

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Meeting  
Thursday March 23, 2023  
Community Action Agency  
Escanaba MI  
10:00 am ET

**MINUTES**

The meeting was called to order at 10:58 am ET and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Craig Reiter, Schoolcraft  
Susan Kleikamp, Menominee  
Connie Maule, Menominee  
Jennifer MacDonald, Menominee  
Marie Whitmer, Menominee  
Tori DeClaire, Delta  
Mia Smith, Menominee  
Myra Croasdell, Delta  
Mary Lu Gaudette, Delta  
Jeff Waeghe, Delta  
Connie Westrich, Menominee  
Robert Petersen, Delta  
Michael Peitsch, Schoolcraft

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Dianne Gartland, Admin Assistant

**ATTENDING BY ZOOM**

Linda Paulin, SCP Director  
Hannah Micheau, Emergency Services  
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  
Kris Thibeault, Finance Director  
Kadra Kierczynski, Rehmann  
Joshua Sullivan, Rehmann

**MEMBERS EXCUSED**

Geri Alanko  
Jessica Flory-Whitmire

**MEMBERS ABSENT**

John Stapleton

**APPROVAL OF AGENDA**

**A motion was made by Tori DeClaire to approve the agenda with item 2(a) added regarding “Advisory Committee Minutes” seconded by Marie Whitmer; 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 Susan Kleikamp, seconded by Connie Maule; Motion Carried.**

- January 26, 2023 HRA Governing Board Minutes
- December 2022 HRA Accounts Payable Schedule
- January 2023 HRA Accounts Payable Schedule

- Program Monthly Reports
  - Senior Services 11/22, 12/22 and 01/23 Monthly Reports
  - RSVP December 2022 – January 2023 Monthly Report
  - RSVP 2022 Volunteer Questionnaire Results
  - FGP January 2023 Monthly Reports & Stats Summary
  - FGP Evaluation
  - SCP January 2023 – February 2023 Report
  - LIHWAP as of 03/07/2023
  - Walk for Warmth as of 3/07/2023
  - Weatherization by the Numbers as of 3/13/2023
  - Homeless Services as of 03/01/2023
  - Rapid Rehousing as of 02/28/2023
- Advisory Committee Minutes
  - RSVP January 2023 Delta County
  - RSVP January 2023 Menominee County
  - FGP January 2023 Menominee County
  - SCP November 2022 Delta County
  - SCP February 2023 Menominee County

### **DISCUSSION OF ADVISORY COMMITTEE MINUTES**

A discussion was heard regarding the submission of Advisory Committee Minutes to the Board Packets. **A motion was made by Marie Whitmer to no longer include these minutes in the packet seconded by Connie Maule; Motion Carried.**

### **PRESENTATION OF THE HRA FINANCIAL AUDIT FOR FY ENDING 9/30/22**

Joshua Sullivan and Kadra Kierczynski from Rehmann did a presentation regarding the Financial Audit for FY ending 9/30/2022. **A motion was made to accept the audit as presented by Marie Whitmer, seconded by Tori DeClaire; Motion Carried.**

### **ACCEPTANCE OF ALAN KILAR'S RESIGNATION FROM THE GOVERNING BOARD**

**A motion was made by Jennifer MacDonald to accept the resignation of Alan Kilar from the Schoolcraft County Elected Sector, seconded by Marie Whitmer; Motion Carried.**

### **ACCEPTANCE OF THE SAFETY COMMITTEE REPORT**

The Chair called on Connie Maule who reported that the Safety Committee reviewed 24 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Mary Lu Gaudette to accept the Safety Committee report as presented, seconded by Tori DeClaire; Motion Carried.**

### **ACCEPTANCE OF THE MDSCAA STRATEGIC PLAN UPDATE**

All members received a copy of the MDSCAA Strategic Plan update for their review. The Chair called on Julie Moberg for more information. **A motion was made by Connie Maule, to accept the MDSCAA Strategic Plan update as presented, seconded by Mia Smith; Motion Carried.**

## **ACCEPTANCE OF THE INFECTIOUS DISEASE PLAN**

All members received a copy of the agency's Infectious Disease Plan for their review. The chair called on Julie Moberg for more information. **A motion was made by Jennifer MacDonald, to accept the agency's Infectious Disease Plan as presented, seconded by Marie Whitmer; Motion Carried**

## **APPROVAL OF THE EXECUTIVE DIRECTOR AND FINANCE DIRECTOR'S WAGE INCREASE**

All members received a memo from the Finance and Personnel Committee Meeting that was held regarding the wage discussion of the Executive Director and Finance Director. A motion was made by both Committees to recommend to the full board that they approve a minimum 10% wage range between the Head Start Director and the Finance Director. The Committees also recommended that a minimum of a 10% wage range be between the Finance Director and the Executive Director be approved. The Committees also recommended that the wage cap on the Head Start Director's wages be removed and moved back into receiving the annual Office of Head Start MDSCAA COLA increases. **A motion to approve all the recommendations made by the Personnel/Finance Committee with a commencing date of November 1, 2022, was made by Jeff Waeghe, seconded by Mia Smith; Motion Carried.**

## **DISCUSSION OF THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW**

The Board Chair stated that the annual performance review of the Executive Director was mailed out but due to a low response he will be extending the deadline to return your form. He also stated that for future evaluations, it will be done via Survey Monkey.

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

The Board Chair called on Julie Moberg for her report. Julie reported that the Senior Program Managers have been getting out in the communities and presenting on their programs. The stipends for the FGP and the SCP will be going up in April to \$4.00 an hour. All the Senior Centers are open to activities including health and exercise classes. Adult Day is open Monday – Friday. We currently have 12 participants at this time. Hope at the Inn in Delta County is now closed for the winter. Weatherization is working on its program expansion. They are working on getting a multi-unit complex in Marquette off the ground. We opened up Walk for Warmth funds for the three counties. The new Water Assistant program is up and running. We are still looking for a private sector rep from Schoolcraft County and a consulting attorney for the Head Start program. **A motion was made to accept the report as presented by Mary Lu Gaudette and seconded by Marie Whitmer; Motion Carried.**

## **OTHER BUSINESS**

No other business was discussed.

## **PUBLIC COMMENT**

No public comments were made.

## **BOARD COMMENT**

Connie Maule gave high praise to Kris Thibeault (Finance Director) and her staff regarding the financial audit.

Craig Reiter thanked the board for supporting the Executive Director and the Finance Director's wage adjustment.

## **ADJOURNMENT**

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

**Meeting adjourned at 11:15 am ET**

**Next meeting is scheduled April 27, 2023 at 10:00 am ET**