

**Menominee-Delta-Schoolcraft  
HUMAN RESOURCES AUTHORITY  
GOVERNING BOARD MEETING/POLICY COUNCIL JOINT MEETING  
Thursday, July 7, 2016  
Comfort Inn, Manistique  
12:45 p.m.**

**MINUTES**

The meeting was called to order at 12:55 p.m. and a quorum was noted with the following present:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Clyde Thoune, Menominee  
Bernie Lang, Menominee  
Dan LaFoilie, Schoolcraft  
Tom Lippens, Delta  
Dave Anthony, Menominee  
Geri Nelson, Delta  
Lee Robbert, Schoolcraft  
Peter Thoune, Menominee  
Shannon Jasmin, Policy Council  
Rebekah, Gilroy, Policy Council  
Myra Croasdell, Delta/P.C. Liaison  
Amanda Ely, Delta GB/Policy Council  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Ken Penokie, Delta  
Karen Wigand, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Leslie Moulds, Receptionist  
Debby Wiltzius, In-home Services Mgr.  
Don Tyrrell, Schoolcraft Client Services  
Sally Kidd, Senior Services Director  
Peggy Ramsden, FGP Director  
Sarah Carlson, RSVP Coordinator  
Sarah Cantrell, RSVP Director  
Brandi Brewster, Head Start  
Connie Maule, SCP Director  
Joe Dehlin, Weatherization Director  
Myra Heslip, ECP Director  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

John Stapleton, excused  
Dave Moyle, excused

Ms. Wigand welcomed our ECP Policy Council representatives, Shannon Jasmin and Rebekah Gilroy. Amanda Ely is also on Policy Council and the Governing Board and Myra Croasdell is the Policy Council liaison to the board. Other staff introductions were: Leslie Moulds, Receptionist, Sarah Carlson, RSVP Coordinator, Don Tyrrell, Schoolcraft Client Services Worker and Brandi Breyer, Head Start.

**ACCEPTANCE OF MAY 12, 2016 GOVERNING BOARD MINUTES**

Members received a draft of the May 12, 2016 Governing Board minutes for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY PETER THOUNE; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Susan Kleikamp for the report. Ms. Kleikamp reported that the committee met twice and reviewed the April Accounts Payable Schedule and recommends their approval. ***CRAIG REITER MOVED TO APPROVE THE CAA APRIL ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.*** The committee also

reviewed the audit bids that were received and recommends approval of Anderson, Tackman Co. to continue to provide our audit services. Our Finance Director, Kris Thibeault noted that 4 bids were received and were fairly close in costs and she feels any of the bidders could have done a credible job. Anderson, Tackman Co. was the least expensive and have done very well for us. **KEN PENOKIE MOVED TO APPROVE THE BID FROM ANDERSON, TACKMAN CO. FOR AUDIT SERVICES FOR THE NEXT THREE YEARS, SECONDED BY PETER THOUNE; MOTION CARRIED.**

### **NOMINATING COMMITTEE REPORT**

Karen Wigand turned the meeting over to Clyde Thoune for the election of officers. Mr. Thoune reviewed the proposed slate of officers as: Karen Wigand – Chair, Myra Croasdell – Vice Chair, Susan Kleikamp – Treasurer, Omer Doran – Secretary. **KEN PENOKIE MOVED TO APPROVE THE SLATE OF OFFICERS, CLOSE THE NOMINATIONS AND APPROVE THE OFFICERS BY UNANIMOUS CONSENT, SECONDED BY GERI NELSON; MOTION CARRIED.**

Clyde Thoune noted that the following are the Board Officers for 2016-2017: Chair – Karen Wigand, Vice-Chair – Myra Croasdell, Treasurer – Susan Kleikamp, Secretary – Omer Doran. Karen Wigand congratulated the officers and thanked them for their willingness to serve.

