

**MENOMINEE DELTA SCHOOLCRAFT COMMUNITY ACTION AGENCY, INC./HUMAN
RESOURCES AUTHORITY INC.**

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Governing Board of the Menominee Delta Schoolcraft Community Action Agency, Inc./Human Resources Authority Inc. (the "Board"), Delta County, Michigan, held at CAA/HRA on the 25 day of July 2024 at 10:34 a.m.

PRESENT: Jennifer MacDonald; Craig Reiter; Susan Kleikamp; Connie Maule; John Stapleton; Marie Whitmire; Robin Double; John Malnar; Myra Croasdell; Mary Lu Gaudette; Patricia Meuller; Michael Peitsch; Fran Majestic; Gary Willoughby; Alexandria Kleikamp, Jessica Grenfell; Helen Corbett; Lori Giuliani; Lannie Berg; Hannah Micheau; Peggy Ramsden; Brenda Moya; Maty Thibeault; Myra Smeester; Kristie Stenlund; Linda Paulin.

ABSENT: Jeff Waeghe; Mia Smith; Jessica Flory-Whitmer

The following Resolution was offered by John Stapleton and seconded by Fran Majestic

WHEREAS, the Menominee Delta Schoolcraft Community Action Agency, Inc./Human Resources Authority Inc. (the "Authority") is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as Board of Directors for CAA/HRA, it is necessary and appropriate for the Board to establish and adopt policies for the operation of CAA/HRA;

WHEREAS, pursuant to Section 4(4) of the FOIA, CAA/HRA shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to CAA/HRA and explaining how to understand CAA/HRA 's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that CAA/HRA 's Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its response to a written request;

WHEREAS, in the interests of the health, safety and welfare of CAA/HRA, the Board desires to approve procedures and guidelines, written public summary and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Governing Board of the Menominee Delta Schoolcraft Community Action Agency, Inc./Human Resources Authority Inc., Washtenaw County, resolves as follows:

1. CAA/HRA hereby adopts and approves CAA/HRA 's Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. CAA/HRA also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).

3. CAA/HRA also adopts and approves the Detailed Itemization Sheet (attached as Exhibit C to this Resolution). CAA/HRA also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of CAA/HRA and do not conflict with the FOIA.

4. CAA/HRA shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in CAA/HRA 's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at CAA/HRA.

5. CAA/HRA shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

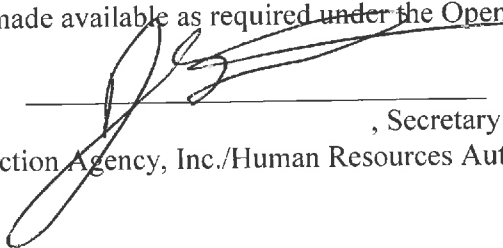
YEAS: 13

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF DELTA)

I, the undersigned, the duly qualified and acting Secretary of the Board of Directors of the Menominee Delta Schoolcraft Community Action Agency, Inc./Human Resources Authority Inc., DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of said Authority at a meeting held on the 25 day of July 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.


_____, Secretary

Menominee Delta Schoolcraft Community Action Agency, Inc./Human Resources Authority Inc.