

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

**GOVERNING BOARD MEETING
Thursday, September 7, 2017
12:45 p.m.**

MINUTES

The meeting was called to order at 12:57 p.m. and a quorum noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Tom Lippens, Delta
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Bernie Lang, Menominee
Lee Robbert, Schoolcraft
Karen Wigand, Delta
Theresa Nelson, Delta
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Naomi Fletcher, Weatherization Director
Myra Smeester, Early Childhood Director
Allison Derouin, RSVP Director
Connie Maule, SCP Director
Mary Ciminskie, Human Resource Mgr.
Peggy Ramsden, FGP Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Geri Nelson, excused
Dave Anthony, excused
Dan LaFoille, excused
Peter Thoune, excused
Craig Reiter
Shanna Jasmin

**ACCEPTANCE OF THERESA NELSON'S APPOINTMENT TO REPRESENT THE DELTA
COUNTY BOARD OF COMMISSIONERS, REPLACING DAVE MOYLE**

The Chair reported that the Delta County Board of Commissioners has appointed Theresa Nelson to replace Dave Moyle as their representative on our Governing Board and ***THERESA NELSON'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

ACCEPTANCE OF RESIGNATION OF ANDREA RAYGO – MENOMINEE CONSUMER SECTOR

Karen Wigand announced that Andrea Raygo has resigned due to personal reasons. ***CLYDE THOUNE MOTIONED TO ACCEPT ANDREA RAYGO'S RESIGNATION, SECONDED BY OMER***

DORAN; MOTION CARRIED. The Chair noted there will be a brief Nominating Committee meeting following the board meeting to develop a plan to fill this vacancy.

APPROVAL OF JULY 20, 2017 GOVERNING BOARD MINUTES

Members received a copy of the July 20, 2017 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 8/8 & 9/7. The committee reviewed and recommends approval of the June HRA A/P Schedule and **IT WAS APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee and reviewed and recommends approval of the July HRA A/P Schedule **AND IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

The Finance Committee also reviewed two bids received for the agency's annual 403b Audit and recommends the bid from Schneider, Larche & Happala for \$6,100 for one year. **JOHN STAPLETON MOTIONED TO ACCEPT THE BID OF \$6,100 FROM SCHNEIDER, LARCHE & HAPPALA FOR 403b AUDIT SERVICES FOR ONE YEAR, SECONDED BY OMER DORAN; MOTION CARRIED.**

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Safety Committee met today and reviewed two accidents and one incident report. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

REVIEW AND ACCEPTANCE OF 2015-2016 990 TAX RETURN FOR HRA

Members were mailed a copy of the 2015-2016 990 Tax Return for CAA for their review. The Chair noted that the Organizational Standards required to accept the Tax Return. **KEN PENOKIE MOVED TO ACCEPT THE 2015 990 TAX RETURN FOR CAA, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were mailed copies of the following reports for their review:

- Weatherization Report through 6/30/2017
- Senior Citizen Report through 6/30/2017
- July/Aug. Senior Companion Program
- June/July Foster Grandparent Program

There were no questions and ***THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.***

APPROVAL OF ADVISORY COMMITTEE MINUTES

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

- 7/14 (Menominee) & 8/4/17 (Schoolcraft) Foster Grandparent Advisory Committee minutes
- 7/27/17 (Menominee) Senior Companion Advisory Committee minutes
- 7/24 (M/M) & 7/27/17 (Delta) Retired & Senior Volunteer Advisory Committee minutes
- 5/4/17 (Escanaba) Senior Citizen Policy Advisory Committee minutes

APPROVAL OF TRANSPORTATION SERVICES TITLE VI PLAN

Members were mailed a copy of the Title VI Transportation Services Plan per our grant requirements. ***KEN PENOKIE MOVED TO APPROVE THE TITLE VI TRANSPORTATION SERVICES PLAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

APPROVAL OF CSBG GRANT APPLICATION FOR \$175,000

The Chair noted that members were mailed the application plan and budget summary. She called on Julie Moberg who explained that these funds cover Client Service Workers, board functions, and some administrative and human resource functions. ***KEN PENOKIE MOTIONED TO APPROVE THE CSBG GRANT APPLICATION FOR \$175,000, SUPPORTED BY MYRA CROASELL; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that the federal budget picture is uncertain, however we have received word that our LIHEAP grants that fund our deliverable fuel program and some Weatherization initiatives have been delayed until at least January and we normally receive these funds October 1st.

She announced that we have received \$45,000 for emergency shelter and \$30,000 for home improvements in certain Escanaba neighborhoods. In addition, we renegotiated our AMCAB service agreement to support our Homeless Resource Specialist position.

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The Executive Director reported that Mary Ciminskie, Human Resources Manager, is retiring at the end of September. Mary has done an excellent job. She noted that we have hired Shanna Hammond to fill this position. The Executive Director introduced Allison Derouin, our new RSVP Director.

LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.

PUBLIC COMMENT

The Chair called on Ken Penokie who reported that Legal Services has a new attorney, Ian Rothe, to help the elderly who are victims of crime.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting adjourned at 1:20 ***WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.***

<i>NEXT MEETING, OCTOBER 12, 2017 AT 12:30 P.M. EST</i>
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