

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday January 13, 2022
Community Action Agency
Escanaba MI
12:30 p.m.

MINUTES

The meeting was called to order at 1:11 pm and a quorum noted with the following in attendance. Board Members were present online with the permission of the Chair.

MEMBERS PRESENT IN PERSON

Craig Reiter, Schoolcraft
John Malnar, Delta
Jeff Waeghe, Delta
Myra Croasdell, Delta
Jennifer MacDonald, Menominee
Geri Alanko, Delta
Gerald Piche, Menominee
Connie Maule, Menominee

OTHERS PRESENT IN PERSON

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

MEMBERS ATTENDING BY ZOOM

Susan Kleikamp, Menomine
Ken Penokie, Delta
Penny Carlson, Schoolcraft
Edie Erickson, Schoolcraft
John Stapleton, Schoolcraft
Alan Kilar, Schoolcraft

OTHERS ATTENDING BY ZOOM

Kris Thibeault, Finance Director
Linda Paulin, SCP Director
Peggy Ramsden, FGP Director
Naomi Fletcher, Weatherization Director
Maty Thibeault, Homeless Services
Myra Smeester, HS/EHS Director
Shanna Hammond, Sr Services Director
Helen Corbett, HR Director
Jeff Anderson, Maintenance

MEMBERS EXCUSED

Katherine Jinkerson
Mia Smith

MEMBERS ABSENT

APPROVAL OF ADDITIONAL AGENDA ITEMS

A motion was made by Jennifer MacDonald to add agenda items #4 and #5. This was seconded by Connie Maule; Motion to Add Agenda Items #4 and #5 carried.

APPROVAL OF NOVEMBER 11, 2021 GOVERNING BOARD MINUTES

Members received a draft of the November 11, 2021 CAA Governing Board minutes.
a motion to accept the minutes of November 11, 2021 as presented was made by Susan Kleikamp, seconded by Penny Carlson; Motion Carried.

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the October 2021 HRA Accounts Payable Schedule. **This was approved with a motion from John Malnar, seconded by John Stapleton; Motion Carried.**

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ACCEPTANCE OF AUTUMN MORGAN'S RESIGNATION FROM THE GOVERNING BOARD

Autumn Morgan has informed the board that she is resigning from her appointment to the Governing Board. **A motion was made by John Malnar, to accept the resignation of Autumn Morgan from the Governing Board with regrets, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF BERNIE LANG'S RESIGNATION FROM THE GOVERNING BOARD

Bernie Lang has resigned from his appointment to the Governing Board. **A motion was made by Susan Kleikamp, to accept the resignation of Bernie Lang from the Governing Board with regrets, seconded by John Malnar; Motion Carried.**

APPROVAL OF GERALD PICHE APPOINTMENT TO THE GOVERNING BOARD

Gerald Piche was appointed by Menominee County Board of Commissioners to represent them at our meetings. **He will be replacing Bernie Lang. A motion was made to approve Gerald Piche to the Governing Board by Susan Kleikamp, seconded by John Malnar; Motion Carried.**

APPROVAL OF JENNIFER MACDONALD TO THE GOVERNING BOARD

A motion was made by John Malnar, seconded by Connie Maule; to approve another term for Jennifer MacDonald to the Governing Board.

ACCEPTANCE OF KAREN WIGAND'S RESIGNATION FROM THE GOVERNING BOARD

Karen Wigand has submitted her resignation from her appointment to the Governing Board. **A motion was made by John Stapleton, to accept the resignation of Karen Wigand from the Governing Board with regrets, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE REHMANN ENGAGEMENT LETTER

Members received a copy of the letter from Rehmann confirming the agreement with MDS CAA regarding the process and fees of auditing the financial accounts. **A motion was made by John Stapleton, to accept the Rehmann Engagement Letter as presented, seconded by Jeff Waeghe; Motion Carried.**

HRA GOVERNING BOARD BY-LAWS

All members received an updated copy of the HRA Governing Board By-Laws copy for their review.

APPROVAL OF THE SENIOR COMPANION PROGRAM BANK ACCOUNT CHANGE

Governing Board members were asked to approve a signature change to the Senior Companion Program Bank Account. **A motion was made by John Stapleton, to remove Connie Maule from this account and replace her with the current Senior Companion Director, Linda Paulin and to also add Julie Moberg, MDS CAA Executive Director to this account, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE HRA OSHA COVID-19 MANDATORY VACCINATION POLICY

All members received a copy of the HRA OSHA COVID-19 Mandatory Vaccination Policy for their review. **A motion was made by Ken Penokie, to accept the HRA OSHA COVID-19 Mandatory Vaccination Policy as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE HRA 2022 COLA INCREASE – FISCAL YEAR 2022

The Board approved the recommendation of the Finance Committee for a 3% increase in wages for HRA staff, effective the first full pay period after the Governing Board meeting, **with a motion made by John Malnar, seconded by John Stapleton; Motion Carried.**

APPROVAL OF WAGE INCREASE FOR PERSONAL CARE/HOMEMAKER AIDE/ADULT DAY CARE AIDE POSITIONS

The Board approved the recommendation of the Finance Committee for a wage increase of \$1.00 per hour for the Personal Care/Homemaker Aide/Adult Day Care Aide positions and Aide Wage Chart, **with a motion made by John Malnar, seconded by John Stapleton; Motion Carried.**

ACCEPTANCE OF THE FISCAL YEAR 2021 ANNUAL MONITORING REPORT

Members received a copy of the Annual Monitoring Report for FY2021. The chair called on Julie Moberg for more information. **A motion was made by John Malnar, to accept the FY2021 Annual Monitoring Report as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF AGENCY RISK ASSESSMENT PLAN

All members received a copy of the agency's proposed Risk Assessment Plan for their review. The Chair called on Julie Moberg for more information. The Risk Assessment Plan is part of the Organization Standards that we are required to do. **A motion was made by Jennifer MacDonald, to accept the Risk Assessment Plan as presented, seconded by Jeff Waeghe; Motion Carried.**

ACCEPTANCE OF THE PROGRAM MONTHLY REPORTS

Members received copies of the following program monthly reports for their review. **A motion was made by John Malnar to accept the reports as presented and seconded by Susan Kleikamp; Motion Carried.**

- CERA as of 12/30/2021
- LIHWAP as of 12/30/21
- CARES Act Funding as of 12/30/21
- Senior Companion Program November & December 2021 Program Summary
- Foster Grandparent Program October & November 2021 Monthly Report
- RSVP October & November 2021 Monthly 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 Susan Kleikamp, seconded by Penny Carlson; Motion Carried.**

- Senior Companion Program Schoolcraft County November 2021 Minutes
- Foster Grandparent Program Menominee & Delta November 2021 Minutes

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that the FGP Program has provided over 33,000 volunteer hours in October and November. We are working on increasing the wages for the aides in the Senior Services Program as we are still very low on the number of working aides. Our Homeless Services Program continues to be very busy. Hope at the Inn is now open for shelter. Weatherization is currently working with 30 clients in the central UP. We have started our new Water Assistance Program. This is open to both low income home owners and renters. The CARES program has provided over 1.15 million dollars in rental assistance as of the end of December. Julie has been continuing to work on keeping up with the ever changing COVID guidelines. **A motion was made to accept her report as presented by John Malnar and seconded by Geri Alanko; Motion Carried.**

OTHER BUSINESS

The Board Chair indicated that he would be contacting members regarding the current committees.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe, supported by Jennifer MacDonald; Motion carried.

Meeting adjourned at 1:39 pm.

Next meeting is scheduled March 10, 2022 at 12:30 pm.