

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday, September 10, 2020
Community Action Agency
Escanaba MI
1:00 p.m.**

MINUTES

The meeting was called to order at 12:49 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Ken Penokie, Delta
Dave Rivard, Delta
Peter Thoune, Menominee
Geri Alanko, Delta
John Stapleton, Schoolcraft
Craig Reiter, Schoolcraft
Bernie Lang, Menominee
Karen Wigand, Delta
Katherine Jinkerson, Menominee
Edie Erickson, Schoolcraft
Myra Croasdell, Delta
Susan Kleikamp, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Naomi Fletcher, Weatherization Director
Dianne Gartland, Admin Assistant
Peggy Ramsden, FGP Director
Myra Smeester, HS/EHS Director

MEMBERS EXCUSED

MEMBERS ABSENT

Paul Welch, Schoolcraft
Mia Smith, Menominee
Penny Carlson, Schoolcraft

APPROVAL OF JULY 16, 2020 HRA GOVERNING BOARD MINUTES

Members received a draft of the July 16, 2020 HRA Governing Board minutes and **the minutes were approved with a motion from Dave Rivard, seconded by Katherine Jinkerson; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Chair who reported that the Finance Committee met, reviewed and approved the June 2020 HRA Accounts Payable Schedule. **This was approved with a motion from Dave Rivard, seconded by Myra Croasdell; Motion Carried.**

The chair called on the Finance Chair who reported that the Finance Committee met, reviewed and approved the July 2020 HRA Accounts Payable Schedule. **This was approved with a motion from Dave Rivard, seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF TOM LIPPENS RESIGNATION FROM THE GOVERNING BOARD

The board accepted the resignation of Tom Lippens from the Governing Board with regrets. **This was done with a motion made by Susan Kleikamp, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF HRA 990 TAX FORM

The chair called on Finance Director Kris Thibeault for more information regarding the HRA 990 Tax form. **A motion was made to accept the HRA 990 Tax Form by Dave Rivard, seconded by Katherine Jinkerson; Motion carried.**

APPROVAL OF THE 2021 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2021 CAA/HRA Governing Board meeting schedule. **A motion was made by Dave Rivard to accept the CAA/HRA 2021 Board Meeting schedule as presented, seconded by Katherine Jinkerson; Motion Carried.**

ACCEPTANCE OF THE EMERGENCY SHELTER PROGRAM FY 2020 MONITORING REPORT

Members received a copy of the FY 2020 Emergency Shelter Program Monitoring report for their review. The chair called on Julie Moberg for more information. **A motion was made to accept the report as presented by Dave Rivard, seconded by Geri Alanko; Motion carried.**

ACCEPTANCE OF THE FINAL FINANCIAL MONITORING REPORT

Members received a copy of the Final Financial Monitoring report for their review. The chair called on Julie Moberg for more information. **A motion was made to accept the report as presented by Dave Rivard, seconded by John Stapleton; Motion carried.**

ACCEPTANCE OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Kris Thibeault for more information. **A motion was made to accept the Financial Procedure Manual with the changes as presented by Dave Rivard, seconded By Peter Thoune; Motion carried.**

ACCEPTANCE OF THE 2020-2021 COST ALLOCATION PLAN

The chair called on Kris Thibeault for more information. **A motion was made to accept the 2020-2021 Cost Allocation Plan as presented by Susan Kleikamp, seconded by Peter Thoune; Motion carried.**

ACCEPTANCE OF THE PLUMBING REPAIR GRANT

The chair called on Julie Moberg for more information. **A motion was made to accept the Plumbing Repair Grant as presented by Dave Rivard, seconded by John Stapleton; Motion carried.**

EXECUTIVE COMMITTEE ROLL CALL VOTES

- The chair informed the Board that the Executive Committee was polled to authorize the acceptance of a new MSHDA Grant in the amount of \$17,338.00 for the Homeless Services Program. The Executive Committee was contacted by telephone and a roll call vote was taken. The Executive Committee members voted to accept the new grant money.
- The chair informed the Board that the Executive Committee was polled to authorize the acceptance of a new DHHS Water Assistance Grant. The Executive Committee was contacted by telephone and a roll call vote was taken. The Executive Committee members voted to accept the new grant money.

RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) TRAINING

The chair called on Julie Moberg. Julie explained to the board about the process and what the agency does in order to comply with ROMA.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

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

- Weatherization by the Numbers as of 8/25/2020
- CARES Act Funding Breakdown by Client
- SCP July/August 2020 Board Report
- FGP June/July 2020 Monthly Report & Summary
- Senior Services through July 2020 Board Report
- RSVP June/July 2020 Monthly Report & Summary

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 Dave Rivard, seconded by Myra Croasdell; Motion carried.**

- SCP Delta County 07/07/2020 AC Meeting

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg for her report. Julie reported that the Senior Volunteer Programs did receive a budget cut from the State for this year, but we did receive the grant applications for the next fiscal year from the State but we are not sure if there will be a reduction or not. We will continue to pay the volunteer stipends through 9-30-2020. Our senior services continue to provide home delivered meals, drive through meals, medical transportation, adult day services for 3-4 people, in home personal care services, and homemaker aid services. The senior centers are working on setting up for one on one individual appointments for Medicare counseling. Weatherization is back in the field. All safety precautions have been written and

approved by the State office. Naomi has also been the project director for new CARES funds for water arrearages and plumbing repairs coming into the agency and she and Lori LaCasse will be serving the clients. Our agency also has CARES funds for other utilities, hotel stays, and emergency needs of clients. Our agency has been participating in the Mask up Michigan campaign. We have been targeting our low income clientele and distributing masks to them.

A motion was made to accept the report as presented by Peter Thoun and seconded by Myra Croasdell; Motion Carried.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Dave Rivard, supported by Katherine Jinkerson; Motion carried.

Meeting adjourned at 1:15 pm. Next meeting is scheduled October 8, 2020 at 12:30 pm.