

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday November 21, 2024
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:21 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Myra Croasdell, Delta
Fran Majestic, Schoolcraft
Susan Kleikamp, Menominee
Patricia Meuller, Menominee
Connie Maule, Menominee
Marie Whitmire, Menominee
Robin Double, Schoolcraft
Michael Peitsch, Schoolcraft
Craig Reiter, Schoolcraft
John Malnar, Delta

OTHERS PRESENT

Gary Willoughby, Executive Director
Alexandria Kleikamp, Admin Assistant
Myra Smeester, HS/EHS Director
Helen Corbett, HR Director
Lori Giuliani, RSVP Director
Linda Paulin, SCP Director
Peggy Ramsden, FGP Director
Kristie Stenlund, Sr Services Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Stephanie Sanville, Finance Director
Sheri Polfus, Weatherization
Ellie Moberg, Sr Services Office Assistant

MEMBERS ABSENT

Jennifer MacDonald, Menominee
John Stapleton, Schoolcraft
Mia Smith, Menominee
Jeff Waeghe, Delta

OTHERS ABSENT

Hannah Micheau, Emergency Services

APPROVAL OF THE AGENDA

A motion was made to accept the agenda as presented by Connie Maule, seconded by Myra Croasdell; 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 Myra Croasdell, seconded by Marie Whitmire; Motion Carried.**

- October 24, 2024 Governing Board Minutes
- September 2024 HRA Accounts Payable Schedule
- Program Monthly Reports
 - RSVP September 2024 Monthly Report

- SCP September 2024 Monthly Report
- FGP September 2024 Monthly Report
- Senior Services October 2024 Board Report
- WX by the Numbers as of 11/13/2024
- Homeless Services 10/01/2024 – 10/31/2024
- Water Affordability Program as of 11/14/2024
- Walk for Warmth Program as of 11/14/2024

ACCEPTANCE OF THE 2024/2025 AGENCY WIDE BUDGET

Members received a copy of the 2024/2025 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by Myra Croasdell to accept the 2024/2025 Agency Wide Budget as recommended by the Finance Committee, seconded by Marie Whitmire; Motion Carried**

APPROVAL OF THE 2024 MDS CAA STRATEGIC PLAN UPDATE

All members received a copy of the MDSCAA Strategic Plan update for their review. The chair then called on Gary Willoughby for more information. **A motion was made by Myra Croasdell to approve the 2024 MDSCAA Strategic Plan as presented, seconded by Marie Whitmire; Motion Carried**

ACCEPTANCE OF THE BALANCE OF STATE CONTINUUM OF CARE GRANT AGREEMENT

All members received a copy of the Balance of State Continuum of Care Grant Agreement for their review. The chair then called on Gary Willoughby for more information. **A motion was made by Fran Majestic to approve the Balance of State Continuum of Care Grant Agreement as presented, seconded by Connie Maule; Motion Carried**

ACCEPTANCE OF THE NUTRITION KITCHEN INSPECTIONS REPORTS

All members received a copy of MDSCAA's Nutrition Kitchen Inspections Reports for their review. The Chair called on Kristie Stenlund for more information. **A motion was made by Marie Whitmire to accept the report as presented, seconded by Patricia Mueller; Motion Carried.**

ACCEPTANCE OF THE FY24 PROGRAM COMPLIANCE MONITORING MVID 3282

All members received a copy of the FY24 Program Compliance Monitoring MVID 3282 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the FY24 Program Compliance Monitoring MVID 3282 as presented, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF THE FY24 PROGRAM COMPLIANCE MONITORING MVID 3135

All members received a copy of the FY24 Program Compliance Monitoring MVID 3135 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Fran Majestic to accept the FY24 Program Compliance Monitoring MVID 3135 as presented, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE FY24 PROGRAM COMPLIANCE MONITORING MVID 3226

All members received a copy of the FY24 Program Compliance Monitoring MVID 3226 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Myra Croasdell to accept the FY24 Program Compliance Monitoring MVID 3226 as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE STAR ASSESSMENT REPORT FY25

All members received a copy of the STAR Assessment Report FY25 for their review. The chair then called on Gary Willoughby for more information. **A motion to accept the STAR Assessment Report FY25 as presented was made by Patricia Mueller, seconded by Connie Maule; Motion Carried.**

WEATHERIZATION PROGRAM PRESENTATION

A program presentation was given by Brenda Moya, Program Director for the Weatherization Program. **A motion to accept the Weatherization Program Presentation as presented was made by Patricia Mueller, seconded by Myra Croasdell; Motion Carried.**

ROLES AND RESPONSIBILITIES OF THE BOARD

The chair called on Myra Smeester. Myra presented training to the board members on what their role is as a Governing Board member and what their responsibilities are. **A motion to accept the Roles and Responsibilities of the Board as presented was made by Marie Whitmire, seconded by Connie Maule; Motion Carried.**

HIPPA/CMS FRAUD WASTE AND ABUSE TRAINING

The chair called on Kristie Stenlund. Kristie presented training to the board members on what Hipa/CMS Fraud Waste and Abuse is. **A motion to accept the Hipa/CMS Fraud Waste and Abuse Training as presented was made by Marie Whitmire, seconded by Patricia Mueller; Motion Carried.**

ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT

The Board called on Gary Willoughby for his report. Gary reported that we had our all-staff meeting on October 30th. Thank you to the board members who attended. We sent out an all-staff survey to get feedback on the meeting, as well as did some white board feedback sessions with the team as well that day. Mary Jo Hade donated \$7,500 to the Senior Meal Program. Yesterday was Senior Companion Volunteer Day in Michigan. In Menominee County at the Hermansville Head Start location we took down the old Head Start Family Center sign that has been posted outside for nearly 60 years to try and save it. I hope to have it

on display in the board room as part of our 60th anniversary in early 2025. It is in my office and is about 4' tall by over 8' wide and will be a big project, but is one of our oldest agency artifacts. In Delta County I attended a staff meeting and training session at the Escanaba Head Start on November 1st and got a tour of the facility. Homeless Awareness Event at Bay College on Friday, November 22nd as part of National Homeless Awareness Month. Barbara Bellinger of TV6 interviewed me yesterday to help get the word out. Maty and Kim also spoke with the Daily Press on the same topic earlier in the week. John Stapleton invited Kristie and me to see some new buses @ DATA to help us learn about options as we have 2 new ones to order soon. In Schoolcraft County Myra, Kristie and I head to Manistique on Monday to tour the kitchen and speak with our staff there about the history of our senior center in Germfask and the logistics of possibly bringing it back next year. At Germfask's town board meeting in early December, Myra and I will present our process to see if Head Start and/or a senior center can return. John Stapleton will attend to talk about transportation options for those in eastern Schoolcraft County, and Craig Reiter will also attend to answer questions, as this is in his district, and he can be helpful in getting the word out on our programs there. **A motion was made to accept the Executive Director's report as presented by Patricia Mueller and seconded by Fran Majestic; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

John Malnar helped in securing \$500,000 of funding for the Gladstone Senior Center for repairs such as a new roof, doors, windows, bathrooms, etc.

Connie Maule let the committee members know how much she enjoyed the staff meeting and seeing all the staff and learning about the programs.

The committee thanked Gary Willoughby, the directors, and staff for all that has been done in the last 6 months and all the improvements that have been made.

ADJOURNMENT

A motion to adjourn was made by John Malnar, supported by Myra Croasdell; Motion carried.

Meeting adjourned at 11:36 am ET. Next meeting is scheduled January 23, 2025 at 10:00 am ET.