

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday May 23, 2024
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:42 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Craig Reiter, Schoolcraft
Susan Kleikamp, Menominee
Connie Maule, Menominee
John Stapleton, Schoolcraft
Marie Whitmire, Menominee
Robin Double, Schoolcraft
John Malnar, Delta
Myra Croasdell, Delta
Mary Lu Gaudette, Delta

MEMBERS EXCUSED

Patricia Meuller
Mia Smith
Michael Peitsch
Jeff Waeghe

MEMBERS ABSENT

Kristyn Coppock
Jessica Flory-Whitmer

OTHERS PRESENT

Gary Willoughby, Executive Director
Dianne Gartland, Admin Assistant
Jessica Grenfell, Deputy Finance Director
Kris Thibeault, Finance Director
Lori Giuliani, RSVP Director
Lannie Berg, Welcome Newborns
Hannah Micheau, Emergency Services
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Myra Smeester, HS/EHS Director
Kristie Stenlund, Sr Services Director
Helen Corbett, HR Director
Caitlyn Wicklund, ECP HR
Renee

PRESENT BY ZOOM

Paula Bedford - Rehmann
Hank Steiro - Rehmann

APPROVAL OF THE AGENDA

A motion was made by John Stapleton to approve the agenda with the addition of agenda item **9-A Approval to Apply for the FY25 Emergency Shelter Grant** seconded by Connie Maule; Motion Carried.

PRESENTATION OF THE HRA FINANCIAL AUDIT FOR FY ENDING 9/30/2023

Paula Bedford and Hank Steiro from Rehmann presented the Financial Audit for FY ending 9/30/2023. **A motion was made to accept the HRA Financial Audit for FY ending 09/30/2023 as presented by Mary Lu Gaudette, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Marie Whitmire, seconded by Jennifer MacDonald; Motion Carried.**

- April 25, 2024 HRA Governing Board Minutes
- March 2024 HRA Accounts Payable Schedule
- Program Monthly Reports
 - FGP April 2024 Stats Summary
 - RSVP April 2024 Monthly Report
 - SCP April 2024 Report
 - Senior Services March 2024 Board Report
 - WX by the Numbers as of 05/09/2024
 - Homeless Services 10/01/2023 – 05/01/2024
 - Water Affordability Program as of 05/13/2024

ACCEPTANCE OF GARY WILLOUGHBY AS THE NEW EXECUTIVE DIRECTOR

The Chair introduced Gary Willoughby the new Executive Director of MDSCAA to the Governing Board. **A motion to accept Gary Willoughby as the new Executive Director of MDSCAA with a starting date of 05/28/2024 was made by Susan Kleikamp, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE THE OF BID RESULTS FOR THE FY 2024-2026 FINANCIAL AUDIT

The chair called on Kris Thibeault for more information. **A motion was made by Myra Croasdell, seconded by Robin Double, to accept the recommendation of the Finance Committee to go with Gabridge for the FY 2024-2026 Financial Audit; Motion Carried.**

APPROVAL OF THE AGENCY RISK ASSESSMENT PLAN

All members received a copy of the agency's proposed Risk Assessment Plan for their review. The Chair called on Myra Smeester for more information. The Risk Assessment Plan is part of the Organization Standards that we are required to do. **A motion was made by Connie Maule to approve the Agency Risk Assessment Plan as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE NUTRITION KITCHEN INSPECTIONS REPORTS

All members received a copy of MDSCAA's Nutrition Kitchen Inspections Reports for their review. The Chair called on Kristie Stenlund for more information. **A motion was made by Marie Whitmire to accept the report as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL TO APPLY FOR EMERGENCY SOLUTIONS GRANT (ESG)

The Chair called on Maty Thibeault for more information. **A motion was made by John Stapleton to approve the application to apply for the Emergency Solutions Grant as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL TO APPLY FOR THE FY25 EMERGENCY SHELTER GRANT

The Chair called on Maty Thibeault for more information. **A motion was made by Jennifer MacDonald to approve the application to apply for the FY25 Emergency Shelter Grant as presented, seconded by Myra Croasdell; Motion Carried.**

FOSTER GRANDPARENT PROGRAM PRESENTATION

A program presentation was given by Peggy Ramsden, Program Director for the Foster Grandparent Program (FGP).

ACCEPTANCE OF THE INTERIM EXECUTIVE DIRECTOR'S REPORT

Myra Smeester thanked the HRA Staff for all of their help during this transition. **A motion was made to accept her report as presented by Susan Kleikamp and seconded by Myra Croasdell; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

No board comments were heard.

ADJOURNMENT

A motion to adjourn was made by Jennifer MacDonald, supported by Connie Maule; Motion carried.

Meeting adjourned at 11:16 am ET.

Next meeting is scheduled July 25, 2024 at 10:00 am ET.