

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday, March 12, 2020
Community Action Agency
Escanaba MI
1:00 p.m.

MINUTES

The meeting was called to order at 1:20 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Peter Thoune, Menominee
Dave Rivard, Delta
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
John Stapleton, Schoolcraft
Edie Erickson, Schoolcraft (Video Conference)
Mia Smith, Menominee
Tom Lippens, Delta
Karen Wigand, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Naomi Fletcher, Weatherization Director
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Sally Kidd, Senior Services Director
Myra Smeester, ECP Director
Dianne Gartland, Administrative Assistant
Shanna Hammond, HR Director

MEMBERS EXCUSED

Ken Penokie
Penny Carlson
Myra Croasdell
Geri Alanko
Katherine Jinkerson
Jennifer Macdonald

MEMBERS ABSENT

APPROVAL TO ADD AGENDA ITEM #18 PANDEMIC/EPIDEMIC RESPONSE

The Chair requested a motion to add an item to the agenda. **A motion was made by Dave Rivard, seconded by Susan Kleikamp to add Pandemic/Epidemic Response to the agenda as item #18; Motion Carried.**

APPROVAL OF JANUARY 9, 2020 GOVERNING BOARD MINUTES

Members received a draft of the January 9, 2020 Governing Board minutes and **they were approved with a motion from Peter Thoune seconded by Tom Lippens; Motion Carried.**

FINANCE COMMITTEE REPORT

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

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APPROVAL OF A \$250,000 LINE OF CREDIT FOR WORKING CAPITAL AND SIGNATURE DESIGNEE

The chair called on Peter Thoune and Kris Thibeault for more information. **A motion was made by Craig Reiter to approve the line of credit as presented and seconded by Dave Rivard; Motion Carried.**

APPROVAL OF THE HRA 2% WAGE INCREASE FOR 6 YEAR AND ABOVE EMPLOYEES

The chair called on Julie Moberg for more information. **A motion was made by Peter Thoune to approve the wage increase as presented and seconded by Susan Kleikamp; Motion Carried.**

SAFETY COMMITTEE REPORT

Tom Lippens presented the Board with the Safety Committee Report. **A motion was made by Dave Rivard to accept the report as presented and seconded by Peter Thoune; Motion Carried.**

ACCEPTANCE OF GOVERNING BOARD REPRESENTATIVES RESIGNATIONS

The board accepted the resignation of Omer Doran after serving over 30 years on the board with regrets **by a motion from Peter Thoune and seconded by Dave Rivard; Motion Carried.**

The Board also accepted the resignation of Rachel Duchaine from the board with regrets. **This was done with a motion made by Peter Thoune and seconded by Dave Rivard; Motion Carried.**

APPROVAL OF PAUL WELCH AS POLICY COUNCIL REPRESENTATIVE

The Board approved the appointment of Paul Welch as Policy Council Representative with a **motion by Peter Thoune, seconded by Dave Rivard; Motion Carried.**

APPOINTMENT OF GOVERING BOARD SECRETARY

A motion was made by Craig Reiter, seconded by Peter Thoune to appoint John Stapleton as the new Governing Board Secretary to replace Omer Doran who resigned. Motion Carried.

APPROVAL OF 403B PLAN LANGUAGE FOR EMPLOYER MATCH

Members received a copy of the 403b Plan language change for the employer match. **A motion was made to accept the language as presented by Mia Smith, seconded by Craig Reiter; Motion Carried.**

APPROVAL OF THE HARDSHIP DISTRIBUTION AMENDMENT FOR THE 403B PLAN

Members received a copy of the 403b Plan changes to the Hardship Distribution. **A motion was made to accept the language as presented by Peter Thoun, seconded by Dave Rivard; Motion Carried.**

APPROVAL OF THE UPDATED WHISTLEBLOWER POLICY

Members received a copy of the updated whistleblower policy for their review. **A motion was made to accept the updated policy by Craig Reiter, seconded by Mia Smith; Motion Carried.**

