

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, July 19, 2018
Comfort Inn
Manistique MI
1:05 p.m.**

MINUTES

The meeting was called to order at 1:05 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Nicole Cook, Delta
Geri Nelson, Delta
Tom Lippens, Delta
Karen Wigand, Delta
Penny Carlson, Schoolcraft
John Stapleton, Schoolcraft
Myra Croasdell, Delta

MEMBERS ABSENT

Peter Thoune, Menominee
Ken Penokie, Delta
Jennifer McDonald, Menominee
Bernie Lang, Menominee
Craig Reiter, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Manager
Kris Thibeault, Finance Director
Jill Johnson, Finance
Cindy LaMarche, Finance
Pat Royer, Nutrition Manager
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Myra Smeester, ECP Director
Dianne Gartland, Administrative Assistant
Naomi Fletcher, Weatherization Director
Kristy Franke, HS Policy Council
Stephanie Weizer, HS Policy Council
Sharla Kimmel, Schoolcraft CAA

APPROVAL OF MAY 10, 2018 GOVERNING BOARD MINUTES

Members received a draft of the May 10, 2018 Governing Board minutes and THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

FINANCE COMMITTEE REPORT

The chair called on the Treasurer, Susan Kleikamp who reported that the Finance Committee met and reviewed and approved the May CAA Accounts Payable Schedule. This was approved with a motion from Omer Doran, seconded by Penny Carlson; Motion Carried.

Treasurer, Susan Kleikamp reported that the Finance Committee met and reviewed and approved the Cost Allocation Plan. This was approved with a motion from Omer Doan, seconded by Myra Croasdell; Motion Carried.

Treasurer, Susan Kleikamp reported that the Finance Committee met and reviewed and approved the Revised Financial Procedures Manual. This was approved with a motion from Clyde Thoune, seconded by Geri Nelson; Motion Carried.

NOMINATING COMMITTEE REPORT

The chair called on Clyde Thoune, who reported the Nominating Committee met, reviewed and approved a new board application from Edie Erickson to fill the open Schoolcraft County Private Sector vacancy. This was approved by John Stapleton and seconded by Theresa Nelson; Motion Carried.

The Nominating Committee discussed the open vacancy in Menominee County. A decision was agreed upon to table filling that vacancy until next month as another person has expressed interest. Two applications will be reviewed. This was approved by Susan Kleikamp and seconded by Geri Nelson. Motion Carried.

APPROVAL OF ADMINISTRATION BUILDING CONSTRUCTION BIDS

The chair called on Julie Moberg for more information. A motion was made **by John Stapleton and seconded by Tom Lippens** to approve the Roy Ness Contracting but to wait until after the August 7, 2018 millage vote before awarding the bid. If the millage does not pass, the project will be redesigned and bid out again.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Karen Wigand reported on the acceptance of program reports. A motion to accept was made by Geri Nelson, seconded by Susan Kleikamp; Motioned carried.

- April/May Foster Grandparent Program monthly reports
- March Foster Grandparent Volunteer Survey Results
- April/May Retired & Senior Volunteer Program monthly reports
- March/April/May Senior Companion Program monthly reports
- Weatherization Program report 6/19/18
- 2017/2018 Heating Season report
- Senior Services 2nd Quarter monthly report

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members received copies of the following Advisory Council minutes for their review. A motion was made to accept by Susan Kleikamp, seconded by Tom Lippens; Motion carried.

- 4/17/18 (Mid-County) & 5/3/18 (Schoolcraft) FGP AC minutes
- 5/22/18 (Marinette/Men) & 5/17/18 (Delta) RSVP AC minutes
- 5/22/18 (Schoolcraft) SCP AC minutes
- 5/2/18 (Menominee) & 5/8/18 (Mid County) Senior Center AC minutes

AUTHORIZATION OF CSBG & CSBGD FISCAL YR 2017-2018 AMENDMENT

The chair called on Julie Moberg for more information. A motion was made to accept by Clyde Thoune, seconded by Myra Croasdell; Motion carried.

ACCEPTANCE OF CSBG FISCAL YR 2017 ANNUAL REPORT REVIEW

The chair called on Julie Moberg for more information. A motion was made to accept by Tom Lippens, seconded by Susan Kleikamp; Motion carried.

ACCEPTANCE OF WEATHERIZATION 6/12/18 MONITORING REPORT

The chair called on Julie Moberg for more information. A motion was made to accept by John Stapleton, seconded by Clyde Thoune; Motion carried.

EXECUTIVE DIRECTOR'S REPORT

Julie Moberg was called for her report. Julie reported that DHHS will now be determining eligibility heat assistance for LIHEAP. The millage is coming up in August and the Senior Services have been working on their presentations for Delta and Menominee Counties. A motion to accept the directors report was made by Tom Lippens, seconded by Geri Nelson; Motion carried.

PUBLIC COMMENT

Tom thanked the staff and stated that they did a great job providing lunch and arranging the meeting in Manistique.

OTHER BUSINESS

No other business came before the board

ADJOURNMENT

A motion to adjourn was made by Omer Doran and supported by Tom Lippens; Motion carried.

Meeting adjourned at 1:43 pm

Next meeting Thursday September 13, 2018 12:30 PM