

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Meeting  
Thursday, January 9, 2020  
Community Action Agency  
507 1<sup>st</sup> Ave N, Escanaba  
1:00 p.m.

**MINUTES**

The meeting was called to order at 1:12 pm and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Myra Croasdell, Delta  
Dave Rivard, Delta  
Craig Reiter, Schoolcraft  
Geri Alanko, Delta  
Tom Lippens, Delta  
Bernie Lang, Menominee  
Peter Thoun, Menominee  
Jennifer MacDonald, Menominee  
Karen Wigand, Delta  
Rachel Duchaine, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Naomi Fletcher, Weatherization Director  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Pat Royer, Nutrition Program Manager  
Lori Giuliani, RSVP Director  
Dianne Gartland, Administrative Assistant  
Shanna Hammond, HR Director  
Patti LeMire, HS/EHS  
Kim Boutilier, HS/EHS

**PRESENT BY VIDEO CONFERENCE**

Myra Smeester, HS/EHS Director

**MEMBERS EXCUSED**

Ken Penokie  
John Stapleton  
Edie Erickson  
Penny Carlson  
Mia Smith  
Katherine Jinkerson

**MEMBERS ABSENT**

**APPROVAL OF NOVEMBER 7, 2019 GOVERNING BOARD MINUTES**

Members received a draft of the November 7, 2019 Governing Board minutes and **they were approved with a motion from Bernie Lang, seconded by Susan Kleikamp; Motion Carried.**

**FINANCE COMMITTEE REPORT**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the October 2019 HRA Accounts Payable Schedule. **This was approved with a motion from Craig Reiter, seconded by Tom Lippens; Motion Carried.**

The chair called again on the Finance Committee who reported that the Finance Committee met, reviewed and approved the November 2019 HRA Accounts Payable Schedule. **This was approved with a motion from Tom Lippens, seconded by Dave Rivard; Motion Carried.**

### **ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members received copies of the following Program monthly reports for their review. **A motion was made by Peter Thoun to accept the reports as presented and seconded by Susan Kleikamp; Motion Carried.**

- FGP October/November 2019 Monthly Report
- SCP October/November 2019 Monthly Report
- RSVP August/September/October 2019 Monthly Report
- Weatherization by the Numbers as of 12/19/19
- Heat Assistance by the Numbers

### **ACCEPTANCE OF THE ADVISORY COMMITTEE MINUTES**

Members received a copies of the following Advisory Committee minutes for their review. **A motion was made to accept the minutes as presented by Dave Rivard, seconded by Jennifer MacDonald; Motion carried.**

- FGP Menominee County 10/15/19 AC Minutes
- FGP Schoolcraft County 11/7/19 AC Minutes
- FGP Delta County 11/21/19 AC Minutes
- Senior Services Delta County 10/24/19 AC Minutes
- SCP Menominee County 11/13/19 AC Minutes

### **APPROVAL OF THE DECEMBER 2019 MDS CAA RISK ASSESSMENT**

Members received a copy of the December 2019 MDS CAA Risk Assessment for their review. A risk assessment is required for the Agency every three years. **A motion was made to approve the risk assessment as presented by Craig Reiter, seconded by Geri Alanko; Motion carried.**

### **COMMUNITY SERVICES BLOCK GRANT FY 2019 4<sup>TH</sup> QUARTER REPORT**

All board members received a copy of the Community Services Block Grant FY 2019 4<sup>th</sup> Quarter Report for their review. **A motion was made to approve CSBG FY 2019 4<sup>th</sup> Quarter report by Craig Reiter, seconded by Geri Alanko; Motion carried.**

### **DISCUSSION OF THE COMMUNITY THANKSGIVING DINNER**

A discussion was held regarding CAA/HRA's involvement with the Community Thanksgiving Dinner. Members received a copy of the letter that was sent to some of the Governing Board Members. It was decided that a meeting should be arranged between the Governing Board Chair, the Executive Director, Pat Royer (Nutrition Program Manager) and the Thanksgiving Dinner Board Chair to discuss CAA's future involvement in the Community Thanksgiving Dinner.

## **APPROVAL OF AGENCY LOGO**

Members received the cost estimate to replace the agency's logo. **A motion was made to approve the National logo for the agency and to accept the cost estimate to replace the logos by Peter Thoune, seconded by Dave Rivard; Motion Carried.**

## **EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW**

The Board Chair indicated that in the earlier joint Finance / Personnel Committee meeting they went into Executive Session to discuss the Executive Director's performance review. Based on this closed session it was the committee's recommendation to bring to the Governing Board that the Executive Director receive a wage increase equal to the current COLA. **A motion was made to accept the Finance/Personnel Committee's recommendation by Peter Thoune, seconded by Jennifer MacDonald; Motion Carried.**

## **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Board called on Julie Moberg for her report. Julie reported that at the federal level the government passed its budget for 2020. The CSBG budget received a 2% increase. There is strong support in both the House and the Senate Energy and Water Appropriations subcommittees for Weatherization. Most of our programs received increases. We are assisting people in the process of applying for DHHS funds and are coordinating with other area agencies in providing heat assistance. Walk for Warmth in Delta and Schoolcraft Counties will be on February 29, 2020. Delta County will also hold a Chili Sale for Walk for Warmth on February 11, 2020. Menominee County will have a Hoops for Heat basketball game on April 18, 2020. This community game will feature the areas police agencies vs high school students. This will be held at the North Central School. Our Strategic Planning Session is scheduled for January 30, 2020 starting at 9:00 am in the CAA Board room. Please try to attend as we will be working on making new goals for the agency for the next 3-5 years. **A motion was made to accept the report as presented by Craig Reiter and seconded by Dave Rivard; Motion Carried.**

## **PUBLIC COMMENT**

No public comment was heard.

## **OTHER BUSINESS**

Karen Wigand reminded the program directors that when submitting their program's minutes and reports to make sure that these are signed and dated.

## **ADJOURNMENT**

**A motion to adjourn was made by Dave Rivard, supported by Geri Alanko; Motion carried.**

**Meeting adjourned at 1:36 pm.**

**Next meeting is scheduled March 12, 2020 at 12:30 pm.**