

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

**GOVERNING BOARD MEETING
Thursday, July 20, 2017
Little Nugget, Wallace MI
12:15 p.m. (CST)**

MINUTES

The meeting was called to order at 12:48 p.m. by Chair Karen Wigand. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Susan Kleikamp, Menominee
Clyde Thoune, Menominee
Myra Croasdell, Delta
Shanna Jasmin, Delta
Peter Thoune, Menominee
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dave Anthony, Menominee
Geri Nelson, Delta
Bernie Lang, Menominee
Tom Lippens, Delta
Omer Doran, Schoolcraft
Geri Nelson, Delta

MEMBERS ABSENT

John Stapleton, excused
Dan LaFoille, excused
Ken Penokie, excused
Dave Moyle, excused
Andrea Raygo

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Leslie Moulds, Receptionist
Nicole Cook, Policy Council
Lydia Davis, Policy Council
Myra Smeester, ECP Director
Mary Ciminskie, HR Manager
Jill Johnsen, Assist. Finance Director
Connie Maule, SCP Director
Peggy Ramsden FGP Director
Pat Royer, Senior Nutrition Mgr.
Debby Wiltzius, In-Home Services Mgr.
Amanda Ely, Policy Council
Lori Lacosse, Menominee Client Service Worker

APPROVAL OF MAY 11, 2017 GOVERNING BOARD MINUTES

Members were mailed a copy of the May 11, 2017 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

Karen Wigand called on Clyde Thoun who reported that the Nominating Committee met and recommends the reappointment of Ken Penokie to another five-year term representing Legal Services of Northern MI in the Delta County Consumer Sector. **PETER THOUNE MOVED TO REAPPOINT KEN PENOKIE TO ANOTHER FIVE-YEAR TERM ON THE BOARD, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

He reported that the following have placed their name in nomination for the following positions – Karen Wigand-Chair, Myra Croasdell, Vice-Chair, Susan Kleikamp-Treasurer, Omer Doran-Secretary. He reminded the members that per our revised By-laws, the term for officers is now two years instead of one. **PETER THOUNE MOTIONED TO APPROVE THE SLATE OF OFFICERS AS PRESENTED RECOMMENDS APPROVAL OF THEIR APPOINTMENTS, SECONDED BY CRAIG REITER; MOTION CARRIED.**

The Executive Director congratulated the officers and thanked them for their willingness to serve.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed the May HRA Accounts Payables and recommends their approval. **CLYDE THOUNE MOVED TO APPROVE THE HRA MAY ACCOUNTS PAYABLE SCHEDULES, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Susan also reported that the Finance Committee reviewed the May HRA Accounts Payables and recommends their approval which was done with **A MOTION FROM PETER THOUNE, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

The committee also recommends approval of the Cost Allocation Plan that was mailed to all the members. Even though there are no changes, it must be reviewed annually. **PETER THOUNE MOVED TO APPROVE THE COST ALLOCATION PLAN, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Members were also mailed a draft of the Financial Procedures Manual revision with a synopsis of the changes. It was noted that the Finance Committee worked closely on this revision with staff and recommends it for board approval. **CLYDE THOUNE MOVED TO APPROVE THE REVISED FINANCIAL PROCEDURE MANUAL, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

Chair Wigand called on Tom Lippens who reported that the Safety Committee met on June 14, 2017. Our representative from the Accident Fund was available to review our Worker's Compensation claims so far this year and provide tips for increasing safety and awareness. The committee reviewed an accident in the Senior Services Program where an employee tripped on a folding screen. Staff have found a better way to secure the screen to prevent a similar accident. Tom noted the committee will now be reviewing all accidents, not just ones reported to Worker's Comp. ***CRAIG REITER MOVED TO APPROVE THE SAFETY COMMITTEE REPORT, SUPPORTED BY PETER THOUNE; MOTION CARRIED.***

ACCEPTANCE OF MONTHLY REPORTS

Members were mailed copies of the April/May FGP monthly reports, May/June SCP monthly reports, April/May RSVP monthly reports, and the 2016-17 Client Services Survey Results ***AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.*** Susan Kleikamp indicated she wished there was more participation in our programs from Menominee County residents.

