

**Menominee-Delta-Schoolcraft  
HUMAN RESOURCES AUTHORITY  
Governing Board Meeting  
Thursday, September 12, 2019  
Community Action Agency  
Escanaba MI  
1:00 p.m.**

**MINUTES**

The meeting was called to order at 1:12 pm and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Jennifer MacDonald, Menominee  
Rachel Duchaine, Delta  
Dave Rivard, Delta  
Mia Smith, Menominee  
Geri Alanko, Delta  
John Stapleton, Schoolcraft  
Craig Reiter, Schoolcraft  
Bernie Lang, Menominee  
Karen Wigand, Delta  
Katherine Jinkerson, Menominee  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Penny Carlson, Schoolcraft  
Susan Kleikamp, Menominee  
Craig Reiter, Schoolcraft

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Shanna Hammond, HR Director  
Kris Thibeault, Finance Director  
Naomi Fletcher, Weatherization Director  
Dianne Gartland, Admin Assistant  
Peggy Ramsden, FGP Director  
Myra Smeester, HS/EHS Director

**MEMBERS EXCUSED**

Peter Thoun  
Ken Penokie  
Tom Lippens  
Edie Erickson

**MEMBERS ABSENT**

**APPROVAL OF JULY 11, 2019 GOVERNING BOARD MINUTES**

Members received a draft of the July 11, 2019 Governing Board minutes and **they were approved with a motion from Geri Alanko, seconded by Myra Croasdell; Motion Carried.**

**FINANCE COMMITTEE REPORT**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the June 2019 HRA Accounts Payable Schedule. **This was approved with a motion from Craig Reiter, seconded by Geri Alanko; Motion Carried.**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the July 2019 HRA Accounts Payable Schedule. **This was approved with a motion from Jenny MacDonald, seconded by John Stapleton; Motion Carried.**

### **ACCEPTANCE OF HRA 990 TAX FORM**

The chair called on Finance Director Kris Thibeault for more information regarding the HRA 990 Tax form. **A motion was made to accept by Dave Rivard, seconded by Susan Kleikamp; Motion carried.**

### **APPROVAL OF THE 2020 CAA/HRA BOARD MEETING SCHEDULE**

Members received a copy of the proposed 2020 CAA/HRA Governing Board meeting schedule. It was noted that the Annual Governing Board meeting will still be held in July but the location will now be in Delta County. The yearly out of town meeting will now be held in September. **A motion was made by Craig Reiter to accept the CAA/HRA Board Meeting schedule as presented and seconded by Geri Alanko; Motion Carried.**

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

Members received copies of the following program monthly reports for their review. **A motion was made by Omer Doran to accept the reports as presented and seconded by Dave Rivard; Motion Carried.**

- Weatherization By the Numbers as of 08/27/2019
- Weatherization - 2019 Summer Pre-Buy Program
- Foster Grandparents June/July 2019 Program Report
- Senior Companions June/July 2019 Program Report
- Senior Services 3<sup>rd</sup> Quarter Report
- CSBG 3<sup>rd</sup> Quarter Report

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

Members received copies of the following Advisory Committee minutes for their review. **A motion was made to accept the minutes as presented by Craig Reiter, seconded by Mia Smith; Motion carried.**

- Delta County Senior Center 07/25/19 AC Minutes
- Hermansville Senior Center AC Minutes 08/27/19
- Foster Grand Parent Menominee County AC Minutes 07/16/19
- Foster Grand Parent Delta County AC Minutes 06/06/19
- Senior Companion Delta County AC Minutes 07/10/19
- Senior Companion Menominee County AC Minutes 07/13/19

### **ACCEPTANCE OF THE FINANCIAL PROCEDURE MANUAL**

The chair called on Kris Thibeault for more information. **A motion was made to accept by Bernie Lang, seconded by Geri Alanko; Motion carried.**

### **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Julie Moberg for her report. Julie reported that the Weatherization Program met their program goals for the number of clients served for the year. We also participated in a

Summer Fuel Grant Program that allowed us to serve 21 propane clients. We are waiting to hear if the Bureau of CAA will receive a MEAP Heat Assistance Grant this year. Our agency recently hosted a State training for the UP utilizing our new board/training room. We hired a new Facilities Manager for the HRA side of the agency. **A motion was made to accept the report as presented by Omer Doran and seconded by Myra Croasdell; Motion Carried.**

### **OTHER BUSINESS**

A reminder that the by-laws committee needs to meet before the next Governing Board meeting.

### **PUBLIC COMMENT**

The Senior Companion Program is having a fundraiser. See Board Member Susan Kleikamp if you would like to purchase raffle tickets to help support the Senior Companion Program.

Naomi Fletcher stated that a Family Service/Client Service worker has been hired in Schoolcraft County. This will be a shared position between HRA and Head Start.

### **ADJOURNMENT**

**A motion to adjourn was made by John Stapleton, supported by Susan Kleikamp; Motion carried.**

**Meeting adjourned at 1:29 pm. Next meeting is scheduled October 10, 2019 at 12:30 pm.**