

**Menominee-Delta-Schoolcraft  
Human Resources Authority  
GOVERNING BOARD MEETING  
Thursday, January 12, 2017  
511 First Avenue North, Escanaba MI  
12:45 p.m. (EST)**

**MINUTES**

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Naomi Fletcher, Weatherization Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Peggy Ramsden, FGP Director  
Erin Russell, Family Community Coordinator  
Sarah Cantrell, RSVP Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Andrea Raygo, excused  
Shanna Jasmin, excused  
Ken Penokie  
Peter Thoune  
Dave Moyle

**APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017**

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4<sup>th</sup> (Labor Day) to the 7<sup>th</sup>. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the HRA November Accounts Payable Schedule and recommends their approval. **THE HRA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source bid from Ness Contracting for \$30,375 to remodel the front entrance of the administrative office building. **DAN LAFOILLE MOVED TO APPROVE THE BID FROM NESS CONTRACTING, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also recommends authorizing the Treasurer to be on the HRA General Account, Payroll and Housing Accounts **AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**AUTHORIZATION TO SUBMIT A NEW FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION**

The Chair called on Sarah Cantrell, RSVP Director, who reported that we have volunteers that transport people to get groceries or prescriptions and for medical appointments. Since there is a big demand for this service Sarah is seeking authorization to apply for funds to be used to pay for mileage in these instances. **SUSAN KLEIKAMP MOVED TO AUTHORIZE THE SUBMISSION OF A FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION, SECONDED BY CRAIG REITER; MOTION CARRIED.**

**APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD**

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra Croasdell disclosed that Shanna is her niece. **DAN LAFOILLE MOTIONED TO APPROVE SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members received copies of the FGP, SCP & RSVP Oct./Nov. monthly reports, the first quarter Client Services report and the 2016 in-home services customer satisfaction report. There were no questions **AND THEY WERE ACCEPTED UPON A MOTION FROM LEE ROBBER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL OF ADVISORY COMMITTEE MINUTES**

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

- 10/14 (Men), 11/18 (School), 12/8/16 (Delta) FGP Advisory Committee minutes
- 11/9 (Men), 11/30/16 (School) SCP Advisory Committee minutes
- 10/20 (Delta), 11/15 (M/M), 11/17/16 (Delta) RSVP Advisory Committee minutes
- 12/12/16 (Hermansville) Senior Center Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

### **UPDATE ON THE STRATEGIC PLAN GOALS**

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently and have made significant strides in marketing our programs and services. **CRAIG REITER MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

### **AUTHORIZATION TO MANAGE SCHOOLCRAFT CDBG PROGRAM INCOME FUND**

Karen Wigand called on Naomi Fletcher, Weatherization/Housing Director, who explained that the lack of current funding for housing rehabilitation has prevented the City of Manistique or the EDC to manage the minimal amount of program income that has recently been paid from mortgage liens that were secured for housing rehabilitation through MSHDA's Small Cities grant program that was originally managed by the Schoolcraft Economic Development Commission. The City asked if MDS CAA would manage said funds similar to our agreement with Schoolcraft County. **DAN LAFOILLE MOVED TO AUTHORIZE MDS CAA TO MANAGE THE SCHOOLCRAFT COUNTY CDBG PROGRAM INCOME FUND, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

### **EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who reported that the Weatherization Program is meeting its targeted goals so far. Naomi has worked out a process with Marquette staff for the intake process and energy audits. Eleven jobs have been completed so far this year.

Julie reported that SCP and FGP have moved to an easy to read monthly report for the Board. The Senior Companion Program held a fundraiser in December and raised \$1695. Both programs had Christmas parties for their volunteers.

She noted that Sarah Cantrell provided a comprehensive year-end look in her RSVP board report which is quite impressive. She also requested and received \$1,000 donation from the Sackerson Foundation and is also writing grants to the United Way and Superior Health Foundation. The RSVP volunteers assisted the Red Cross in a blood drive right after Christmas and exceeded their goal.

The Executive Director reported that we are in the thick of heat assistance requests and have just begun our Walk for Warmth campaigns. Walks will be held in Escanaba, Manistique & Menominee on February 25<sup>th</sup>. Julie indicated that she and Cathy will be meeting with DHHS-BCAEO to discuss the lack of administrative funding to administer our heat funds.

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Julie Moberg reported that the Senior Centers held their Christmas dinners which are always well attended. She noted that the in-home customer satisfaction report was given to the members, which includes home delivered meals and adult day center services.

Julie informed the board that we continue to clear the complaints with the National Labor Relations Board and the US Wage and Hour Division. Both settlement agreements are made and will be completed by 2/1/2017. There is one more complaint with the MI Department of Civil Rights.

The board was informed that we continue to see people daily who are in need of housing assistance, even in winter. Our new Homeless Resource Specialist is serving people in all three counties. On a related note the Executive Director reported that we will be hosting a Bachelor level social work intern for four months starting in January. She will be working with the homeless program and with the personal care program.

Julie reported that the Welcome Newborns program has been a good fit for this office, particularly for the close referrals with the Early Childhood Program.

**CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**PUBLIC COMMENT**

The Chair noted that in the Finance Committee it was strongly recommended that the Nutrition menu be put back in the monthly senior newsletters.

**OTHER BUSINESS**

There was some discussion on whether the cancellation of board meetings should occur if schools are cancelled in any of our three-county service area. **DAVE ANTHONY MOVED TO HAVE BOARD MEETING CANCELLATIONS FOLLOW THE SAME AS SCHOOL CLOSINGS IN ANY OF OUR THREE COUNTIES, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:40 P.M. WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

**NEXT MEETING IS THURSDAY, MARCH 9, 2017**