

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Meeting  
Thursday September 22, 2022  
Community Action Agency  
Escanaba MI  
10:00 a.m.

**MINUTES**

The meeting was called to order at 10:41 am and a quorum noted with the following in attendance.

**MEMBERS PRESENT**

Geri Alanko, Delta  
John Malnar, Delta  
Connie Maule, Menominee  
Jennifer MacDonald, Menominee  
Marie Whitmire, Menominee  
Jerry Piche, Menominee  
Susan Kleikamp, Menominee  
Jessica Flory-Whitmer, Schoolcraft  
Mary Lu Gaudette, Delta  
Jeff Waeghe, Delta  
John Stapleton, Schoolcraft  
Alan Kilar, Schoolcraft

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Dianne Gartland, Admin Assistant

**ATTENDING BY ZOOM**

Kris Thibeault, Finance Director  
Linda Paulin, SCP Director  
Peggy Ramsden, FGP Director  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services  
Myra Smeester, HS/EHS Director  
Kristie Stenlund, Sr Services Director  
Helen Corbett, HR Director  
Lori Giuliani, RSVP Director  
Hannah Micheau, Emergency Services  
Jeff Anderson, Maintenance  
Alexandria Kleikamp, Receptionist/Data  
Entry Clerk

**MEMBERS EXCUSED**

Mia Smith  
Myra Croasdell

**MEMBERS EXCUSED**

Craig Reiter  
Victoria DeClaire

**APPROVAL OF THE AGENDA**

**A motion was made to accept the agenda as presented by Susan Kleikamp, seconded by Connie Maule; 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 Alan Kilar, seconded by Geri Alanko; Motion Carried.**

- July 28, 2022 Governing Board Minutes
- June 2022 and July 2022 HRA Accounts Payable Schedule

- **Program Monthly Reports**
  - FGP June and July 2022
  - RSVP July 2022
  - Senior Companion July 2022
  - Deliverable Fuels Program PY22
  - Water Assistance Program (LIHWAP)
  - Coronavirus Emergency Rental Assistance Program (CERA) Program
  - Weatherization by the Numbers as of 9/13/22
  - Homeless Services
  - Outreach Services
  - Senior Services June 2022 and July 2022
- **Advisory Committee Minutes**
  - FGP July 19, 2022 Menominee County
  - SCP July 19, 2022 Menominee County
  - SCP July 25, 2022 Schoolcraft County
- **WX Quality Assurance Monitoring Report PY21 MVID 2811**

### **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 Marie Whitmire to accept the HRA 990 Tax Return as presented, seconded by John Stapleton; Motion Carried.**

### **ACCEPTANCE OF THE 2023 CAA/HRA GOVERNING BOARD MEETING SCHEDULE**

All members received a copy of the 2023 CAA/HRA Governing Board meeting schedule for their review. **A motion was made by Connie Maule to accept the 2023 CAA/HRA Governing Board Meeting Schedule as presented, seconded by Geri Alanko; Motion Carried.**

### **APPROVAL OF THE COST ALLOCATION PLAN PY23**

The chair called on Kris Thibeault for more information. **A motion was made to approve the 2023 Cost Allocation Plan PY23 changes as recommended by the Finance Committee by Alan Kilar, seconded by Jennifer MacDonald; Motion Carried.**

### **APPROVAL OF THE FINANCIAL PROCEDURE MANUAL**

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

### **APPROVAL OF THE FY 2023 CSBG & CSBD GRANT APPLICATION**

The chair called on Julie Moberg for more information. **A motion was made to approve the FY 2023 CSBG & CSBD Grant Application by Mary Lu Gaudette, seconded by John Stapleton; Motion Carried.**

## **APPROVAL OF THE HRA BY-LAWS REVIEW**

All members received a copy of the HRA By-Laws for their review. The By-Laws Committee met and has deemed that no changes are necessary to the current By-Laws at this time. **A motion was made to approve the current HRA By-Laws with no changes as recommended by the By-Law Committee by Susan Kleikamp, seconded by Jennifer MacDonald; Motion Carried.**

## **SENIOR COMPANION PROGRAM PRESENTATION**

The chair called on Linda Paulin, Director of the Senior Companion Program. Linda gave a presentation to the Board regarding the current program offerings that the Senior Companion Program has to offer.

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

The Board called on Julie Moberg for her report. Julie reported that the Senior Programs are doing well on their volunteer numbers and have been getting new volunteers in the door. Senior Services has been working on getting their new staff oriented. Gladstone Kitchen is fully open now. The Centers are looking to bring back some health and exercise classes. Homeless Services have full caseloads. Hope at the Inn has made significant changes and so we expect the churches will only be providing about 2 months of shelter due to funding. Weatherization is preparing for its program expansion. We are recruiting for a weatherization assistant. The water Assistant Program is up and running. We are looking for 2 new board members from Schoolcraft County. **A motion was made to accept the Director's report as presented by Jerry Piche and seconded by Alan Kilar; Motion Carried.**

## **OTHER BUSINESS**

No other business was discussed.

## **PUBLIC COMMENT**

No public comments were made.

## **BOARD COMMENT**

John Malnar thanked the board members and the CAA/HRA Staff for the great job that they continue to do.

Susan Kleikamp stated she loves being a Senior Companion Volunteer and that Linda Paulin does an amazing job. The program is wonderful and that she has made many new friends where she volunteers at.

## **ADJOURNMENT**

**A motion to adjourn was made by John Stapleton, supported by Jennifer MacDonald; Motion carried.**

**Meeting adjourned at 11:24 am. Next meeting is scheduled October 27, 2022 at 10:00 am ET.**