

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

**GOVERNING BOARD MEETING
Wednesday, January 17, 2018 (Rescheduled meeting)
511 First Avenue North, Escanaba MI
12:45 p.m.**

MINUTES

The meeting was called to order at 1:26 p.m. and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Peter Thoune, Menominee
Geri Nelson, Delta
Karen Wigand, Delta
Theresa Nelson, Delta
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Ken Penokie, Delta
Bernie Lang, Menominee

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Myra Smeester, ECP Director
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Connie Maule, SCP Director
Shanna Hammond, HR Mgr.
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Tom Lippens, excused
Craig Reiter, excused
Dan LaFoilie, excused
Nicole Cook, excused
Dave Anthony, excused
Jennifer MacDonald, excused

APPROVAL OF NOVEMBER 9, 2017 GOVERNING BOARD MINUTES

Members received a draft of the November 9, 2017 Governing Board minutes and ***THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.***

**APPROVAL OF NICOLE COOK AS THE POLICY COUNCIL REPRESENTATIVE,
REPLACING SHANNA JASMIN**

The ECP Policy Council has appointed Nicole Cook to represent them on our Governing Board, replacing Shanna Jasmin. ***PETER THOUNE MOVED TO APPROVE NICOLE COOK'S APPOINTMENT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

NOMINATING COMMITTEE REPORT/ACCEPTANCE OF LEE ROBBERT'S RESIGNATION

The Chair called on Clyde Thoune who reported that the committee met today and recommends acceptance of Lee's resignation, with regret. ***SUSAN KLEIKAMP MOVED TO ACCEPT LEE ROBBERT'S RESIGNATION, SUPPORTED BY OMER DORAN; MOTION CARRIED.*** It was noted that Lee was a very good board member. The committee is seeking applicants to fill this consumer sector seat in Schoolcraft County so we can get someone seated for the March meeting.

EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL

Karen Wigand noted that the Finance and Personnel Committees held a joint meeting to complete and review Julie's performance this past year. ***PETER THOUNE MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW AND THE RECOMMENDATION OF THE FINANCE COMMITTEE'S WAGE INCREASE RECOMMENDATION, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on the Treasurer, Susan Kleikamp who reported that the Finance Committee met and reviewed the HRA October Accounts Payable Schedules and recommends their approval. ***PETER THOUNE MOTIONED TO APPROVE THE HRA OCTOBER ACCOUNTS PAYABLE SCHEDULES, SECONDED BY OMER DORAN; MOTION CARRIED.***

The Finance Committee also reviewed the HRA November Accounts Payable Schedules and ***THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY OMER DORAN; MOTION CARRIED.***

Members were given a copy of the proposed HRA wage guideline and Karen Wigand called on Julie Moberg for more information. She told the board that she used the ECP wage chart as a guide. ***SUSAN KLEIKAMP MOVED TO APPROVE THE HRA WAGE GUIDELINE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED – 1 NAY.***

The Chair noted that it had been recommended that we consider remodeling the rest of the administrative office, largely in part because of safety as far as the ability to exit the building and the very old non energy efficient furnaces. It also includes moving the outdated heating system from the roof into the building. A preliminary design was given to the members and after discussion ***PETER THOUNE MOVED TO AUTHORIZE STAFF TO MOVE FORWARD WITH THE REMODELING PLAN.*** It was noted that final authorization won't occur until bids are received and subsequently chosen.

