Meeting: To be scheduled by the incoming Treasurer

Respectfully submitted,

Chris Danik

Treasurer / Finance Committee Chair

FUNDRAISING COMMITTEE MEETING MINUTES
Cliffs/Eagle Mine Community Room
UPAWS Campus
July 18, 2022, 5:00pm

Attending: Lynn Andronis, Bill Brutto (ED), Chris Danik, Leslie Hurst, Reva Laituri, Karen Rhodes, Marlene Ombrello

2022 Budgets:

- Reviewed budgets. Shared fundraising expenses, including Platinum Partner banner, will be tracked under Fundraising expense item 6324 - Miscellaneous Expenses instead of individual fundraisers. Chris will bring this and revised budgets to the Finance Committee.

Recent/Ongoing/Upcoming Fundraisers (reference Snapshot & [Calendar / Contacts](#)):

- Pet Photo Calendar (Reva) - April - Dec. Voting underway, July 1 - 31, ~20,000/\$5K so far.
- CFP19 Name a Beer After Your Pet Release parties (Amber) - Scott & Diane Jandron's release party was wonderful! Mark & Chris Troudt and Jim Larsen next. Amber adjusted budget.
- Community Partner Program (Ann, Bill). Website updated. Bill will check if Art of Framing still donates a percentage of the sale of framing for pet pictures to UPAWS.
- Rummage Sale (Marlene) - will not hold this year, removed from budget.
- TUFT (Karen) - Great day and event! Plinko was not used, we will work out options to use this at future fundraisers after doing more research and analysis. Bill reported that Huber has committed as overall event sponsor for the next 5 years, increasing the amount 5% each year.
- Blueberry Fest (Karen) - July 29. Ann has ordered and received all retail. She is pricing it and will pack it up for the event by late next week. Karen has volunteers lined up.
- Brat Barn (Leslie/Karen) - Fri. Sept 2. Will begin planning with Mike & Kevin.
- Sally's Ride (Reva/Leslie) - Sept 24. Reva has submitted the raffle license application with Leslie as chair (board member) and will help with it along with the other things she usually does. Leslie and Reva plan to work at the event.
- Rescue Raffle (Chris) - Tickets printed and selling has begun.
- SYM (Chris) - Oct 1 at Jackson Mine Park/IOHR in Negaunee. Chris shared potential sponsorship levels and received feedback from the committee. Will be charging vendors for booths. Promotional activities will begin soon.
- Fall Festival/Hoedown (Bill/Lynn) - Possibly Nov 5, Oct 22, still trying to confirm with fairgrounds, once that's set will set up budget and tasks/plan.
- Lock-Up (Amber) - Amber will determine the date based on other shelter happenings and celebrity availability. Amber adjusted budget.

Other Business:

- [Canister Report](#) (Reva) - Under Canister folder on Fundraising drive current to June (updated 7/5/22).

- Several members brought up additional fundraiser ideas: Game Day/Night (kick ball, video games), Corn Hole Tournament.
- Volunteer Tracking - Leslie will maintain in Neon, please include hours per person in your final report.
- [Fundraiser Business List](#)- continue to update
- Fundraising Closet (Leslie, Lynn) - Leslie & Lynn will do another organization this month. If you use something, please return to the same spot as soon after the fundraiser as possible.
- [Fundraising Manual](#) - As you use it please send any suggestions for updates to Leslie. Leslie updating for raffles, plinko. We will review as updates are made.
- ***Next Meeting Monday, August 15, 2022, 5:00pm (what is best time for everyone?)***