

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Zoom Meeting  
Thursday, March 11, 2021  
Community Action Agency  
Escanaba MI  
1:00 p.m.  
**Met by Zoom**

**MINUTES**

The meeting was held by Zoom and called to order at 1:12 pm and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Jeff Waeghe, Delta  
John Malnar, Delta  
Bernie Lang, Menominee  
Katherine Jinkerson, Menominee  
Autumn Morgan, Delta  
Penny Carlson, Schoolcraft  
Karen Wigand, Delta  
Jennifer MacDonald, Menominee  
Ken Penokie, Delta  
Myra Croasdell, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Connie Maule, SCP Director  
Naomi Fletcher, Weatherization Director  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Sally Kidd, Senior Services Director  
Myra Smeester, ECP Director  
Dianne Gartland, Administrative Assistant  
Lori Guiliani, RSVP Director

**MEMBERS EXCUSED**

Susan Kleikamp  
John Stapleton  
Mia Smith  
Geri Alanko  
Edie Erickson

**MEMBERS ABSENT**

Allen Kilar

**APPROVAL OF JANUARY 14, 2021 GOVERNING BOARD MINUTES**

Members received a draft of the January 14, 2021 Governing Board minutes and **they were approved with a motion from Penny Carlson seconded by John Malnar; Motion Carried.**

**FINANCE COMMITTEE REPORT**

The chair called on the Finance Committee who reported that the Finance Committee met, reviewed and approved the December 2020 HRA Accounts Payable Schedule. **This was approved with a motion from John Malnar, seconded by Jennifer MacDonald; Motion Carried.**

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## **ACCEPTANCE OF RESIGNATIONS/APPOINTMENTS/REPRESENTATIVES TO THE GOVERNING BOARD**

The board accepted the resignation of Paul Welch on the Governing Board with a motion from John Malnar and seconded by Jeff Waeghe; Motion Carried.

The board approved the appointment of Allen Kilar to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

The board approved the appointment of Autumn Morgan to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

The board approved the appointment of Karen Wigand to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

The board approved the appointment of Susan Kleikamp to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

The board approved Myra Croasdell to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

The board approved Penny Carlson to the Governing Board with a motion from John Malnar and seconded by Katherine Jinkerson; Motion Carried.

## **APPROVAL OF HRA FEDERAL CASH DRAWDOWN POLICY**

All members received a copy of the HRA Federal Cash Drawdown Policy for their review. A motion was made by Jeff Waeghe to approve the HRA Federal Cash Drawdown Policy and seconded by John Malnar; 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 John Malnar, seconded by Autumn Morgan, to accept the audit as presented. Motion Carried.

## **APPROVAL OF THE UPDATED COVID 19 RESPONSE PLAN**

The board called on Julie Moberg for more information. A motion was made by John Malnar, seconded by Jennifer MacDonald to approve the updated COVID 19 response plan as presented; Motion Carried.

## **ACCEPTANCE OF THE FY20 PROGRAMMATIC DESK MONITORING REVIEW**

The board called on Julie Moberg for more information. A motion was made by John Malnar, seconded by Autumn Morgan to accept the FY20 Programmatic Desk Monitoring Review as presented; 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 Program monthly reports and seconded by Autumn Morgan; Motion Carried.**

- Senior Services December 2020 Board Report
- Weatherization by the Numbers as of 2/28/21
- Cares Act/QCare Boxes 10/1/20 – 12/30/20
- SCP January/February 2021 Board Report Summary
- FGP December 2020/January 2021 Monthly Reports & Stats Summary
- RSVP December 2020 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 John Malnar, seconded by Autumn Morgan; Motion Carried.**

- SCP January 26, 2021 Menominee County AC Minutes

## **PROGRAM PRESENTATION**

A program presentation was given by Lori Giuliani Program Director for the Retired Senior Volunteer Program (RSVP).

## **EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW**

The Board Chair indicated that a joint Finance / Personnel Committee meeting was held to discuss the Executive Director's performance review. Based on this meeting it was the committee's recommendation to bring to the full Governing Board that the Executive Director receive a 2% wage increase retroactive to January 1, 2021. **A motion was made to accept the Finance/Personnel Committee's recommendation by Autumn Morgan, seconded by Penny Carlson; Motion Carried.**

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

The Board called on Julie Moberg for her report. Julie reported that we are continuing the Quarantine boxes through the CARES grant until June 1<sup>st</sup>. We have been helping the inmates released from jail as they have to quarantine for 14 days upon release. The new COVID rental and utilities grant will be starting by April 1<sup>st</sup>. We are just waiting for the state legislature to release the funds to the communities. We are interviewing to add a position to the homeless program to help with outreach activities and case management. The SCP and FGP programs are working to bring tablets to their volunteers to be able to connect them to virtual volunteer activities. All of the senior programs federal grants have been submitted for the coming year. Our congregate meal sites and Senior Centers will continue with curbside pickups. **A motion was made to accept the report as presented by John Malnar and seconded by Autumn Morgan; Motion Carried.**

**OTHER BUSINESS**

No other business was discussed.

**PUBLIC COMMENT**

No public comments were made.

**ADJOURNMENT**

**A motion to adjourn was made by Autumn Morgan, supported by Jennifer MacDonald; Motion Carried. Meeting adjourned at 1:51 pm.**

**Next meeting is scheduled for 4/8/2021 at 12:30 pm.**