

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

**GOVERNING BOARD MEETING  
511 First Avenue North, Escanaba MI  
Thursday, April 7, 2016  
12:45 p.m.**

**MINUTES**

The Chair called the meeting to order at 12:51 p.m. and a quorum was noted with the following present:

**BOARD MEMBERS**

Omer Doran, Schoolcraft  
Karen Wigand, Delta  
Myra Croasdell, Delta  
Susan Kleikamp, Menominee  
Dan LaFoille, Schoolcraft  
Amanda Ely, Delta  
Andrea Raygo, Menominee  
Lee Robbert, Schoolcraft  
Tom Lippens, Delta  
Geri Nelson, Delta  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Bernie Lang, Menominee  
Clyde Thoune, Menominee

**OTHERS**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Myra Heslip, Early Childhood Director  
Theresa Nelson, RSVP Director  
Sarah Cantrell, RSVP Director Trainee  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Connie Maule, SCP Director

**MEMBERS ABSENT**

David Moyle, excused  
Dave Anthony  
Craig Reiter, excused

Chair Wigand introduced and welcomed our two new board members, Andrea Raygo (Menominee Co.) and Amanda Ely (Delta Co.).

**APPROVAL OF MARCH 10, 2016 GOVERNING BOARD MINUTES**

Members received a draft of the 3/10/16 Governing Board minutes for their review. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The committee reviewed the HRA February accounts Payable Schedule and recommends their approval. **THEY WERE ACCEPTED WITH A MOTION FROM CLYDO THOUNE, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also reviewed and revised the agency's cost allocation plan. **JOHN STAPLETON MOTIONED TO ACCEPT THE FINANCE COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.**

### **NOMINATING COMMITTEE REPORT**

Karen Wigand called on Clyde Thoun who told the board that the Nominating Committee met today and reviewed the application of Peter Thoun to fill the vacancy in the Private Sector of Menominee County, representing financial institutions and they recommend his approval. **DAN LAFOILLE MOVED TO APPROVE THE APPOINTMENT OF PETER THOUNE TO REPRESENT FINANCIAL INSTITUTIONS IN THE PRIVATE SECTOR OF MENOMINEE COUNTY, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also discussed having the board officer terms made longer than one year. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM OMER DORAN, SUPPORTED BY GERI NELSON; MOTION CARRIED.**

### **APPROVAL OF ADVISORY COMMITTEE MINUTES**

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

- 2/26/16 Senior Companion Program Advisory Committee minutes
- 1/7/16 (Delta) & 2/9/16 (M/M) Retired & Senior Volunteer Program Advisory Committee minutes
- 3/8/16 (Mid-Co.) Senior Center Advisory Committee minutes

**THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

### **ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members were mailed copies of the Senior Services and Weatherization Feb./March monthly program reports and **THEY WERE ACCEPTED WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

### **ACCEPTANCE OF CSBG ANNUAL REPORT FOR FY ENDING 9/30/2015**

The Chair called on Julie Moberg who reviewed the CSBG Annual report for the fiscal year that ended 9/30/2015. **THE CSBG ANNUAL REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

### **APPROVAL OF MDS TO ADMINISTER THE WEATHERIZATION PROGRAM FOR ALGER & MARQUETTE COUNTIES**

Karen Wigand called on the Executive Director who reminded the board that at the last meeting the possibility of us administering the Alger-Marquette Community Action Agency's Weatherization Program was discussed. After much consideration and an assurance from the Bureau of Community Action and Economic Opportunity that we would not lose slots in our counties as a result of this, we have decided to administer this program. The grant cycle is for 3 years with two 3 year extensions beyond that. Mr. LaFoille suggested that we notify the county boards regarding this change. **MR. LAFOILLE MOVED TO APPROVE MDS TO**

***ADMINISTER THE WEATHERIZATION PROGRAM FOR ALGER & MARQUETTE COUNTIES, SUPPORTED BY KEN PENOKIE; MOTION CARRIED.***

**AUTHORIZATION TO APPLY TO ADMINISTER THE SCHOOLCRAFT COUNTY CDBG HOUSING PROGRAM**

The Chair called on Julie Moberg who informed the board that last fall we were approached by the Chair of the Schoolcraft County Commissioners to see if it would be feasible for our agency to administer the CDBG Housing Program for Schoolcraft County as they have had difficulty in finding an administrator to run the program effectively. Mr. LaFoilie indicated that some of the old liens and paperwork from the previous grants may not be in good order. The Executive Director noted that Naomi Fletcher, who administers the Delta County CDBG Grant has been in contact with the Schoolcraft County contact person and feels it is manageable. ***MR. LAFOILLE MOVED TO AUTHORIZE OUR AGENCY TO APPLY (WITH CAUTION) TO ADMINISTER THE SCHOOLCRAFT COUNTY CDBG HOUSING PROGRAM, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**BOARD TRAINING: ROLES & RESPONSIBILITIES OF GOVERNING BOARD MEMBERS**

Karen Wigand called on Julie Moberg who reviewed the handout given to members on Roles and Responsibilities of board members as well as explaining the tripartite board requirements.

**APPROVAL OF EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on Julie Moberg who reported that we have received another \$50,000 in deliverable fuel funds and another \$5,000 to assist with heat and utilities.

The Executive Director reminded the members that our current Adult Day Services Director has submitted his resignation and we have made an offer to Kristine Scheider-Trotter to fill the position.

She told the board that we continue to work through issues with the Personal Care Program. We are now working with three government agencies on complaints from one past employee. They are: US Wage and Hour, the State OSHA Dept. for Wage and Hour and the National Labor Relations Board. If any board member would like more detail on these complaints, feel free to see the Executive Director. She asked for guidance from the board on allocating an amount to cover attorney fees and indicated we have already incurred \$10,000 in attorney fees. It was noted that we have Errors and Omissions Insurance but the deductible is \$25,000. The board authorized the Executive Director to use her discretion in continuing to utilize our attorney as needed and just keep the board updated.

Members were given a handout from the Dept. of Labor noting that regulations regarding what qualifies someone as an exempt or non-exempt (salaried or hourly) employee is changing in July and this will affect several of our employees.

***TOM LIPPENS MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

The Chair called on Clyde Thoun who asked for an explanation regarding the role of Advisory Committees and was told they are advisory only and not policy makers.

**ADJOURNMENT**

There being no further business the meeting ***ADJOURNED AT 1:42 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

**THE NEXT MEETING IS THURSDAY MAY 12, 2016 AT 12:30 P.M.**