

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday November 7, 2019
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

The meeting was called to order at 1:00 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Edie Erickson, Schoolcraft
Susan Kleikakmp, Menominee
Peter Thoune, Menominee
Mia Smith, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Penny Carlson, Schoolcraft
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee
Myra Croasdell, Delta

MEMBERS EXCUSED

Ken Penokie
Dave Rivard
Jennifer MacDonald
Tom Lippens
Craig Reiter
Omer Doran

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Director
Kris Thibeault, Finance Director
Myra Smeester, HS/EHS Director
Dianne Gartland, Admin Assistant
Lori Giuliani, RSVP Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Rachel Duchaine

APPROVAL OF OCTOBER 10, 2019 GOVERNING BOARD MINUTES

Members received a draft of the October 10, 2019 HRA Governing Board minutes. A correction to the minutes was made regarding Edie Erickson's County representation. **Katherine Jinkerson made a motion to accept the minutes with the revision as presented, seconded by Myra Croasdell; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the September 2019 HRA Accounts Payable Schedule. **This was approved with a motion from Mia Smith, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE 403b RETIREMENT PLAN AUDIT

Members received a copy of the 403b Retirement Plan audit for their review. **A motion was made to accept the 403b Audit as presented by Susan Kleikamp, seconded by Geri Alanko; Motion carried.**

ACCEPTANCE OF THE 2019-2020 AGENCY WIDE BUDGET

Members received a copy of the 2019-2020 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by John Stapleton to accept the 2019-2020 Agency Wide Budget as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE HRA GOVERNING BOARD BY-LAWS REVISIONS

Members were mailed copies of the HRA Governing Board By-Laws revisions for their review. A discussion followed regarding the revisions. It was agreed that the same revisions should be made to the HRA By-Laws that were made to the CAA By-Laws regarding the Executive Committee under VI. C - Responsibilities of the Officers - "The Executive Committee can take a vote by any remote or electronic means available, or with a face to face meeting." **A motion was made by Geri Alanko to approve the HRA Governing Board By-Laws as discussed, seconded by Susan Kleikamp; Motion Carried.**

APPROVAL OF THE NEW CAA/HRA AGENCY LOGO

The board agreed to table this again until the January 9, 2020 Board meeting to allow the agency time to obtain two estimates regarding the cost to replace the signs on the buildings and vehicles. **A motion was made by Peter Thoune, seconded by Katherine Jinkerson; Motion carried.**

ACCEPTANCE OF THE PROGRAM MONTHLY REPORTS

Members received copies of the following program monthly reports for their review. **A motion was made by Katherine Jinkerson to accept the reports as presented and seconded by Mia Smith; Motion Carried.**

- August/September 2019 FGP monthly report
- Senior Services FY 2019 report

ACCEPTANCE OF THE ADVISORY COMMITTEE MINUTES

Members received copies of the following Advisory Committee minutes for their review. **A motion was made to accept the minutes as presented by Susan Kleikamp, seconded by Katherine Jinkerson; Motion carried.**

- Mid County Senior Center 10/09/19 AC Minutes
- Delta County FPG 9/5/19 AC Minutes

ACCEPTANCE OF THE BCAEO FINANCIAL MONITORING REPORT

All members received a copy of the 9/23/19 BCAEO Financial Monitoring Report for their review. **A motion was made to accept the report by Geri Alanko, seconded by Susan Kleikamp; Motion Carried.**

BOARD TRAINING: ROLES AND RESPONSIBILITIES OF THE BOARD

Julie Moberg did a PowerPoint presentation on the roles and responsibilities of the board.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Senior Services is doing a strategic review of our Personal Care program. The Senior Companion Program had its volunteer recognition program at the Island Resort. It is their 36th year in existence in our area. The Weatherization Program received a new grant for lead abatement in the homes of families with Medicaid. This is in partnership with the Public Health Departments in the UP. We have hired a new Housing Resource Specialist. She has been training the last few weeks here and in Marquette.

A motion was made to accept her report as presented by Mia Smith and seconded by John Stapleton; Motion Carried.

OTHER BUSINESS

Peter Thoune agreed to join the Finance Committee.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Katherine Jinkerson, supported by Myra Croasdell; Motion carried.

Meeting adjourned at 1:38 pm.

Next meeting is scheduled January 9, 2020 at 12:30 pm.