ACCEPTANCE OF THE 2019 CSBG ANNUAL REPORT

Board members received a copy of the 2019 CSBG Annual Report for their review. **A motion was made to accept the report by Craig Reiter and seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF THE AGENCYS 2019 ANNUAL REPORT

Board members received copies of the agency's 2018-2019 MDS CAA Annual Report for their review. **A motion was made to accept the annual report by Peter Thoun and seconded by Craig Reiter; Motion Carried.**

AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2020-2021

The board called on Julie Moberg to explain the refunding applications. **A motion was made to authorize the programs to submit the grant applications for 2020/2021 by Dave Rivard, seconded by Craig Reiter; Motion Carried.**

APPROVAL OF THE STRATEGIC PLAN

Members received copies of the updated Strategic Plan for their review. **A motion was made to accept the plan as presented by Mia Smith, seconded by Susan Kleikamp; Motion Carried.**

APPROVAL OF THE HRA BY-LAW CHANGES

Members received a copy of the proposed HRA By-Law changes for their review. **A motion was made to accept the changes with the addition of a sentence added to page 8 – F. Safety committee as follows “The Safety Committee will report to the Governing Board on all incidents reviewed at the regular Governing Board meetings.” By Mia Smith, seconded by John Stapleton; Motion Carried.**

PROGRAM PRESENTATION

The program presentation by Lori Giuliani Program Director for the Retired Senior Volunteer Program (RSVP) **was tabled with a motion by Dave Rivard, seconded by Craig Reiter; Motion Carried.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following Program monthly reports for their review. **A motion was made by Craig Reiter to accept the reports as presented and seconded by Tom Lippens; Motion Carried.**

- BCAEO-MEAP Client Satisfaction Survey
- FGP December 2019 & January 2020 Monthly Report & Stats Summary
- Senior Companions December 2019/January 2020 Monthly Report Summary
- Senior Companion Program Independent Living Performance Measure Survey – In Home including respite care
- Senior Companion Program Independent Living Performance Measure Survey- Sites
- RSVP November & December 2019 Monthly Report & Stats Summary
- Weatherization by the Numbers as of 2/226/2020
- 2019-2020 Heating Season Report of all Funds
- Senior Services 1st Quarter 2020 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 John Stapleton, seconded by Peter Thoune; Motion Carried.**

- Senior Companions Delta County December AC 2019 Minutes
- Senior Companions Menominee County January 2020 AC Minutes
- Foster Grandparents Menominee County January 2020 AC Minutes

APPROVAL OF THE PANDEMIC/EPIDEMIC RESPONSE

All Board members received a draft copy of the MDS CAA Pandemic/Epidemic Response for their review. **A motion was made by Dave Rivard to adopt this as a policy for the agency, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that she is keeping an eye on the Federal Government's budget as it relates to CAA's programs. Courts in Michigan have blocked MI Medicaid work rules at this time. The Strategic Plan committees did a great job in completing the new strategic goals for the agency. The RSVP Program held a spring recognition for their volunteers at the Island Resort Convention Center. We are now using Walk for Warmth funds to help a few families with their heat bills. Julie reported that she is on a group coordinated through MSHDA that is looking at creating a 10-county planning group for the central UP that will discuss, develop and look at services for the homeless population. Pat Royer, Senior Services Nutrition Manager will be retiring at the end of May. **A motion was made to accept the report as presented by Craig Reiter and seconded by Peter Thoune; Motion Carried.**

OTHER BUSINESS

Julie Moberg provided the board with an update on the Walk for Warmth fundraiser.

PUBLIC COMMENT

Dave Rivard thanked the staff for all they do.

ADJOURNMENT

A motion to adjourn was made by Peter Thoune, supported by Craig Reiter; Motion Carried.

Meeting adjourned at 1:43 pm.

Next meeting is scheduled for 4/9/2020 at 12:30 pm.