### **PERSONNEL COMMITTEE REPORT**

The Chair called on Myra Croasdell who reported that the Personnel Committee met on June 14 & June 27<sup>th</sup> to review the proposed changes to the Personnel Policies and recommends their approval. Members were mailed a copy of the draft policies as well as a synopsis of the changes. **DAN LAFOILLE MOTIONED TO APPROVE THE PERSONNEL POLICY REVISION, SECONDED BY GERI NELSON; MOTION CARRIED.**

The Committee also reviewed the revised Executive Director Succession Plan that more clearly identifies the process if we need to fill the position in an emergency and/or temporarily. **PETER THOUNE MOVED TO APPROVE THE REVISED EXECUTIVE DIRECTOR SUCCESSION PLAN, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

### **REVIEW AND APPROVAL OF AGENCY COMMUNITY NEEDS ASSESSMENT**

Members were given a copy of the 2016 agency Community Needs Assessment for their review. The information in the assessment is used to help drive program and services that we offer. **DAN LAFOILLE MOVED TO APPROVE THE 2016 COMMUNITY NEEDS ASSESSMENT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

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

Members received copies of the FGP & SCP April monthly reports, the May/June RSVP report and the Weatherization Report dated 6/24/16 for their review. **LEE ROBERT MOVED TO ACCEPT THE PROGRAM MONTHLY REPORTS, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

### **ACCEPTANCE OF ADVISORY COMMITTEE MINUTES**

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

- 5/5/16 (School) & 6/26/16 (Delta) FGP
- 4/29/16 (Menominee) & 6/26/16 (Delta) SCP Advisory Committee minutes
- 5/11/16 (Delta) RSVP Advisory Committee minutes

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

### **APPROVAL TO SUBMIT THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17**

Karen Wigand called on ECP Director, Myra Heslip for more information. Members were given copies of the program design, salaries and budget line items that Myra reviewed with them. ***LEE ROBBERT MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/16 – 10/30/17, SECONDED BY DAN LAFOILLE; MOTION CARRIED.***

### **HIPPA AND MEDICARE FRAUD TRAINING INFORMATION**

Members were provided information on HIPPA and Medicare Fraud.

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

Chair Wigand called on Julie Moberg who reported that the Dept. of Energy Weatherization grant began on July 1<sup>st</sup> and we are working to transition Alger & Marquette Counties into our service area. Interviews for Weatherization Director will be held the week of July 18<sup>th</sup>.

Members were told that our agency was a major sponsor and coordinator of the U.P. Senior Living Conference that was held at the Island Resort Conference Center on May 17<sup>th</sup> with 334 participants.

The Senior Volunteer Program grant applications were submitted by the June 15<sup>th</sup> due date.

We have hired a part-time Volunteer Coordinator for the RSVP Program, Sarah Carlson, who began at the end of June. Jennifer Thayer has been hired as the SCP Supervisor and has been on board since May 16<sup>th</sup>. We have also hired a new receptionist, Leslie Moulds who is doing a great job.

Julie informed the members that she and Cathy participated in our first Organizational Standards review by the Bureau of Community Action. The main citing was the need to complete the Community Needs Assessment that has since been completed. We felt we did well our first time out but have not received a formal report yet.

We are receiving new federal grant money this summer for a Summer Fuel Program. The Bureau of Community Action is awarding us \$304,400 that needs to be spent by August 31, 2016. Key staff will be sitting in on a webinar next week to get all the details so that we can get this program up and running on short order.

I have hired our new Housing Resource Specialist, Julie Hardy, who will begin work on July 21, 2016.

**GERI NELSON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY KLEIKAMP; MOTION CARRIED.**

**PUBLIC COMMENT**

Karen Wigand asked how the Adult Day Center is doing and Sally Kidd reported that Jamie Roshak is doing a very good job. Karen indicated she has concerns about the fund raising being done by Bishop Noa Home to support the Center being confused with fund raising we may do. She suggested doing some proactive press to remind folks they can support our program.

**OTHER BUSINESS**

The Executive Director noted that the members were given a copy of the 2014-15 annual report and **IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Julie Moberg also thanked the board for all of their support and guidance during her first year with our agency.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:15 WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**