

**Menominee-Delta-Schoolcraft  
HUMAN RESOURCES AUTHORITY  
Governing Board Meeting  
Thursday, September 9, 2021  
Community Action Agency  
Escanaba MI  
1:00 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  
Connie Maule, Menominee  
Alan Kilar, Schoolcraft

**OTHERS PRESENT IN PERSON**

Julie Moberg, Executive Director  
Dianne Gartland, Admin Assistant

**MEMBERS ATTENDING BY ZOOM**

Jennifer MacDonald, Menominee  
Ken Penokie, Delta  
Mia Smith, Menominee  
Geri Alanko, Delta  
John Stapleton, Schoolcraft  
Autumn Morgan, Delta  
Myra Croasdell, Delta  
Susan Kleikamp, Menominee

**OTHERS ATTENDING BY ZOOM**

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

**MEMBERS EXCUSED**

Karen Wigand  
Jeff Waeghe  
Katherine Jinkerson

**MEMBERS ABSENT**

Penny Carlson  
Edie Erickson  
Bernie Lang

**APPROVAL OF JULY 15, 2021 HRA GOVERNING BOARD MINUTES**

Members received a draft of the July 15, 2021 HRA Governing Board minutes and **the minutes were approved with a motion from John Malnar, seconded by Mia Smith; Motion Carried.**

**FINANCE COMMITTEE REPORT**

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

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

## **ACCEPTANCE OF HRA 990 TAX RETURN**

The chair called on Finance Director Kris Thibeault for more information regarding the HRA 990 Tax return. **A motion was made to accept the HRA 990 Tax Return by John Malnar, seconded by Autumn Morgan; Motion Carried.**

## **APPROVAL OF THE 2022 CAA/HRA BOARD MEETING SCHEDULE**

Members received a copy of the proposed 2022 CAA/HRA Governing Board meeting schedule. **A motion was made by John Malnar to accept the CAA/HRA 2022 Board Meeting schedule as presented, seconded by Mia Smith; Motion Carried.**

## **APPROVAL OF THE MDSCAA COMPREHENSIVE REMOTE WORK POLICY**

All members received a copy of the MDS CAA Comprehensive Remote Work Policy for their review. The chair called on Julie Moberg for more information. **A motion was made to approve the Remote Work Policy as presented by John Malnar, seconded by Connie Maule; Motion Carried.**

## **APPROVAL OF THE FY 2022 CSBG GRANT APPLICATION**

All members received a copy of the FY 2022 CSBG Grant Application for their review. **A motion was made to approve the grant application by Connie Maule, seconded by John Malnar; Motion Carried.**

## **APPROVAL OF THE 2022 COST ALLOCATION PLAN**

The chair called on Kris Thibeault for more information. **A motion was made to approve the 2022 Cost Allocation Plan as recommended by the Finance Committee by John Malnar, seconded by Autumn Morgan; Motion Carried.**

## **APPROVAL OF THE FINANCIAL PROCEDURES MANUAL**

The chair called on Kris Thibeault for more information. **A motion was made to approve the Financial Procedures Manual as recommended by the Finance Committee by John Malnar, seconded by Autumn Morgan; Motion Carried.**

## **APPROVAL OF THE MSHDA COORDINATED ENTRY GRANT**

The chair called on Julie Moberg for more information. **A motion was made to approve the MSHDA Coordinated Entry Grant as presented by John Malnar, seconded by Autumn Morgan; Motion Carried.**

## **APPROVAL OF THE SENIOR SERVICES CHECKING ACCOUNT CHANGES**

The Chair called on Julie Moberg for more information. . **A motion was made to approve the checking account changes of taking Sally Kidd off of the senior services checking accounts including the bingo account, and adding Shanna Hammond to all of the accounts, as presented by Susan Kleikamp, seconded by Geri Alanko; Motion Carried.**

## **ACCEPTANCE OF 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 Connie Maule; Motion Carried.**

- FGP 2021 Delta, Menominee & Schoolcraft Counties Program Evaluation
- Coronavirus Emergency Rental Assistance Program
- RSVP June – July 2021 Monthly Report
- Senior Services July 2021 Board Report
- SCP June/July 2021 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 Connie Maule, seconded by John Malnar; Motion Carried.**

- FGP Delta, Menominee & Schoolcraft Counties 06/21/21
- RSVP Delta County 6/10/21

## **RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) TRAINING**

The chair called on Julie Moberg. Julie provided training and explained to the board about what the Results Oriented Management process is and what the agency does in order to comply with ROMA.

## **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Julie Moberg for her report. Julie reported that the Rental Assistance Program has spent over \$473,000 in the last 5 months for back rent, 3 months of rent forward and any utilities that are behind. We have served 113 individuals in Delta County, 52 in Menominee County and 14 in Schoolcraft. We are close to spending out our extra CARES funds and CSBG Discretionary funds. Weatherization has returned to the field. We continue to expect a large expansion of the Weatherization program across the State if the new infrastructure bill passes in Congress. Many of our programs may receive an increase in the next year through Federal funding. Sally Kidd will be officially retired as of September 24th. **A motion was made to accept the report as presented by Susan Kleikamp and seconded by John Malnar; Motion Carried.**

## **OTHER BUSINESS**

No other business was discussed.

## **PUBLIC COMMENT**

Connie Maule stated the Daily Press did a nice article regarding Sally Kidd's retirement.

## **ADJOURNMENT**

**A motion to adjourn was made by John Malnar, supported by Alan Kilar; Motion carried.**

**Meeting adjourned at 1:45 pm.**

**Next meeting is scheduled October 14, 2021 at 12:30 pm.**