

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

**GOVERNING BOARD MEETING
Thursday, September 8, 2016
12:45 p.m.**

MINUTES

Karen Wigand called the meeting to order at 1:06 p.m. A written roll was taken and a quorum noted.

MEMBERS PRESENT

Karen Wigand, Delta
Clyde Thoune, Menominee
Dan LaFolle, Schoolcraft
Craig Reiter, Schoolcraft
Andrea Raygo, Menominee
Omer Doran, Schoolcraft
Myra Croasdell, Delta
Tom Lippens, Delta
Geri Nelson, Delta
Lee Robbert, Schoolcraft
Bernie Lang, Menominee
Peter Thoune, Menominee
Dave Moyle, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Heslip, ECP Director
Naomi Fletcher, Weatherization Director
Joe Dehlin, Weatherization Director
Mary Ciminskie, Human Resources Mgr./IT
Connie Maule, SCP Director
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Sarah Cantrell, RSVP Director
Pat Royer, Nutrition Manager

MEMBERS ABSENT

Susan Kleikamp, excused
John Stapleton, excused
Ken Penokie
Amanda Ely
Dave Anthony

APPROVAL OF JULY 7, 2016 GOVERNING BOARD MINUTES

Members were mailed a copy of the 7/7/16 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT

The Chair reported that a joint meeting of the Personnel and Finance Committees was held on 8/30/16 for the purpose of reviewing the Executive Director's performance evaluations after one year and to determine the wage adjustment process. She reported that the committee recommends that a different tool be used next year for the board members to use when evaluating the Executive Director. The joint committees recommend that the Executive Director

be granted a 2% wage increase retroactive to 7/6/16 (her one year anniversary) and then get her on a schedule consistent with the other HRA employees cost of living increases. **PETER THOUNE MOVED TO AUTHORIZE THE 2% WAGE INCREASE RETROACTIVE TO 7/6/16, SECONDED BY CLYDE THOUNE; MOTION CARRIED. DAN LAFOILLE MOVED TO ACCEPT THE PERSONNEL/FINANCE COMMITTEE REPORT, SECONDED BY MYRA CROASELL; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Chair Wigand called on Dan LaFoilie for the Finance Committee report. Mr. LaFoilie reported that the Finance Committee met three times and reviewed the May, June & July HRA Accounts Payable Schedules and recommends their approval. **OMER DORAN MOVED TO APPROVE THE MAY, JUNE & JULY HRA ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE MOYLE; MOTION CARRIED.** The committee also reviewed a request for a wage adjustment of \$1.00/hour to the Lead Intake Worker position that has now assumed the duties of Data Systems Administrator and **THIS WAS APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

REVIEW AND ACCEPTANCE OF THE HRA 2014 990 TAX RETURN

Members were given a copy of the HRA 2014 990 tax return for their review and **IT WAS ACCEPTED WITH A MOTION FROM PETER THOUNE, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that the committee met two times and reviewed two accidents, one involving a Meals-on-Wheels driver who was bit by a dog. She was treated but had no lost work time. The other was a Personal Care Aide who was transferring a client into bed and pulled her leg muscle. She was also treated but lost no work time. Our representative from the Accident Fund also indicated that we are seeing a downward trend in worker's compensation claims and he recommends that we continue with safety training and reminders as it seems to helping. **CLYDE THOUNE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were provided copies of the 7/20/16 CDBG Housing report, July/August FGP & SCP & Senior Services report, May/June/July RSVP report, and the year-end Heat/Utility Assistance report for their review. **THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following advisory committee minutes for their review:

- 7/14/16 (Menominee) Foster Grandparent Advisory Committee minutes

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- 7/28/16 (Menominee) & 8/31/16 (Schoolcraft) Senior Companion Advisory Committee minutes
- 5/10/16 (M/M), 5/11/16 (Delta) & 6/7/16 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes
- 4/21/16 (Escanaba) & 6/13/16 (Mid-Co.), 7/12/16 (Rock) Senior Citizen Advisory Committee minutes

