

**Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday, July 15, 2021
12:30 p.m. ET
Zoom Meeting**

MINUTES

The Zoom meeting was called to order at 2:30 pm and the following were in attendance:

MEMBERS PRESENT

Mia Smith, Menominee
Ken Penokie, Delta
Bernie Lang, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Craig Reiter, Schoolcraft
Autumn Morgan, Delta
Susan Kleikamp, Menominee
John Malnar, Delta
Jeff Waeghe, Delta
Autumn Morgan, Delta
Alan Kilar, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Linda Paulin, SCP Director
Lori Giuliani, RSVP Director
Kris Thibeault, Finance Director
Dianne Gartland, Admin Assistant
Naomi Fletcher, Weatherization Director
Matalyn Thibeault, Homeless Services
Myra Smeester, HS/EHS Director
Peggy Ramsden, FGP Director
Brandy Olsen, Anderson Tackman & Co

MEMBERS EXCUSED

Myra Croasdell
Jennifer MacDonald
Geri Alanko

MEMBERS ABSENT

Edie Erickson
Penny Carlson
Katherine Jinkerson

APPROVAL OF GOVERNING BOARD MINUTES

Members received a draft of the May 13, 2021 Governing Board minutes and **they were approved with a motion from John Malnar, seconded by Autumn Morgan; Motion Carried.**

PRESENTATION OF THE FINANCIAL AUDIT FOR FY ENDING 9/30/2020

Brandy Olson from Anderson, Tackman was called upon to present the Financial Audit for FY ending 9/30/2020. **A motion was made to accept the audit as presented by John Malnar, seconded by Craig Reiter; Motion Carried.**

FINANCE COMMITTEE REPORT

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the April 2021 HRA Accounts Payable Schedule. **This was approved with a motion from Craig Rieter, seconded by Mia Smith; Motion Carried.**

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

APPROVAL OF BID RESULTS FOR THE 2020-2022 403(B) AUDIT

The chair called on Kris Thibeault for more information. **A motion was made by Craig Reiter, seconded by Susan Kleikamp, to accept the recommendation of the Finance Committee to go with Hawkins Ash as presented; Motion Carried.**

APPROVAL OF BID RESULTS FOR THE 2021-2023 FINANCIAL AUDIT

The chair called on Kris Thibeault for more information. **A motion was made by John Stapleton, seconded by Jeff Waeghe, to accept the recommendation of the Finance Committee to go with Rehmann as presented; Motion Carried.**

APPROVAL OF THE JOINT FINANCE/PERSONNEL COMMITTEE WAGE RECOMMENDATION

All members received a copy of the MDS CAA Wage Guide 2021 and a copy of the minutes from the joint meeting that was held on May 6, 2021. The recommendation made at the joint meeting was that all changes that the committees agreed upon would go to the full Governing Board for approval with an effective date being the first pay period after the board meets in July. **A motion was made by Craig Reiter to accept the recommendations of the Finance and Personnel Committees on HRA wage adjustments as presented, seconded by Mia Smith; Motion Carried.**

APPROVAL OF CONNIE MAULE AS MENOMINEE COUNTY CONSUMER SECTOR REPRESENTATIVE

The Nominating Committee reported that after reviewing the applications submitted for the open seat in Menominee County, they are recommending that Connie Maule be approved as the representative for the Consumer Sector in Menominee County. **A motion was made by Jeff Waeghe to accept the recommendation of the Nominating Committee, seconded by Susan Kleikamp; Motion Carried.**

NOMINATING COMMITTEE REPORT/ELECTION OF BOARD OFFICERS

A motion was made by John Malnar to accept the slate of officers that were nominated at the CAA meeting, this was seconded by Mia Smith; Motion Carried.

A motion was then made by Susan Kleikamp and seconded by Autumn Morgan to approve the nominations of Craig Reiter and John Malnar for Chair, Myra Croasdell for Vice Chair, Susan Kleikamp for Treasurer and John Stapleton for Secretary; Motion Carried.