The board was asked to consider a sole source bid from Dynamic Design to be the Project Manager and provide oversight to the project. It was noted that they are familiar with our building, their price is in line with industry standards and work could be done in timely manner. The project is under tight time constraints to get bids from contractors. There are also safety concerns in the building. After much discussion **PETER THOUNE MOVED TO APPROVE DYNAMIC DESIGN'S SOLE SOURCE BID OF \$19,200-\$23,880 FOR THE DESIGN AND ENGINEERING SERVICES FOR THE ADMINISTRATIVE OFFICE SPACE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF 2018 AGENCY-WIDE BUDGET

Members were mailed a copy of the 2017 & 2018 agency-wide budget (for comparison purposes). It was noted that the Organization Standards require board approval of an agency-wide budget. **PETER THOUNE MOVED TO APPROVE THE 2018 AGENCY-WIDE BUDGET, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF 403B PLAN REVISION

There was a minor language change in the 403b plan to clarify eligibility. **JOHN STAPLETON MOVED TO APPROVE THE 403B PLAN REVISION, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

APPROVAL OF FLEXIBLE BENEFITS PLAN – HRA REVISION

Karen Wigand called on Julie Moberg who indicated that since we are offering a flexible benefits plan, the board must approve the revision. **KEN PENOKIE MOVED TO APPROVE THE FLEXIBLE BENEFITS PLAN FOR HRA, SUPPORTED BY PETER THOUNE; MOTION CARRIED.**

APPROVAL OF DELTA MILLAGE BALLOT LANGUAGE

Members were given proposed ballot language for their review and **THE DELTA MILLAGE BALLOT LANGUAGE WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY OMER DORAN; MOTION CARRIED.**

APPROVAL OF MENOMINEE MILLAGE BALLOT LANGUAGE

Members were given proposed ballot language for their review and **THE MENOMINEE MILLAGE BALLOT LANGUAGE WAS APPROVED WITH THE ADDITION OF THE WORD "SENIOR" WITH A MOTION FROM JOHN STAPLETON, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following reports for their review: Oct./Nov. FGP, Nov./Dec. SCP & June – Oct. RSVP and ***THEY WERE ACCEPTED WITH A MOTION FROM PETER THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

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

- 10/17 (Menominee) & 11/2/17 (Schoolcraft) FGP Advisory Committee minutes
- 11/21 (Menominee) & 11/29/17 (Schoolcraft) SCP Advisory Committee minutes
- 7/27 (Delta) & 9/19/17 (Menominee) RSVP Advisory Committee minutes
- 10/9/17 (Mid-County) Senior Citizen Advisory Committee minutes

CLYDE THOUNE MOVED TO ACCEPT THE ADVISORY COMMITTEE MINUTES, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

ACCEPTANCE OF MI DEPT. OF HEALTH & HUMAN SERVICES FISCAL MONITORING REPORT DATED 12/18/17

Members received a copy of the MDHHS fiscal monitoring report dated 12/18/17 for their review and ***IT WAS ACCEPTED WITH A MOTION FROM PETER THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that we continue to monitor the federal budgets as the Continuing Resolution expires 1/19/18. She reported that we finally received the LCA deliverable fuel funds.

On 12/27/17 we received a \$8602 decrease in DOE (Weatherization) funds. We have not received our Weatherization LIHEAP funds of \$159,556 yet for this year.

The Executive Director reported that she has submitted a CSBG-Discretionary grant to hire a half-time data technician position to assist the Homeless Program and data entry for the Senior Services Program.

The members were informed that Lori Giuliani (formerly of RSVP & the Personal Care Program) has been hired as the RSVP Program Director. She has been in the position for about a month and is doing very well.

Julie noted that Cathy coordinated our every other year all staff training in December and it went very well. She asked Cathy to update the members on Walk for Warmth. She announced that

walks will be held in Escanaba, Manistique and Menominee on Saturday, February 24th. She reported that we will not be doing a Brats for Breakfast in Menominee as the proceeds have been declining and it's very labor-intensive. The Big Brat Sale in Escanaba will be held on Wed. February 21st. Board members were encouraged to support the event(s) in their county if they can. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY PETER THOUNE; MOTION CARRIED.**

PUBLIC COMMENT

Karen Wigand called on Peter Thoun who announced that there is a benefit dinner being held on March 17th in Belgium Town for Jan Mulzer, an employee from Stephenson.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 2:46 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY BERNIE LANG; MOTION CARRIED.**

NEXT MEETING IS MARCH 8, 2018 AT 12:30 P.M.
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