

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday October 27, 2022
Community Action Agency
Escanaba MI
10:00 a.m.

MINUTES

The meeting was called to order at 10:43 am and a quorum noted with the following in attendance.

MEMBERS PRESENT

Craig Reiter, Schoolcraft
John Malnar, Delta
Connie Maule, Menominee
Jennifer MacDonald, Menominee
Marie Whitmire, Menominee
Myra Croasdell, Delta
Victoria DeClaire, Delta
Jessica Flory-Whitmer, Schoolcraft
Mary Lu Gaudette, Delta
John Stapleton, Schoolcraft

OTHERS PRESENT

Julie Moberg, Executive Director
Dianne Gartland, Admin Assistant

ATTENDING BY ZOOM

Kris Thibeault, Finance 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
Jeff Anderson, Maintenance

MEMBERS EXCUSED

Geri Alanko
Jerry Piche
Susan Kleikamp

MEMBERS EXCUSED

Mia Smith
Jeff Waeghe

MEMBERS ABSENT

Alan Kilar

APPROVAL OF THE AGENDA

A motion was made by Victoria DeClaire to add agenda item “Masking Requirements” to the agenda for discussion seconded by Jennifer MacDonald; 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 Connie Maule, seconded by Marie Whitmire; Motion Carried.**

- September 22, 2022 Governing Board Minutes
- August 2022 HRA Accounts Payable Schedule
- **Program Monthly Reports**

- Senior Services August 2022 and September 2022
- CERA as of 10/12/22
- Weatherization by the Numbers
- FGP August 2022 Monthly Report
- SCP August/September 2022 Report
- RSVP August 2022 Monthly Report
- Homeless Services October 2021 to October 2022 Report
- Deliverable Fuels Program Report as of October 11, 2022
- Water Assistance Program (LIHWAP) as of October 11, 2022
- **Advisory Committee Minutes**
 - FGP August 4, 2022 Schoolcraft County Minutes
- **Direct Service Provider/Area Agency on Aging FY 2022 Monitoring**

MASKING REQUIREMENTS DISCUSSION

A discussion was held regarding the masking requirements currently in place for HRA employees and visitors. **A motion was made by John Malnar seconded by John Stapleton that mask wearing for all HRA employees and visitors will now be optional unless there is a medical reason; Motion Carried.**

ACCEPTANCE OF THE 403(b) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan Audit. The chair called on Kris Thibeault for more information. **A motion was made by John Stapleton to accept the 403(b) Retirement Plan Audit as recommended by the Finance Committee presented, seconded by Jennifer MacDonald; Motion Carried.**

ACCEPTANCE OF THE 2022/2023 AGENCY WIDE BUDGET

All members received a copy of the 2022/2023 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by John Stapleton to accept the 2022/2023 Agency Wide Budget as recommended by the Finance Committee, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The committee reported that they reviewed a total of 14 accident and incident reports and deemed that no further action was necessary. **A motion to accept the Safety Committee report as presented was made by Marie Whitmire, seconded by Victoria DeClaire; Motion Carried.**

APPROVAL OF THE UPDATED REMOTE WORK POLICY

All members received a copy of the updated Remote Work Policy for their review. **A motion was made by Victoria DeClaire to approve the updated Remote Work Policy as presented, seconded by Jennifer MacDonald; Motion Carried.**

ACCEPTANCE OF THE ADA COMPLAINT AND REASONABLE MODIFICATION POLICY

The chair called on Kristie Stenlund for more information. **A motion was made to accept the ADA Complaint and Reasonable Modification Policy as presented by John Stapleton, seconded by Jessica Flory-Whitmer; Motion Carried.**

ACCEPTANCE OF THE MSHDA COORDINATED ENTRY GRANT

The chair called on Julie Moberg for more information. **A motion was made by Jennifer MacDonald to accept the MSHDA Coordinated Entry Grant as presented, seconded by Myra Croasdell; Motion Carried.**

HIPPA/CMS FRAUD WASTE AND ABUSE PRESENTATION

Kristie Stenlund, the Director of the Senior Services Program, gave a presentation on training to Board Members regarding HIPPA/CMS Fraud Waste and Abuse.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Julie Moberg for her report. Julie reported that the SCP coordinated a day trip to Mackinac Island. All three volunteer programs are doing well and getting new volunteers. FGP's are back into the schools. The RSVP's have their Reading Buddies Program up and running again this year. The Senior Centers are bringing back health and exercise classes. Senior Services are low on personal care and homemaker aides again. We currently have 15 aides whereas before the pandemic we were as high as 40. Weatherization applications are up. They are looking at trying to complete over 120 jobs for FY 23. The new Water Assistant Program is up and running. We are still looking for a consumer and private sector representative from Schoolcraft County. **A motion was made to accept the Executive Director's report as presented by Marie Whitmire and seconded by Victoria DeClaire; 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 John Stapleton, supported by Connie Maule; Motion carried.

Meeting adjourned at 11:00 am.

Next meeting is scheduled December 1, 2022 at 10:00 am ET.