Board members were asked to return their ballots via the envelope that was mailed to them with their ballot. The votes will be tallied and board members will be advised of the outcome of the board chair position.

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

Julie Moberg reported that the Safety Committee met and reviewed 13 reports. The committee deemed that no further action was needed. **A motion was made by Susan Kleikamp to accept the findings of the Safety Committee, seconded by Autumn Morgan; Motion Carried.**

APPROVAL OF THE UPDATE TO THE COVID-19 RESPONSE PLAN

All members received a copy of the updates to the COVID-19 Response Plan for their review. **A motion was made by Mia Smith to accept the updates to the response plan as presented, seconded by Craig Reiter; Motion Carried.**

APPROVAL OF THE 2019-2020 CSBG ANNUAL REPORT

All members received a copy of the 2019-2020 CSBG Annual Report for their review. **A motion was made by Susan Kleikamp, to accept the report seconded by Craig Reiter; Motion Carried.**

APPROVAL OF THE 2019-2020 AGENCY ANNUAL REPORT

All board members recently received a copy of the Agency's 2019-2020 Annual Report for their review. **A motion was made by Mia Smith to accept the Annual Report, seconded by Craig Reiter; Motion Carried.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the following program monthly reports for their review.

- RSVP April/May 2021 Monthly Report
- FGP April/May 2021 Monthly Reports and Stats Summary
- CARES Act Funding as of 6/24/21
- CERA (Coronavirus Emergency Rental Assistance Program)
- Weatherization by the Numbers as of 6/24/21
- SCP May 2021 Monthly Report Summary
- Senior Services April 2021 Board Report

A motion was made by Craig Reiter to accept the reports as presented, seconded by John Malnar; Motion Carried.

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members received copies of the following program advisory Committee minutes for their review.

- RSVP Menominee/Marinette May 18, 2021 AC Minutes
- SCP Schoolcraft May 18, 2021 AC Minutes
- SCP Menominee County May 26, 2021 AC Minutes

A motion was made by Craig Reiter to accept the minutes as presented, seconded by John Malnar; Motion Carried.

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Chair called on Julie Moberg for her report. Julie reported that the rental assistance program has dispersed over \$273,000 in the last three months. This grant pays for back rent, 3 months of rent forward and utilities that are behind. Weatherization has returned to the field. The program is on target to meet production numbers but our spending will still be low. We did return some LIHEAP funds voluntarily so they could be redistributed in the state. We continue to expect a large funding increase in DOE for the Weatherization Program. The CSBG funding that supports our client services is recommended for a slight increase of \$55 million in federal funding. This has not happened since the CSBG program began in the 1960's. We are working with the Senior Center Administrators on creating a plan for a soft open of all centers. The American Rescue Plan will be providing additional funding to some of our programs. A new Low Income Household Water Assistance Program will be coming to Community Action Agencies. \$1.1 billion dollars will be available through the LIHWAP grants. The goal is to have access to affordable, clean and safe drinking water for all low income households in the U.S. This will help families avoid water and wastewater shut offs. **A motion was made by Jeff Waeghe and seconded by Mia Smith to accept the Executive Director's report as presented; Motion Carried.**

OTHER BUSINESS

A discussion was heard regarding face to face meetings. It was agreed that CAA/HRA would return to face to face meetings commencing with the finance committee meeting on August 12th and the board meeting on September 9th with the option of members being able to still attend by Zoom if they did not feel comfortable attending in person.

A discussion was heard regarding the out of county meeting in September. It was decided to postpone the out of county meeting for this year.

All members received a media packet for their review.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

A motion to adjourn as made by Craig Reiter and seconded by John Malnar; Motion Carried.

The meeting was over at 2:50 pm

Next meeting is scheduled for September 9, 2021 at 12:30 pm.