

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

**GOVERNING BOARD MEETING  
Thursday, March 9, 2017  
511 First Avenue North, Escanaba MI  
12:45 p.m.**

**MINUTES**

Chair Karen Wigand called the meeting to order at 1:26 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
Tom Lippens, Delta  
Susan Kleikamp, Menominee  
Craig Reiter, Schoolcraft  
Karen Wigand, Delta  
Clyde Thoune, Menominee  
David Moyle, Delta  
Myra Croasdell, Delta  
Lee Robbert, Schoolcraft  
Peter Thoune, Menominee

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Dawn Gorecki, Bus Driver  
Pam Haluska, Hermansville Sr. Ctr. Admin.  
Mary Lee La Bonte, Bus Passenger  
Myra Smeester, ECP Director  
Cathy Pearson, Executive Assistant  
Peggy Ramsden, FGP Director  
Naomi Fletcher, Weatherization Director  
Mary Ciminskie, HR Manager  
Connie Maule, SCP Director  
Sarah Cantrell, RSVP Director  
Angie Gardner, Family Community Mgr.

**MEMBERS ABSENT**

Geri Nelson, excused  
Dave Anthony, excused  
John Stapleton, excused  
Bernie Lang, excused  
Shanna Jasmin, excused  
Ken Penokie, excused  
Andrea Raygo

**PRESENTATION OF AWARD TO DAWN GORECKI**

Karen Wigand presented a plaque to Dawn Gorecki, Hermansville Bus Driver, for heroism demonstrated in late December. Ms. Gorecki showed quick response in avoiding what could have been a terrible accident while passengers were on the bus. Great job!

**APPROVAL OF JANUARY 12, 2017 GOVERNING BOARD MINUTES**

Members were mailed a copy of the 1/12/2017 Governing Board minutes for their review. **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

### **FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 2/14/17 & 3/9/17 and reviewed the December and January HRA Accounts Payable Schedules. **DAVE MOYLE MOTIONED TO APPROVE THE DECEMBER CAA ACCOUNTS PAYABLE SCHEDULE, SECONDED BY LEE ROBBERT; MOTION CARRIED. PETER THOUNE MOVED TO APPROVE THE JANUARY ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

### **ACCEPTANCE OF CSBG ANNUAL REPORT FOR FY2016**

Members were mailed a copy of the Community Services Block Grant (CSBG) Annual report for their review. Julie Moberg reviewed some highlights of the report and **IT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

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

Members received copies of the following reports for their review: Dec./Jan. FGP report, Dec. Jan. RSVP report, Jan./Feb. SCP report, 2016 annual and 1<sup>st</sup> quarter Senior Services reports, Weatherization report through 1/31/2017. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

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

Members were mailed copies of the following advisory committee minutes for their review:

- 12/8/16 & 1/13/17 FGP Advisory Committee minutes
- 12/13/16 (M/M) & 1/5/17 (Delta) RSVP Advisory Committee minutes
- 2/8/17 (Menominee) SCP Advisory Committee minutes
- 1/26/2017 (Escanaba) & 1/30/2017 (Senior Center Advisory Committee minutes

**TOM LIPPENS MOVED TO ACCEPT THE ADVISORY COMMITTEE MINUTES AS PRESENTED, SUPPORTED BY PETER THOUNE; MOTION CARRIED.**

### **ACCEPTANCE OF FINANCIAL MONITORING REPORT DATED 1/30/2017**

Members received a copy of a Financial Monitoring report from the Aging & Adult Services Dept. There were no findings and **THE REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

### **AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2017-18**

The Chair reminded members that this is an annual authorization for refunding applications only. **CLYDE THOUNE MOVED TO AUTHORIZE THE SUMISSION OF REFUNDING APPLICATIONS FOR 2017-18, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

### **APPROVAL OF PROPOSED HIPAA POLICY**

Members were mailed a draft of a proposed HIPAA Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

### **WALK FOR WARMTH UPDATE**

Karen Wigand called on Cathy Pearson who reported that the following amounts have been raised to date (with more funds trickling in): Delta - \$34,000, Menominee - \$10,000 – Schoolcraft - \$5,000. She told the board that the Delta and Menominee County campaigns are down approximately \$12,000 each. She noted that she believes it's mainly due to the large number of worthwhile causes people are asked to donate to. Ms. Pearson commended Sharla on a job very well done, particularly for her first time and also Lori Lacasse and Renelle Betters in Menominee.

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

Karen Wigand called on the Executive Director who reported that the Weatherization Program is meeting its targeted goals with 17 jobs completed, 29 in process and a waiting list of 22 jobs. In February we were allocated an additional \$25,593 in LIHEAP funds. Naomi has also applied for MSHDA Neighborhood Revitalization Grant that would assist approximately 20 homeowners on beautification or rehabilitation of their home. She also reported on the following:

SCP & FGP are both doing well with recruitment. SCP has approximately 43 volunteers at 13 stations and FGP has approximately 44 volunteers at 12 stations. Both programs held Christmas parties for their volunteers in December.

RSVP: Sarah has been working on applying for funding for her the program's transportation service and so far has received \$1000 from the Sackerson Foundation, \$4046 from the Delta Co. United Way and \$3,000 from the Superior Health Foundation. We will review whether or not we can continue this service once these funds are exhausted.

Our heat assistance grants continue to be utilized. We were granted an additional 8% for administration of LIHEAP deliverable fuel grant which is much needed.

Senior Services: We have finalized the complaints with the National Labor Relations Board, the U.S. Wage & Hour Division and the Dept. of Civil Rights – all in our favor! We are gearing up for presentations to the County Boards to begin the process of promoting our senior citizen millages. We have been told that we will be receiving additional millage money that was lost in 2016 from the State allocation received by Delta County.

Homeless Services: We continue to see people daily who are in need of housing assistance, even in the winter. Julie Hardy is serving people in all three counties. Our intern has been a big help to Julies as she catches up on reporting requirements.

**THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG MYRA CROASDELL; MOTION CARRIED.**

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

Dan LaFoilie, commended staff for all of the good work they do.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:05 P.M. WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**