

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday September 28, 2023
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:33 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
Jeff Waeghe, Delta
Mia Smith, Menominee
Connie Maule, Menominee
Michael Peitsch, Schoolcraft
Marie Whitmire, Menominee
Mary Lu Gaudette, Delta
Connie Westrich, Menominee
Susan Kleikamp, Menominee
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Robert Peterson, Delta
John Malnar, Delta

MEMBERS EXCUSED

Jennifer MacDonald
Jessica Flory Whitmer
Victoria DeClaire

APPROVAL OF THE AGENDA

A motion was made to accept the agenda as presented by Mary Lu Gaudette, seconded by Mia Smith; 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 Robert Peterson, seconded by Marie Whitmire; Motion Carried.**

- July 27, 2023 Governing Board Minutes
- June 2023 & July 2023 HRA Accounts Payable Schedule
- 8/30/23 Personnel Committee Meeting Minutes:
- Program Monthly Reports

OTHERS PRESENT

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant
Myra Smeester, HS/EHS Director

ATTENDING BY ZOOM

Hannah Micheau, Client Services
Linda Paulin, SCP Director
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Helen Corbett, HR Director
Paul Snyder, Maintenance

MEMBERS ABSENT

- FGP May, June & July 2023 Monthly Reports & Stats Summary
- RSVP June & July 2023 Monthly Report
- SCP June & July 2023 Monthly Report
- Weatherization by the Numbers as of 9/15/23
- Senior Services June & July 2023 Report
- Low Income Household Water Assistant Program as of 9/18/23
- HRA Wage Chart
- HRA Wage Adjustment
- Employer Paid Short Term Disability Policy
- Cost Allocation Plan FY2024

APPROVAL OF FRAN MAJESTIC TO THE SCHOOLCRAFT COUNTY CONSUMER SECTOR

Due to the inability to fill the open seat in the Schoolcraft County Consumer Sector, a motion was made by Susan Kleikamp to approve Fran Majestic's application, as recommended by the Nominating Committee, to the Schoolcraft County Consumer Sector, seconded by Connie Westrich; Motion Carried.

APPROVAL OF ROBIN DOUBLE TO THE SCHOOLCRAFT COUNTY PRIVATE SECTOR

A motion was made by John Malnar, to approve Robin Double's application as recommended by the Nominating Committee, to the Schoolcraft County Private Sector, seconded by Mary Lu Gaudette; Motion Carried.

ACCEPTANCE OF THE HRA 990 TAX RETURN

All members received a copy of the HRA 990 Tax Return for their review. A motion was made by Robert Peterson to accept the HRA 990 Tax Return as presented, seconded by Connie Westrich; Motion Carried.

ACCEPTANCE OF THE 403(B) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan audit for their review. A motion was made by Mary Lu Gaudette to accept the 403(b) Retirement Plan Audit as presented, seconded by Susan Kleikamp; Motion Carried.

ACCEPTANCE OF THE 2024 CAA/HRA GOVERNING BOARD MEETING SCHEDULE

All members received a copy of the 2024 CAA/HRA Governing Board meeting schedule for their review. A motion was made by Connie Maule to accept the 2024 CAA/HRA Governing Board Meeting Schedule as presented, seconded by Robert Peterson; Motion Carried.

ACCEPTANCE OF THE MENOMINEE SENIOR CENTER FOOD INSPECTION REPORT

All members received a copy of the Menominee Senior Center Food Inspection Report for their review. A motion was made by Marie Whitmire to accept the Menominee Senior Center Food Inspection Report as presented, seconded by Myra Croasdell; Motion Carried.

APPROVAL OF THE MDSCAA INFECTIOUS DISEASE PLAN

All members received a copy of the MDSCAA Infectious Disease Plan for their Review. The Chair called on Julie Moberg for more information. **A motion was made by Susan Kleikamp to approve the MDSCAA Infectious Disease Plan as presented, seconded by Robert Peterson; Motion Carried.**

APPROVAL OF THE MDSCAA GOVERNMENT SHUTDOWN POLICY

All members received a copy of the MDSCAA Government Shutdown Policy for their review. The Chair called on Julie Moberg for more information. **A motion was made by Robert Peterson to approve the MDSCAA Government Shutdown Policy Plan as presented, seconded by Mia Smith; Motion Carried.**

APPROVAL OF DISCONTINUING THE MDHHS MEDICAID CHIP COMMUNITY DEVELOPMENT LEAD HAZARD CONTROL PROGRAM GRANT AND LEAD HEALTH AND SAFETY GRANT

The Chair called on Julie Moberg for more information. **A motion was made by Robert Peterson to approve the Discontinuation of the MDHHS Medicaid Chip Community Development Lead Hazard Control Grant and Lead Health and Safety Grant, commencing November 1, 2023, as recommended by the Finance Committee, seconded by Jeff Waeghe; Motion Carried.**

ACCEPTANCE OF THE EMERGENCY SHELTER PROGRAM MONITORING RESULTS

All members received a copy of the Emergency Shelter Program Monitoring Results for their review. **A motion was made by Marie Whitmire to accept the results as presented, seconded by Mia Smith; Motion Carried.**

APPROVAL OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Julie Moberg for more information. **A motion was made to approve the changes to the Financial Procedures Manual as recommended by the Finance Committee by Susan Kleikamp, seconded by John Stapleton; Motion Carried.**

APPROVAL OF THE FY 2024 CSBG & CSBD GRANT APPLICATION

The chair called on Julie Moberg for more information. **A motion was made to approve the FY 2024 CSBG & CSBD Grant Application by Connie Maule, seconded by Mia Smith; Motion Carried.**

ACCEPTANCE OF THE FOSTER GRANDPARENT PROGRAM STATE GRANT

The chair called on Julie Moberg for more information. **A motion to accept the Foster Grandparent Program State Grant was made by Susan Kleikamp, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE SENIOR COMPANION PROGRAM STATE GRANT

The chair called on Julie Moberg for more information. **A motion to accept the Senior Companion Program State Grant was made by Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE RETIRED SENIOR VOLUNTEER PROGRAM STATE GRANT

The chair called on Julie Moberg for more information. **A motion to accept the Retired Senior Volunteer Program State Grant was made by Mia Smith, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that Head Start is not yet at full enrollment, but the applications are still coming into the program. The SCP, FGP and RSVP programs all have had their state grants approved. The FGP and the SCP programs took their volunteers on an overnight excursion to Mackinaw Island. Senior Services was approved for a food pantry at the Hermansville site. Our kitchens continue to struggle to hire enough staff to keep up with the food orders. We have hired an assessor/client service manager located in the Schoolcraft County Office. Homeless Services is gearing up for the fall and winter months. We have heard that Hope at the Inn will not be opening this winter. Weatherization is working on its program expansion. They will be hiring a new intake/assistant to help with the work flow. The Water Assistance program is running and we have served 482 clients. With our two new board members we are back up to 18 members. **A motion was made to accept the Director's report as presented by Robert Peterson and seconded by Mia Smith; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

No board comments were made.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe, supported by Michael Peitsch; Motion carried.

Meeting adjourned at 11:11 am ET.

Next meeting is scheduled October 26, 2023 at 10:00 am ET.