APPROVAL OF 5/30/17 ADVISORY COMMITTEE MINUTES

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

- 4/7/17 (Mid-County) & 5/5/17 (Schoolcraft) FGP minutes
- 5/25/17 (Schoolcraft) & 6/22/17 (Delta) SCP minutes

and ***THEY WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY PETER THOUNE; MOTION CARRIED.***

RATIFICATION OF EXECUTIVE COMMITTEE ACTION TO AUTHORIZE ACCEPTANCE OF \$30,000 FROM MSHDA FOR NEIGHBORHOOD ENHANCEMENT IN THE CITY OF ESCANABA

Karen Wigand called on Julie Moberg who reported that MSHDA identified the neighborhoods to receive the grants and one in our area was for the City of Escanaba. The money will be used to clean up home exterior, build ramps and do work on homes to prevent them from becoming condemned. ***PETER THOUNE MOVED TO RATIFY THE EXECUTIVE COMMITTEE ACTION TO AUTHORIZE THE ACCEPTANCE OF \$30,000 FROM MSHDA FOR NEIGHBORHOOD ENHANCEMENT IN THE CITY OF ESCANABA, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

RATIFICATION OF EXECUTIVE COMMITTEE ACTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION TO MSHDA FOR EMERGENCY SHELTER IN THE AMOUNT OF \$45,000

The Chair called on Julie Moberg who informed the members that we were told on short notice that Alger-Marquette will not be applying for the emergency shelter funds for our counties and there is a great need for these funds. **CLYDE THOUNE MOVED TO RATIFY THE EXECUTIVE COMMITTEE ACTION AUTHORIZING SUBMISSION OF A GRANT TO MSHDA FOR EMERGENCY SHELTER FUNDS OF \$45,000, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL TO APPLY FOR A JOINT CS MOTT ENERGY EFFICIENCY GRANT WITH THE U.P. COMMUNITY FOUNDATION

Karen Wigand called on the Executive Director who reported that she was part of a large group meeting where it was agreed that the U.P. Community Foundation would apply for a joint grant with U.P. CAA's to CS Mott for Energy Efficiency funds to help support Weatherization Program initiatives. **CLYDE THOUNE MOVED TO AUTHORIZE THE SUBMISSION OF A JOINT GRANT TO CS MOTT FOR ENERGY EFFICIENCY FUNDS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL TO APPLY FOR A JOINT HEALTHY AGING GRANT WITH THE COMMUNITY FOUNDATION

The Chair called on Julie Moberg who indicated we would like to apply for a grant with the Community Foundation of Delta County whereby we partner with the YMCA to help eliminate our waiting list at the Adult Day Center. It would also be used to offer respite to the caregivers of the Adult Day Center's by offering them free classes at the YMCA and at our senior centers. **SUSAN KLEIKAMP MOVED TO AUTHORIZE SUBMISSION OF A HEALTHY AGING GRANT WITH THE COMMUNITY FOUNDATION OF DELTA COUNTY, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

REVIEW OF 2016 CSBG ANNUAL REPORT

Members were mailed a copy of the 2016 CSBG Annual Report for their review and **IT WAS ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

ACCEPTANCE OF 6/22/2017 WEATHERIZATION TECHNICAL MONITORING REPORT

Members received a copy of the 6/22/2017 Weatherization Technical Monitoring report for their review. The Chair called on Julie Moberg who explained there were several findings in the report that are a result of the contract monitor being from Indiana whereby different measures are used in their Weatherization Program than in Michigan's. The findings are being addressed and we will keep the board updated. **CRAIG REITER MOVED TO ACCEPT THE 6/22/2017**

WEATHERIZATION TECHNICAL MONITORING REPORT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

HIPAA & MEDICARE FRAUD TRAINING

The board was provided information/training on HIPAA Privacy & Security and Medicare Parts C & D Fraud, Waste & Abuse.

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on Julie Moberg who reported that we continue to watch what is happening with the federal budgets and at this time it looks like most of our programs will be at least level funded, except for CSBG that might receive an approximate 15% cut.

The members were told that Julie and Sally Kidd, Senior Services Director, have completed presentations to the County Boards of Commissioners. Some staff also met with Gary Peter's Representative, Elise Matz and the Hermansville Senior Center hosted a meeting with Representative Beau LaFave.

We were recently notified that there will be no Summer Propane Pre-Buy Program this year. We are disappointed as last year we assisted in over \$250,000 to lock in a lower fuel price for many folks.

In June we were monitored by the MI Dept. of Health & Human Services for our Weatherization, LIHEAP and CSBG programs and will give the report to the board when we receive it.

PUBLIC COMMENT

The Chair called on Bernie Lang who noted that the report to the Menominee County Board of Commissioners was very thorough and well received.

OTHER BUSINESS

Karen Wigand called on Clyde Thoun who thanked the board and staff for the flowers and well wishes while he was recuperating.

The Board Chair commended staff in their efforts to obtain new grants and funding initiatives to support our service and expand into new areas of need. She said the board appreciates the work of staff and the Policy Council.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:20 P.M. WITH A MOTION FROM GERI NELSON, SECONDED BY CRAIG REITER; MOTION CARRIED.***