AUTHORIZATION TO SUBMIT CSBG APPLICATION IN THE AMOUNT OF \$175,000

Karen Wigand called on Julie Moberg who indicated members were given a handout on our plan for using the CSBG funds of \$175,000. It is used primarily to support intake staff wages and a portion of administrative staff salaries as well as other expenses such as a portion of the audit, mileage, etc. **DAN LAFOILLE MOVED TO AUTHORIZE STAFF TO SUBMIT THE CSBG APPLICATION FOR \$175,000, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF CSBG DISCRETIONARY FUNDS OF \$12,000

The Chair called on Julie Moberg who indicated we put in two requests for competitive CSBG-Discretionary funds. The request for a new server and training support was denied but we were granted \$12,000 of our request for \$17,000 to support the tax credit program we offer. **DAN LAFOILLE MOVED TO ACCEPT THE CSBG DISCRETIONARY FUNDS OF \$12,000, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

REPORT ON NUTRITION FOOD COSTS

The Chair called on Sally Kidd who reported that raw food costs have gone up significantly over the past couple of years and currently averages \$2.09 per meal. She called on our Nutrition Manager, Pat Royer for more information. Ms. Royer noted that we have utilized Reinhart Food Service for 80-90% of our food purchases for many years. We have looked at various other options but there are conditions that make it not conducive to utilize another vendor. We will continue to utilize our local vendors for some items and are considering getting our milk from Dean's Milk. If we piecemeal too much more it's a lot more time and energy on the part of staff. Staff assured the board that we do due diligence in insuring a fair price as well as excellent customer service. **(see attachment)**

UPDATE ON THE PERSONAL CARE PROGRAM

Karen Wigand called on Sally Kidd who noted that we operate in-home services in Menominee and Delta Counties. We use millage funds to support these services and we only have millage in those two counties. She reported that we have had difficulty attracting and keeping aides, partly because we can't afford to pay them more as our reimbursement from the Area Agency on Aging isn't enough to cover all the costs associated with running this service. We have stopped advertising that we have 24/7 care and are trying to offer services Mon. – Fri. from 7 a.m. – 8:00 p.m. so we can reduce the number of aides we need to keep and time we need paying for wages over the weekend. We are accepting more clients from the V.A. as their

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reimbursement rate is \$22 rather than \$17 per unit. We continue to express our concerns to the AAA.

UPDATE ON THORNTREE

The Chair called on the Executive Director who reminded members that 15 years ago our agency formed a subsidiary non-profit for the purpose of partnering with Medallion to bring affordable housing to our area. The result of this effort is the Thorntree Housing Units in Gladstone. We are nearing the end of this partnership and are in the process of dissolution. We ended up getting approximately \$100,000 for our efforts in this development.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg who informed the board that Naomi Fletcher, previous Escanaba Senior Center Administrator and Weatherization employee accepted the job. Our current Director, Joe Dehlin is retiring September 30th.

The Community Development Block Grant (CDBG) program has ended as we know it and the MI Economic Development Corp. has taken over the funding. They put out requests for proposals only approving those made by units of government that had previous contracts with them.

The Senior Companion Program Supervisor we hired mid-May resigned and we have hired Linda Paulin for the position.

We had our first Organizational Standards review by the Bureau of Community Action on June 13th. We feel we did well for our first time and have met all the standards as of 9/1/16.

The Housing Resource Specialist, Julie Hardy, began working with the homeless population at the end of July and started seeing clients August 15th.

We received \$304,000 for a Summer Pre-Buy program for propane, which was a new initiative. Our competent staff were able to distribute \$240,000 to 220 households during the short one-month timeframe. From November 1, 2015 – August 31, 2016 we helped 887 households with heat & utility assistance from various fund resources.

Our senior volunteer programs participated in the annual Ladies' Day Health Fair at the U.P. State Fair in August. RSVP continues to provide the volunteers for the blood drives as well as individual sites. The SCP and RSVP have been completing their site visits and they have been on the radio promoting their services. The senior volunteer programs also assisted Christian Park in handing out back packs to low income children at their fair. The FGP was asked to submit a request for additional funds, which was done. We have not heard yet whether the request is approved.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY DAVE MOYLE; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no further business.

ADJOURNMENT

DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 1:50 P.M., SUPPORTED BY CRAIG REITER; MOTION CARRIED.

The next meeting is Thursday, October 6, 2016

