

**Menominee-Delta-Schoolcraft
Human Resources Authority
GOVERNING BOARD MEETING
Thursday, September 13, 2018
Escanaba Civic Center
Escanaba MI
1:15 p.m.**

MINUTES

The meeting was called to order at 1:15 pm and a quorum noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Theresa Nelson, Delta
Craig Reiter, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Karen Wigand, Delta
Penny Carlson, Schoolcraft
Edie Erickson, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Connie Maule, SCP Director
Shanna Hammond, HR Manager
Kris Thibeault, Finance Director
Peggy Ramsden, FGP Director
Lori Giuliani, RSVP Director
Naomi Fletcher, Weatherization Director
Dianne Gartland, Administrative Assistant
Sally Kidd, Senior Services Director
Myra Smeester, ECP Director

MEMBERS ABSENT

Peter Thoune – Excused
Jennifer McDonald – Excused
Geri Nelson – Excused
Myra Croasdell – Excused
Ken Penokie
Bernie Lang
Nicole Cook

APPROVAL OF JULY 19, 2018 GOVERNING BOARD MINUTES

Members received a draft of the July 19, 2018 Governing Board minutes and THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY JOHN STAPLETON; 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 June HRA Accounts Payable Schedule. This was approved with a motion from Omer Doran, seconded by Clyde Thoune; Motion Carried.

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NOMINATING COMMITTEE REPORT

The chair called on Clyde Thoune, who reported the Nominating Committee met, reviewed and approved a new board application from Kenneth Meshigaud to fill the open Menominee County Private Sector vacancy. This was approved by Craig Reiter and seconded by Susan Kleikamp; Motion Carried.

ACCEPTANCE OF THE 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 by Omer Doran, Seconded by John Stapleton; Motion Carried.

APPROVAL OF THE 2019 CAA/HRA BOARD MEETING SCHEDULE

Members received a copy of the proposed 2019 CAA/HRA Governing Board Meeting Schedule. A motion was made by Craig Reiter, seconded by Theresa Nelson to accept the 2019 CAA/HRA Governing Board Meeting Schedule as presented. Motion Carried.

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

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

- June/July Foster Grandparent Program monthly reports
- June/July Retired & Senior Volunteer Program monthly reports
- June RSVP Annual Station Survey Results
- June/July Senior Companion Program monthly reports

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

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

- 7/10/18 (Mid-County) & 6/7/18 (Delta) FGP AC minutes
- 6/26/18 (Esanaba) & 8/8/18 (Menominee) SCP AC minutes
- 7/26/18 (Delta) Senior Center AC minutes

ACCEPTANCE OF THE 2018 BCAEO PROGRAMMATIC MONITORING DESK REVIEW FOR WAP & LCA

All Members received a copy of the Programmatic Monitoring Desk Review. A motion was made to accept by Omer Doran, seconded by Craig Reiter; Motion carried.

ACCEPTANCE OF CSBG APPLICATION FOR FISCAL YEAR 2019

All Members received a copy of the 2019 CSBG application. A motion was made to accept the CSBG application for FY 2018-2019 by John Stapleton, seconded by Craig Reiter; Motion carried.

APPROVAL OF THE NATIONWIDE LIFE INSURANCE POLICY

The chair called on Julie Moberg for more information. Julie informed the Board the new life insurance would be a benefit for all full time employees regardless of health insurance benefits. A motion was made to accept the Nationwide Life Insurance of \$20,000 per full time employee by John Stapleton, seconded by Tom Lippens; Motion carried.

APPROVAL OF THE UPDATED ANNUAL LEAVE POLICY

The chair called on Julie Moberg for more information. One major update would be that all part time employees will accrue annual leave. Charts are established for accrual purposes. A motion was made to accept by Tom Lippens, seconded by Susan Kleikamp; Motion carried.

EXECUTIVE DIRECTOR'S REPORT

Julie Moberg was called on for her report. An update was given regarding the ongoing construction. Some of the offices should be ready to move back into by October 15th. The current deadline for completion is December 4th. Julie discussed the upcoming changes regarding the heat assistance grants. DHHS will now be determining who will be eligible for heat assistance. The Weatherization Program has met their program goals regarding the number of clients served. A motion to accept the directors report was made by Craig Reiter, seconded by Clyde Thoune; Motion carried.

PUBLIC COMMENT

No public comments were made.

OTHER BUSINESS

No other business came before the board

ADJOURNMENT

A motion to adjourn was made by John Stapleton and supported by Tom Lippens; Motion carried.

Meeting adjourned at 1:45 pm

Next meeting Thursday October 11, 2018 12:30 pm