

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

**GOVERNING BOARD MEETING
Thursday, May 12, 2016
507 First Avenue North, Escanaba
12:45 p.m.**

MINUTES

The meeting was called to order at 1:16 p.m. by Chair Karen Wigand and a quorum was noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dan LaFoilie, Schoolcraft
Myra Croasdell, Delta
Susan Kleikamp, Menominee
Karen Wigand, Delta
Peter Thoune, Menominee
Amanda Ely, Delta
John Stapleton, Schoolcraft
Tom Lippens, Delta
Ken Penokie, Delta
Dave Anthony, Menominee
Bernie Lang, Menominee
Omer Doran, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Myra Heslip, ECP Director
Theresa Nelson, RSVP
Sarah Cantrell, RSVP Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Connie Maule, SCP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
Dave Moyle, excused

Chair Wigand introduced and welcomed new board member, Peter Thoune, who is representing the financial institutions.

APPROVAL OF APRIL 7, 2016 GOVERNING BOARD MINUTES

Members received a draft of the April 7, 2016 Governing Board minutes for their review. **DAN LAFOILLE MOVED TO APPROVE THE APRIL 7, 2016 GOVERNING BOARD MINUTES WITH THE CORRECTION OF CRAIG REITER BEING EXCUSED. LEE ROBBERT, SECONDED THE MOTION; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer, Susan Kleikamp who reported that the Finance Committee met on May 10, 2016. They reviewed and recommend approval of the March Accounts Payable Schedules **AND THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

The committee reviewed the revisions to the Financial Procedures Manual and recommends its approval. It was noted that any board members other than the Finance Committee members who would like a copy of the revised FPM should let Cathy know. **THE FINANCIAL**

PROCEDURES MANUAL WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following program reports for their review: FGP March/April, SCP March/April, RSVP Feb./March, Senior Citizen April monthly report. There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM PETER THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members received copies of the following Advisory Committee minutes for their review:

- 3/8/16 & 4/8/16 (Foster Grandparent Advisory Committee minutes
- 3/29/16 (Delta) Senior Companion Program Advisory Committee minutes
- 3/8/16 (M/M) & 3/17/16 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes
- 1/28/16 (Escanaba) & 4/18/16 (Hermansville) Senior Center Advisory Committee minutes

OMER DORAN MOVED TO ACCEPT THE ABOVE ADVISORY COMMITTEE MINUTES, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.

APPROVAL OF WORKPLACE BEHAVIOR POLICY

Members were mailed a draft of the Workplace Behavior Policy for their review. Ms. Wigand called on Julie Moberg who indicated we have had a couple of incidents over the past several months that made us realize we needed a formal policy in place. This policy will be incorporated into the personnel policies. **TOM LIPPENS MOVED TO APPROVE THE WORKPLACE BEHAVIOR POLICY, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

AUTHORIZATION TO APPLY FOR AAA FUNDING FOR 2017

Chair Wigand noted that every year the board needs to authorize staff to apply for funds from the Area Agency on Aging. Once again we will apply for the following: congregate meals, home delivered meals, home care assistance, homemaker aide, respite care, Adult day care services. **KEN PENOKIE MOVED TO AUTHORIZE STAFF TO APPLY FOR AAA FUNDS FOR 2017, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL OF CHANGE IN MILEAGE REIMBURSEMENT RATE EFFECTIVE 5/16/16

Ms. Wigand called on the Executive Director who indicated that HRA currently reimburses mileage at \$.48/mile and we would like to increase to the federal rate of \$.54 effective 5/16/16. Also, she would like to have the HRA mileage rate also be the same as the federal rate. She noted that she has looked at the impact to programs and feels is a manageable increase. It was noted that the volunteer reimbursement rate will be what the programs can afford and what the funding source dictates. Staff were asked to check to see whether volunteers have to pay taxes on mileage reimbursement if a program pays more than the federal volunteer rate of \$.15/mi. **CRAIG REITER MOVED TO APPROVE THE CHANGE IN MILEAGE REIMBURSEMENT TO \$.54 AND TO ALLOW STAFF TO ADJUST THE REIMBURSEMENT RATE WHEN CHANGES**

**ARE MADE TO THE FEDERAL RATE, SECONDED BY TOM LIPPENS; MOTION CARRIED.
(1 ABSTENTION)**

EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg who noted that Joe Dehlin is working on the DOE Weatherization grant which is due May 16th. They are also setting up a phone conference to discuss the transition of the Marquette and Alger County Weatherization Program to our agency.

Randy Daigneault is done as the Adult Day Service Director and Jamie Roshak has started in this position.

The Executive Director announced that we are a major sponsor and coordinator of the U.P. Senior Living Conference to be held at the Island Resort Conference Center on May 17th - 342 registered.

Staff will be working on the Senior Volunteer state grants that are due June 15th.

Theresa Nelson's last day of work is Thursday, May 26th. Julie Moberg reported that we are in the process of interviewing for the RSVP Coordinator position. RSVP recently held their annual recognition dinners.

The Executive Director told members that Jennifer Thayer has been hired to replace Brenda VanEffen as the SCP Coordinator.

She noted we will also be hiring a new receptionist in the next couple of weeks as ours has accepted a full-time position elsewhere.

Ms. Moberg reviewed a report from our Michigan Association on the numbers served across the state. She highlighted the U.P. CAA data and noted that we are serving nearly triple the amount of people as the other U.P. CAA's. She stated that staff are doing a great job reaching our people.

The members were notified that we are close to implementing a new electronic time clock for all employees that is web-based.

She reported that we continue to work through our personnel issues in the Personal Care Program.

She noted that we are in the process of completing our Community Needs Assessment which needs to be done every three years. The survey was given to members to complete if they wish.

THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

The members were reminded that our next meeting is on July 7, 2016 at the Comfort Inn next to the Big Boy in Manistique unless we hear differently.

ADJOURNMENT

The meeting adjourned at 1:40 p.M.with a ***MOTION FROM CRAIG REITER, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.***

<i>NEXT MEETING THURSDAY, JULY 7, 2016 COMFORT INN, MANISTIQUE</i>

<i>MORE INFORMATION TO COME ON LUNCH & MEETING TIMES</i>
